

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #512
MAY 11, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING

<https://sccoe.zoom.us/j/92196565459>

Dial-in Number: 669-900-6833

Meeting ID: 921 9656 5459

This meeting meets the requirements of AB361

I. CALL TO ORDER

II. ROLL CALL

- President - Nicholas Gervase
- Vice President - Libby Spector
- Member – Rod Adams

III. APPROVAL OF AGENDA #512 – May 11, 2022 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #511 – April 13, 2022 ACTION

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

VI. NEW BUSINESS

A. Approval / Ratification of Classification Specification Revision..... ACTION
a. Supervisor – Print Services

B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
a. Manager – Positive Behavioral Interventions and Supports, Range 12

C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
a. Manager – Behavioral Health Systems, Range 11

D. Approval / Ratification of Classification Specification Revision..... ACTION
a. Paraeducator - Special Education ASL

E. Public Hearing for the 2022-2023 Proposed Budget for the Personnel Commission. ACTION
A public hearing on the Personnel Commission’s proposed budget for 2022 - 2023 is scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are invited to comment.

Location:	Santa Clara County Office of Education	Date:	May 11, 2022
	Zoom Virtual Meeting (See above link)	Time:	10:00 a.m.

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.

Open Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

Close Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

- F. Approval and Adoption of the 2022-2023 Personnel Commission Annual Budget..... ACTION
- G. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- H. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: June 8, 2022)

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 #511
APRIL 13, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/9649762969>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 964 9769 2969

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 Libby Spector, Vice-President Rod Adams, Member	Marisa Perry Yasmeen Husain Linda Gore Yolanda Anguiano

OTHERS PRESENT	
Larry Oshodi Angela Ballou Tammy Dhanota Stephanie Gomez	Philip J. Gordillo Kellie Guevara Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #511-1: The Commission approved Agenda #511, April 13, 2022, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #511-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #511-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #510, March 9, 2022, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #511-2: carried unanimously.

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

Philip J. Gordillo, Executive Director, California School Personnel Commissioners Association, addressed the Commission and thanked Commissioner Adams for attending the annual CSPCA conference. Commissioner Adams found the conference helpful and informative.

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #511-3 The Commission approved revising the classification specification for the position of Manager – Purchasing Services, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #511-3: carried unanimously.

B. Approval of Classification Specification Revision

MOTION #511-4 The Commission approved revising the classification specification for the position of Manager – Risk and Liability, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #511-4: carried unanimously.

C. Approval of the Personnel Commission Meeting Calendar for 2022-2023

MOTION #511-5 The Commission approved the proposed Personnel Commission Meeting Calendar for 2022-2023 within Personnel Commission Agenda #511, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #511-5: carried unanimously.

Month	Date	Year	Day	Meeting Category
July	13	2022	Wednesday	Regular
August	10	2022	Wednesday	Regular
September	14	2022	Wednesday	Regular
October	12	2022	Wednesday	Regular
November	09	2022	Wednesday	Regular
December	14	2022	Wednesday	Regular
January	11	2023	Wednesday	Regular
February	08	2023	Wednesday	Regular
March	08	2023	Wednesday	Regular
April	12	2023	Wednesday	Regular
May	10	2023	Wednesday	Regular
June	14	2023	Wednesday	Regular

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

MOTION #511-6: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #511, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #511-6: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Wellness Center Liaison	03/04/22	OTBS	12	11
2	Payroll Services Specialist I/II	03/15/22	OTBS	8	5
3	Administrative Assistant IV	03/16/22	OTBS	11	11
4	Paraeducator - Special Education	03/16/22	AIDES	13	Unranked
5	Paraeducator - Alternative Education	03/21/22	AIDES	2	2
6	Student Assessment Technician	03/22/22	AIDES	2	2
7	Cook	03/24/22	OSS	3	3

8	Network Analyst - Senior	03/29/22	OTBS	4	4
9	Supervisor - Migrant Education Identification &	03/29/22	LT	2	2
10	Postal Services Assistant	03/31/22	OTBS	7	5
11	Associate Teacher - Restricted	04/06/22	AIDES	6	5

E. Personnel Commission Budget: 2022-2023 (First Reading)

Director Perry submitted for review, the Personnel Commission's Proposed Budget for the 2022-2023 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in May.

OBJECT CODE	DESCRIPTION	ADOPTED 2021-22 BUDGET	PROPOSED 2022-23 BUDGET
2320-00	Executive Assistant – Classified	123,023.00	119,080.00
2360-00	Director – Classified	164,971.00	173,782.00
2395-00	Other Management – Classified	121,590.00	120,516.00
2425-00	Other Specialists/Technicians	250,456.00	255,408.00
3000-00	Employee Benefits	313,870.00	335,686.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	5,554.00	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	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5900-00	Communications	580.00	0.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$1,072,758.00	\$1,103,320.00

- 5809-00 Advertising: Proposed \$580 increase to reallocate funds for increased advertising expenses
- 5900-00 Communications: Proposed \$580 reduction to reallocate funds to support other expenses

F. Monthly Vacancy Status Report – April 13, 2022

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

The Commission and Director Perry had questions and comments about the current recruitment climate and job market.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Human Resources Division staff returned to the office as of April 11, 2022
- Yolanda Anguiano, Classified Personnel Specialist is attending the virtual 2022 Merit Academy
- Yasmeen Husain, Supervisor – Classification & Recruitment, along with three HR staff are participating in the National Equity Project. The cohort participates in monthly trainings, with the current focus on Paraeducator recruitments and the candidate experience.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, May 11, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:23 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Equity and Educational Progress Division proposes the revision of the Supervisor – Print Services classification specification, to modernize references to equipment being used and to reflect the role more accurately. Since this classification was established in 2011, the industry has evolved to more digital processes. These updates remove references to outdated equipment and processes.

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Supervisor – Print Services
2. Approval shall be effective May 11, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – PRINT SERVICES

BASIC FUNCTION:

Under the direction of the assigned administrator, organizes and directs the activities and operations of the SCCOE Print Services Department; supervises, plans, and schedules the production of printed material for departments and programs of the Santa Clara County Office of Education (SCCOE), school and school districts; develops and monitors budget; performs preventive and minor equipment adjustments; maintains service agreements; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the SCCOE Print Services; plans, coordinates, and organizes print services for digital printing, full color print, copy, finish, graphic design, and mail-ready products; prioritizes service and work order requests; recommends the use of external printers or agencies; participates in the development and implementation of departmental policies and procedures.

Supervises, plans, and schedules the production of printed material for departments and programs of the office; analyzes, evaluates, and forecasts trends in relation to the successful operation of reproduction services.

Oversees the fleet of copiers.

Develops, reviews, and revises production practices, procedures, service menus, and fee schedules; orders appropriate supplies and equipment; maintains inventory and records of materials and supplies for printing; recommends products and materials to expand services, products, or production capabilities; researches and implements innovative print, color, copy, and bindery processes, methods, and techniques; maintains supplies and equipment; anticipates equipment replacement needs.

Communicates with staff and departments regarding print media services; oversees internal/external advertising and marketing promotions; schedules and coordinates printing services to accommodate the customer's requirements; notifies, informs, or responds to internal and external customers regarding printing estimates, fees, account deficits, project status, and/or projects requiring explanation, clarification, or special handling; determine fees and charges for printing services.

Establishes a program for short and long-term replacement; analyzes new equipment design; performs minor equipment repairs, as necessary.

Assures the safe work environment for personnel; assures health and safety mandates are maintained; develops and monitors annual printing services operating budget; monitors department budget activities, account recordings, and analyzes cost for customer print orders.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; analyzes and forecasts

staffing requirements; and determines staff training and in-service needs.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Communicates with supervisors, administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Evaluates, determines, and selects appropriate equipment and systems, keeps abreast of new printing techniques; coordinates, organizes and follows through on multiple diverse activities simultaneously; clarifies copying and duplicating requests and determines equipment and supply needs.

Develops and implements short and long-term planning in own department; provides data for long-term planning in Print Services.

Oversees the operation of a variety of reprographic and finishing equipment including high speed copiers, folders, cutters, staplers, drills, binders, computers, scanners and assigned software; drive a vehicle to conduct work; pick up and deliver projects as needed.

Attends a variety of meetings as assigned.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of printing, reproduction and graphic design projects, services, and activities. Principles, practices, and techniques involved in the design, formatting, layout, production, printing, and duplication of a variety of graphics, documents, and materials.

Office duplicating processes and machines including high speed copiers, printers, and related finishing equipment.

Methods, terminology, equipment, materials, processes, and procedures used in the production of printed and graphic materials.

Page layout and graphic arts design techniques and procedures.

Methods and procedures of operating computers and peripheral equipment.

Computers and graphics software applications used by the County Office of Education.

Methods of collecting and organizing data and information.

Oral and written communication skills.

Principles and practices of supervision and training.

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

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Organize, direct, and participate in the design, formatting, layout, production, printing, and duplication of a variety of graphics, documents, and materials for the County Office of Education.

Coordinate communications and personnel to meet printing needs and assure smooth and efficient activities.

Plan, schedule, develop and implement printing, reproduction, and graphic design projects.

Train and evaluate the performance of assigned personnel.
Receive, prioritize, and coordinate response to printing requests and work orders.
Estimate time, materials, and personnel requirements for printing projects.
Operate an assigned computer system, specialized peripherals, and graphics software.
Utilize high-speed reprographic, finishing, and offset printing equipment in the printing and reproduction of a variety of materials.
Enter text and graphic elements using a keyboard, scanned materials, or data files.
Assemble, collate, bind, hole punch, drill, pad, fold, bind and staple reproduced materials.
Create, plan, develop and layout text, color, and artwork.
Inspect completed projects for accuracy, completeness, and compliance with established specifications.
Communicate effectively both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including college-level course work in graphic design, multimedia communications or related field and three years increasingly responsible experience in graphic design, digital printing machines, high-speed copiers, and computers.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of printing equipment.
Standing for extended periods of time.
Seeing to read a variety of materials and monitor printing operations.
Bending at the waist, kneeling, or crouching to retrieve and store supplies.
Reaching overhead, above shoulders and horizontally.
Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.
Chemicals used in the printing process.

Approved by Personnel Commission: June 23, 2011

Revised 5/11/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 5/11/22

SANTA CLARA COUNTY OFFICE OF EDUCATION

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CLASS TITLE: SUPERVISOR – PRINT SERVICES

BASIC FUNCTION:

Under the direction of the ~~assigned administrator, Director III – Public Affairs or designee, Digital Design and Media Services,~~ organize and direct the activities and operations of the SCCOE Print Services Department; supervise, plan, and schedule the production of printed material for departments and programs of the County Office of Education, school and school districts; develop and monitor budget; perform preventive and minor equipment adjustments; maintain service agreements; train and evaluate the performance of assigned personnel.

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REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the activities and operations of the SCCOE print services; plan, coordinate, and organize print services for ~~digital printing, offset press, camera, reprographics,~~ full color print, copy, finish, graphic design, and mail-ready products; prioritize service and work order requests; recommend the use of external printers or agencies; ~~monitor automated copy card usage;~~ participate in the development and implementation of departmental policies and procedures.

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Supervise, plan, and schedule the production of printed material for departments and programs of the office; analyze, evaluate, and forecast trends in relation to the successful operation of reproduction services.

Oversee the fleet of copiers.

Develop, review, and revise production practices, procedures, service menus, and fee schedules; order appropriate supplies and equipment; maintain inventory and records of materials and supplies for printing; recommend products and materials to expand services, products, or production capabilities; research, and implement innovative print, color, copy, and bindery processes, methods, and techniques; maintain supplies and equipment; anticipate equipment replacement needs.

Communicate with staff and departments regarding print media services; oversee internal/external advertising and marketing promotions; schedule and coordinate printing services to accommodate the customer's requirements; notify, inform, or respond to internal and external customers regarding printing estimates, fees, account deficits, project status, and/or projects requiring explanation, clarification, or special handling; determine fees and charges for printing services.

Establish a program for short and long term replacement; analyze new equipment design; perform minor equipment repairs as necessary.

Assure the safe work environment for personnel; assures health and safety mandates are maintained; develop and monitor annual printing services operating budget; monitor department budget activities, account recordings, and analyzes cost for customer print orders.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; analyzes and forecasts staffing requirements; and determine staff training and in-service needs.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

Communicate with supervisors, administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Evaluates determine, and select appropriate equipment and systems, keeps abreast of new printing techniques; coordinates, organize and follow through on multiple diverse activities simultaneously; clarify copying and duplicating requests and determine equipment and supply needs.

Develop and implement short and long-term planning in own department; provide data for long-term planning in Print Services.

Oversee the operation of a variety of reprographic and finishing equipment including ~~offset press~~, high speed copiers, folders, cutters, staplers, drills, binders, computers, scanners and assigned software; drive a vehicle to conduct work; pick up and deliver projects as needed.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform ~~other related~~ duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organization and direction of printing, reproduction and graphic design projects, services and activities.
- Principles, practices and techniques involved in the design, formatting, layout, production, printing and duplication of a variety of graphics, documents and materials.
- Office duplicating processes and machines including high speed copiers, printers, ~~offset press~~ and related finishing equipment.
- Methods, terminology, equipment, materials, processes and procedures used in the production of printed and graphic materials.
- Page layout and graphic arts design techniques and procedures.
- Methods and procedures of operating computers and peripheral equipment.
- Computers and graphics software applications used by the County Office of Education.
- Methods of collecting and organizing data and information.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Organize, direct and participate in the design, formatting, layout, production, printing and duplication of a variety of graphics, documents and materials for the County Office of Education.
- Coordinate communications and personnel to meet printing needs and assure smooth and efficient activities.
- Plan, schedule, develop and implement printing, reproduction and graphic design projects.
- Train and evaluate the performance of assigned personnel.
- Receive, prioritize and coordinate response to printing requests and work orders.
- Estimate time, materials and personnel requirements for printing projects.

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Operate an assigned computer system, specialized peripherals and graphics software.
Utilize high-speed reprographic, finishing and offset printing equipment in the printing and reproduction of a variety of materials.
Enter text and graphic elements using a keyboard, scanned materials or data files.
Assemble, collate, bind, hole punch, drill, pad, fold, bind and staple reproduced materials.
Create, plan, develop and layout text, color and art work.
Inspect completed projects for accuracy, completeness and compliance with established specifications.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including college-level course work in graphic design, multimedia communications or related field and three years increasingly responsible experience in graphic design, ~~digital printing machines, offset printing machines,~~ high-speed copiers and computers.

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LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.
Constant interruptions.
Driving a vehicle to conduct work.

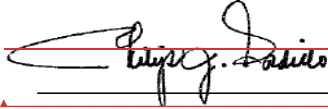
PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of printing equipment.
Standing for extended periods of time.
Seeing to read a variety of materials and monitor printing operations.
Bending at the waist, kneeling or crouching to retrieve and store supplies.
Reaching overhead, above shoulders and horizontally.
Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.
Chemicals used in the printing process.

Approved by Personnel Commission: June 23, 2011
[Revised 5/11/22](#)



7/01/11

Philip J. Gordillo

Date

Executive Director of Human Resources

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AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Professional Learning & Instructional Support Division proposes establishing the Manager – Positive Behavioral Interventions and Supports position to oversee the Santa Clara County PBIS Technical Assistance Center and provide leadership and coordination of PBIS program services countywide, regionally, and statewide. The proposed position will be largely funded by cost-recovery (revenue), with a small portion being grant funded, and will allow for the expansion of services.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Manger – Positive Behavioral Interventions and Supports is recommended at Range 12.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Manager - Tobacco Use Prevention Education	LT - 12	\$10,165.42 - \$12,973.87	MA	4 years
Manager - Positive Behavioral Interventions and Supports	LT - 12	\$10,165.42 - \$12,973.87	BA	4 years
Manager - Risk and Liability	LT - 12	\$10,165.42 - \$12,973.87	BA	5 years
Manager - Early Learning Services/Planning & Support	LT - 12	\$10,165.42 - \$12,973.87	BA	4 years

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Manager – Positive Behavioral Interventions and Supports
2. Recommend the following salary Range for the following classification:
 - a. Manager – Positive Behavioral Interventions and Supports, Range 12.0
3. Approval shall be effective May 11, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

BASIC FUNCTION:

Under the direction of the assigned supervisor, the Manager - Positive Behavioral Interventions and Supports (PBIS) oversees the Santa Clara County PBIS Technical Assistance Center; provides leadership and coordination for PBIS program services countywide, regionally and statewide; plans, organizes, develops and provides professional learning, coaching and technical assistance services to promote implementation of data-driven, evidence-based programs and projects using a Multi-Tiered Systems of Support (MTSS) framework.

The Manager – PBIS class requires considerable integrity, cultural competence, self-direction, initiative, and attention to detail as well as skill in interpersonal and public relations, and the ability to organize and focus on a variety of tasks and projects simultaneously.

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

Plans, organizes, coordinates, and implements comprehensive school-wide services related to Positive Behavioral Interventions and Supports (PBIS) for the SCCOE and school districts; provides leadership and coordination for PBIS programs and services countywide, regionally, and statewide.

Directs the work of assigned staff; builds the capacity of program staff, professional experts, consultants, and other appropriate staff to implement multiple program and project objectives.

Plans, develops, implements, and/or facilitates workshops, using an MTSS framework, for students, educators, administrators, and the school community and conducts school and program site visits as needed.

Manages requests for professional learning, coaching and technical assistance services; assesses specific training/coaching needs; researches materials and reviews recent research relevant to specific professional learning topics; assists in developing capacity building and sustainability plans for districts, schools and the SCCOE PBIS Technical Assistance Center.

Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.

Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly, as embedded in an MTSS framework.

Manages special projects as assigned, including the development and maintenance of a web-enabled database and the maintenance of website and other digital resources.

Develops memorandums of understanding (MOU) to contract with business partners, district offices, schools, consultants, and non-regular employees to implement PBIS.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; develops staff training opportunities; assigns work to support staff; monitors performance evaluations according to established guidelines and procedures.

Prepares and maintains a variety of reports, records, and files related to grants, personnel, funding, and assigned activities.

Participates in program efforts to identify, prioritize, and resolve problems related to wellness and wellbeing; especially as these issues often disproportionately impact vulnerable populations.

Attends a variety of meetings as assigned.

Uses word processing, database, graphic, and spreadsheet software programs as well as standard office equipment and other peripheral devices.

Assists in special projects related to resource and grant development.

Performs related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Social and Emotional (SEL) Guiding Principles.

Multi-Tiered System of Support (MTSS) Framework.

Core concepts of equity, diversity and inclusion and methods and strategies for system-wide implementation.

Principles and practices of prevention programs related to school climate and student engagement, anti-bias and culturally sustaining theories and pedagogies.

Culturally affirming and sustaining practices, as contextualized for community and individualized supports.

Program planning, instructional techniques, adult learning, and group facilitation dynamics.

Effective office principles, procedures, and practices including proper report writing, document construction and editorial enhancement techniques.

Positive Behavioral Interventions and Supports implementation.

Program evaluation standards.

Interpretation and use of assessment results.

Principles of training, leadership, facilitation, and management with groups of various abilities, cultures, and development stages.

Basic budgeting practices regarding monitoring and control.

Principles and practices of supervision and training.

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

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Read, comprehend, and interpret applicable state and federal laws, rules, regulations, statutes, and ordinances.

Plan, organize, and implement technical support and training related to PBIS.

Use critical thinking and problem-solving skills to identify, prioritize and implement services.

Be sensitive to the needs of students, staff, and all invested community members within diverse populations.

Identify, promote, and implement resources for school improvement.

Effectively communicate in both oral and written form.

Work variable hours including evenings and weekends with minimal supervision, driving to program school sites.

Operate standard office equipment including, but not limited to, a laptop/personal computer, fax machine, calculator, copier, and other peripheral equipment.

Use word processing, graphic, database, web technology, spreadsheet, and other software programs.

Establish and maintain cooperative relationships with those contacted in the course of assigned duties.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s Degree from an accredited college or university with major coursework in social work, psychology, health, sociology/cultural studies or related field and four years of increasingly responsible experience in school climate and social-behavioral skill development, including two years of experience in planning and facilitating professional learning services, such as webinars and workshops.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California Driver’s License.

A driving record which meets the insurance requirements of the SCCOE.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

Work hours beyond the normal workday.

Participate in meetings, conferences, and professional development activities both locally and outside of Santa Clara County.

Frequent driving of a car may also be required.

PHYSICAL DEMANDS:

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

Seeing to read, prepare and proofread documents, perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed.

Lifting light objects.

Approved by the Personnel Commission: May 11, 2022

Marisa Perry
Director III – HR / Classified Personnel Services

Date: 5/11/22

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Professional Learning & Instructional Support Division proposes establishing the Manager – Behavioral Health Systems position to develop, coordinate, implement and assess behavioral health programs and billing systems. Upcoming policy changes will expand opportunities for schools and districts to be reimbursed by various types of insurance companies for services provided. This position will navigate these changes, build out systems and provide training to schools and districts to ensure they are fully maximizing available reimbursements.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Manager – Behavioral Health Systems is recommended at Range 11.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Coordinator - Youth Health & Wellness	LT - 13	\$10,673.64 - \$13,622.58	MA	5
Manager - Behavioral Health Systems	LT - 11	\$9,681.27 - \$12,356.06	MA	3
Manager - Media and Marketing	LT - 11	\$9,681.27 - \$12,356.06	BA	5
Manager – Research, Evaluation & Planning	LT - 11	\$9,681.27 - \$12,356.06	MA	2

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Manager – Behavioral Health Systems
2. Recommend the following salary Range for the following classification:
 - a. Manager – Behavioral Health Systems, Range 11
3. Approval shall be effective May 11, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – BEHAVIORAL HEALTH SYSTEMS

BASIC FUNCTION:

Under the direction of the Director - Youth Health & Wellness, the Manager - Behavioral Health Systems researches, develops, coordinates, implements and assesses behavioral health programs and billing systems; works in partnership with Managed Care Plans, the Department of Behavioral Health, other government agencies, and districts to support the development of mental health and substance systems of care; provides technical, specialized, consultative, advisory and planning services in the area of behavioral health and billing for behavioral health services; serves as a resource to program representatives and school districts; and serves as the Santa Clara County Office of Education (SCCOE) lead for grants or grant projects as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Identifies, coordinates, and provides training and technical assistance to districts and schools on evidenced-based behavioral health systems, programs, and practices effective in school environments.

Develops and implements clinical supervision and intern programs in accordance with the California Board of Behavioral Sciences and other local, state, and federal policies.

Supports with the identification, development, and coordination of behavioral health partnerships with Social Services, Behavioral Health, Managed Care Plans, Commercial Health Providers, and other agencies.

Provides training support, and technical assistance to county offices of education and districts regarding becoming contracted vendors with commercial health plans and managed care plans; supports sites in becoming Medi-Cal certified.

Works with the Department of Health Care Services, the Department of Health & Human Services, Managed Care Plans, County Behavioral Health, districts, and other organizations to develop referral pathways and closed-loop referral systems to increase coordination and access to behavioral health services for students in schools.

Researches, develops, and provides training and technical assistance to county offices of education, districts and schools in the preparation and submission of billing claims for all payers including Managed Care Plans, Medi-Cal Billing, and Commercial Health Plans.

Works with other County Departments, district staff and community partners to present cross-systems applications of behavioral health research and pedagogy; coordinates monthly regional leadership meetings and annual regional conferences.

Develops, implements, coordinates, and collaborates with third-party claims submission vendors to ensure the proper process of claims and generation of revenue.

Assesses school-based behavioral health programs and billing systems; analyzes data, develops a strategic plan with short and long-term goals, focused on building capacity to establish and sustain behavioral health programs on school campuses.

Serves as a resource to program representatives and the SCCOE; serves as liaison for special assignments; serves as liaison between the State and districts in the County; coordinates State and regional conferences; serves as national, State, and regional lead for other leaders in assigned program area; serves on assigned task forces and committees.

Provides technical information and assistance to assigned supervisor and the Director regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; assists with departmental and divisional planning activities.

Serves as the SCCOE lead for grants or grant projects such as the School Behavioral Health Incentive Program (SBHIP) and other grants that support the implementation of various components of behavioral health, monitors grant requirements and completes all aspects of grant reporting.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to districts, schools and the SCCOE in applying for grant programs as assigned by the position.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of billing practices and insurance claims.
- Knowledge of CPT and ICD-10 coding and billing requirements for public programs and third-party payers.
- Knowledge of LEA Medi-Cal billing.
- Knowledge of Managed Care Organizations and Plans.
- Knowledge of public-school environments.

Understanding of the relationship between various health plans including IPAs and DOFR.
 Knowledge of evidence-based mental health and substance use practices.
 Social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction.
 Researching, synthesizing, writing, and marketing training programs for assigned area.
 Training methods, program planning, adult learning, and group facilitation and dynamics.
 Collecting and assembling data and navigating assigned software systems.
 Budget preparation and control.
 Technical aspects of field of specialty.
 Oral and written communication skills.
 Applicable laws, codes, regulations, policies, and procedures.
 Interpersonal skills using tact, patience, and courtesy.
 Operation of a computer and assigned software.

ABILITY TO:

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district/school/curriculum needs for curriculum reform and school development planning.
 Provide technical, specialized, consultative, advisory, and planning services in assigned instructional area.
 Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools.
 Process and train others on processing insurance billing claims.
 Serve as a resource to program representatives and the SCCOE.
 Conduct special studies and in-services.
 Coordinate large professional development institutes and conferences.
 Communicate effectively both orally and in writing.
 Interpret, apply, and explain rules, regulations, policies, and procedures.
 Establish and maintain cooperative and effective working relationships with others.
 Operate a computer and assigned office equipment.
 Analyze situations accurately and adopt an effective course of action.
 Meet schedules and timelines.
 Work independently with little direction.
 Plan and organize work.
 Maintain records and files.
 Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in public health, healthcare administration, social work, counseling, or related field and three (3) years increasingly responsible experience conducting professional development activities. Completion of a medical billing and coding training program or two (2) years of experience working in a healthcare setting with exposure to billing and coding required.

LICENSES AND OTHER REQUIREMENTS:

Valid California License in Clinical Social Work, Marriage and Family Therapy, or Psychology (preferred).
 Medical billing and coding certification (preferred).
 Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

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.

Approved by Personnel Commission: May 11, 2022



Marisa Perry

Director III – HR / Classified Personnel Services

Date: 5/11/22

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Educational Services Division proposes establishing the revision of the Paraeducator – Special Education ASL position to eliminate reference to providing translation services to students, as individuals in this classification are not qualified to do so. Language has been changes to reflect that they should be proficient in conversational ASL to communicate with students.

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Paraeducator – Special Education ASL
2. Approval shall be effective May 11, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR – SPECIAL EDUCATION - ASL

BASIC FUNCTION:

Assists teacher(s) and/or other certificated personnel by performing a variety of instructional support duties to individual or small groups of Special Education pupils in a classroom or resource environment encompassing a range of physical, emotional, intellectual, and communication disabilities for severely and non-severely handicapped pupils; assists in the establishment and maintenance of appropriate classroom and site behavior; performs specialized language translation for students in the Special Education program who may be deaf and/or hard of hearing, who utilize American Sign Language (ASL) as the primary modality of communication; performs a routine of clerical tasks as assigned.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from other Paraeducator classifications in that the incumbent is required to be proficient in conversational ASL to communicate with students who are deaf and/or hard of hearing. The class of Paraeducator – Special Education - ASL 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.

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.

Performs specialized duties requiring the application of, and proficiency in, accepted and designated sign languages such as American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II), and finger spelling.

Trains staff members in simple signing methods as directed in order to enhance the educational experience of the student.

Controls volatile students physically as needed according to approved 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.

Assists in the supervision and monitoring of students during lunch, recess, bus loading/unloading etc.; accompanies and assists students in “mainstream classroom activities,” computer lab, library, etc.

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.

Confers on a regular basis with a teacher in regard to 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 students with personal hygiene functions including toileting, diapering, eating, dressing and other self-help skills.

Under direct or indirect supervision of school nurses, 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 them 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.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modes of sign language, finger spelling, and gestures as required by assignment such as American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II) and American Manual Alphabet (finger spelling), methods and techniques used in communicating with persons who are DHOH.

Basic child guidance principles and effective management techniques.

Basic social and emotional needs and challenges associated with students who are deaf and/or hard of hearing.

Deaf culture.

Effective record-keeping practices and procedures.

Proper English usage, spelling, grammar, and punctuation.

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

Behavior intervention techniques and strategies.

ABILITY TO:

Utilize conversational ASL to communicate with students who are deaf and/or hard of hearing.

Understand and follow instructions.

Operate standard office and specialized equipment including a desktop computer, copier, and communications equipment.

Communicate effectively.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

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

Understand and follow both oral and written instructions.

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

Effectively supervise assigned special education 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 special education classroom/programs in a confidential manner where appropriate.

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

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 is assigned.

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

Maintain confidentiality of records and discussions.

Assist teachers and administrators in dealing with behavioral incidences.

Meet the physical requirements necessary to safely and effectively perform required duties, including lifting students 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.

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:

Incumbents must be proficient in American Sign Language (ASL) and pass a proficiency exam in ASL.

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 minimal routine travel within close proximity to the regular assigned work location.

Approved by the Personnel Commission: July 14, 2021

Revised 5/11/22

Marisa Perry
Director – HR/Classified Personnel Services

Date: 05/11/22

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEducator – SPECIAL EDUCATION - ASL

BASIC FUNCTION:

Assists teacher(s) and/or other certificated personnel by performing a variety of instructional support duties to individual or small groups of Special Education pupils in a classroom or resource environment encompassing a range of physical, emotional, intellectual, and communication disabilities for severely and non-severely handicapped pupils; assists in the establishment and maintenance of appropriate classroom and site behavior; performs specialized language translation for students in the Special Education program who may be deaf and/or hard of hearing, who utilize American Sign Language (ASL) as the primary modality of communication; performs a routine of clerical tasks as assigned.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from other ParaeEducator classifications in that the incumbent is required to be proficient in conversational ASL to communicate with ~~provide language translation to~~ students who are deaf and/or hard of hearing. The class of ParaeEducator – Special Education - ASL 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.

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.

Performs specialized duties requiring the application of, and proficiency in, accepted and designated sign languages such as American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II), and finger spelling.

Trains staff members in simple signing methods as directed in order to enhance the educational experience of the student.

Controls volatile students physically as needed according to approved Pro-ACT techniques.

Commented [MP1]: I think this duty may be too high level

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.

Assists in the supervision and monitoring of students during lunch, recess, bus loading/unloading etc.; accompanies and assists students in "mainstream classroom activities", computer lab, library, etc.

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.

Confers on a regular basis with a teacher in regard to 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 students with personal hygiene functions including toileting, diapering, eating, dressing and other self-help skills.

Under direct or indirect supervision of school nurses, 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 them 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.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modes of sign language, finger spelling, and gestures as required by assignment such as American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II) and American Manual Alphabet (finger spelling), methods and techniques used in communicating with persons who are DHOH.

Basic child guidance principles and effective management techniques.

Basic social and emotional needs and challenges associated with students who are deaf and/or hard of hearing.

Deaf culture.

Effective record-keeping practices and procedures.

Proper English usage, spelling, grammar, and punctuation.

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

Behavior intervention techniques and strategies.

ABILITY TO:

Perform language translation for students who are deaf and/or hard of hearing who utilize ASL as the primary modality of communication.

Perform voice translation for students, staff, and parents as appropriate.

Utilize conversational ASL to communicate with students who are deaf and/or hard of hearing.

Understand and follow instructions.
Operate standard office and specialized equipment including a desktop computer, copier, and communications equipment.
Communicate effectively.
Establish and maintain effective work relationships with those contacted in the performance of required duties.
Learn the methods and procedures to be followed in assigned special education classroom/program.
Understand and follow both oral and written instructions.
Understand the needs of assigned special education students and effectively relate to these needs in a learning situation.
Effectively supervise assigned special education 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 special education classroom/programs in a confidential manner where appropriate.
Assists severely disabled students with personal hygiene and grooming functions such as toileting, feeding, tube feeding, and/or suctioning in a proper manner.
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 is assigned.
Exercise tact, diplomacy, and good judgment in dealing with students.
Maintain confidentiality of records and discussions.
Assist teachers and administrators in dealing with behavioral incidences.
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.

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:

Incumbents must be proficient in American Sign Language (ASL) and pass a proficiency exam in ASL.



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 minimal routine travel within close proximity to the regular assigned work location.

Approved by the Personnel Commission: July 14, 2021

Marisa Perry
 Director – HR/Classified Personnel Services

Date: 07/14/21

AGENDA ITEM VI – E/F (NEW BUSINESS - ACTION)

**ANNUAL BUDGET
2022-2023 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

BACKGROUND

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

The Personnel Commission’s Proposed Budget for 2022-2023 is attached for review. It is important to note that the Personnel Commission’s budget is included in the Classified Personnel Services Department budget.

EDUCATION CODE 45253

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

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

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

RECOMMENDATION

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

1. Approve the annual budget as submitted and detailed in the table included with the understanding the amount may be subject to change. Any future changes will be communicated to the Commissioners.
2. Approval / ratification shall be effective May 11, 2022

**ANNUAL BUDGET
2022-2023 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	ADOPTED 2021-22 BUDGET	PROPOSED 2022-23 BUDGET
2320-00	Executive Assistant – Classified	123,023.00	119,080.00
2360-00	Director – Classified	164,971.00	173,782.00
2395-00	Other Management – Classified	121,590.00	120,516.00
2425-00	Other Specialists/Technicians	250,456.00	255,408.00
3000-00	Employee Benefits	313,870.00	335,686.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	5,554.00	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	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5900-00	Communications	580.00	0.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$1,072,758.00	\$1,103,320.00

- 5809-00 Advertising: Proposed \$580 increase to reallocate funds for increased advertising expenses
- 5900-00 Communications: Proposed \$580 reduction to reallocate funds to support other expenses

**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	Assistant Director - Internal Business Services	04/12/22	LT	6	6
2	Education Interpreter I/II	04/18/22	AIDES	1	1
3	Family Advocate - Restricted - Bilingual Vietnamese	04/19/22	OTBS	3	3
4	Home Visiting Specialist - Early Head Start - Restricted	04/26/22	OTBS	6	6
5	Migrant Education Program Recruiter	04/27/22	OTBS	7	4
6	Paraeducator - Special Education	04/27/22	AIDES	9	Unranked
7	Maintenance Person I/II	04/29/22	OSS	6	5

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: April 13, 2022 to May 11, 2022
Report Date: 5/5/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5489	Assistant Director - Internal Business Services	Internal Business Services	Marisa	Filled	05/05/22
2	1770	Custodian	Maintenance & Operations	Yasmeen	Filled	05/01/22
3	4848	Custodian	Maintenance & Operations	Yasmeen	Filled	05/13/22
4	5262	Custodian	Maintenance & Operations	Yasmeen	Filled	05/18/22
5	5944	Custodian	Maintenance & Operations/ South County Annex	Yasmeen	Filled	05/18/22
6	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Filled	05/09/22
7	5124	Network Analyst - Senior	Infrastructure Support Services	Kathy	Filled	04/22/22
8	1461	Postal Services Assistant	Warehouse Services	Kathy	Filled	05/03/22
9	0648	Print Support Technician	Print Services	Yasmeen	Filled	05/06/22
10	2930	Student Assessment Technician	Blue Ridge (Sunol and South County Included)	Yasmeen	Filled	04/22/22
11	4862	Supervisor - Migrant Education Identification & Recruitment	Migrant Education Program/ South County Annex	Yasmeen	Filled	04/22/22
12	3026	Accountant I/II	Internal Business Services	Kathy	Certified	
13	0412	Conference Center Coordinator	Conference Center	Yasmeen	Certified	
14	5659	Migrant Education Program Recruiter	Migrant Education Program	Kathy	Certified	
15	4364	Migrant Education Program Recruiter	Migrant Education Program	Kathy	Certified	
16	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
17	5793	Administrative Research Assistant	Continuous Improvement & Accountability	Kathy	Testing/Orals	
18	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals	
19	2740	Associate Teacher - Restricted	Early Learning Services/ Head Start, Wool Creek	Marisa	Testing/Orals	
20	5080	Associate Teacher - Restricted, Educare SP	Educare - State Preschool	Marisa	Testing/Orals	
21	5727	Child Care Resource and Referral Specialist	Office of the Superintendent	Yolanda	Testing/Orals	
22	TBD	Child Care Resource and Referral Specialist	Office of the Superintendent	Yolanda	Testing/Orals	
23	5680	Data Engineer	Data Services	Yasmeen	Testing/Orals	
24	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals	
25	5605	Enrollment Data Specialist - Lead	Migrant Education Program/ South County Annex	Yasmeen	Testing/Orals	
26	4036	Environmental Education Liaison Recruiter	Walden West	Kathy	Testing/Orals	
27	3957	Family Advocate - Restricted - Bilingual Vietnamese	Early Learning Services/ Head Start	Yasmeen	Testing/Orals	
28	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Yasmeen	Testing/Orals	
29	5062	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Testing/Orals	
30	5064	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services /Administration	Yasmeen	Testing/Orals	
31	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Testing/Orals	
32	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Testing/Orals	
33	5317	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Vietnamese	Early Learning Services / Administration	Yasmeen	Testing/Orals	
34	5490	Manager - Risk and Liability	Risk Management	Yasmeen	Testing/Orals	
35	5959	Paraeducator - Behavioral Assistant	Sunol	Yolanda	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: April 13, 2022 to May 11, 2022
Report Date: 5/5/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
36	5966	Paraeducator Trainer - Special Education	Special Education Administration	Yolanda	Testing/Orals	
37	5967	Paraeducator Trainer - Special Education	Special Education Administration	Yolanda	Testing/Orals	
38	4034	Payroll Services Specialist I/II	Payroll Services Internal	Kathy	Testing/Orals	
39	5953	Payroll Services Specialist I/II	Payroll Services Internal	Kathy	Testing/Orals	
40	3518	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Seven Trees	Marisa	Testing/Orals	
41	3531	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Argonaut	Marisa	Testing/Orals	
42	0854	Supervisor - Print Services	Print Services	Yasmeen	Testing/Orals	
43	5651	Technology Support Specialist	Technology Infrastructure & Support Services	Kathy	Testing/Orals	
44	5652	Technology Support Specialist	Technology Infrastructure & Support Services	Kathy	Testing/Orals	
45	5079	Associate Teacher - Educare (Bilingual Spanish or Vietnamese Requ	Educare - State Preschool	Marisa	Repost	
46	2550	Associate Teacher - Restricted	Early Learning Services/ Head Start, Christopher Ranch	Marisa	Repost	
47	0927	Cook	Walden West	Yolanda	Repost	
48	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
49	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
50	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
51	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
52	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
53	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
54	0971	Maintenance Person I/II	Maintenance and Operations	Kathy	Repost	
55	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Yolanda	Repost	
56	1400	Administrative Assistant II	Human Resources Administration	Linda	Hold	
57	5915	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Marisa	Hold	
58	5916	Home Visiting Specialist - Lead	Early Learning Services	Yasmeen	Hold	
59	5802	Mental Health School Wellness Specialist	Youth Health and Wellness / Lairon	Meipo	Hold	
60	3548	Specialized Physical Health Care (SPHC) Assistant	Special Education / Hester	Marisa	Hold	
61	5525	Teacher Assistant I	Early Learning Services / K.R. Smith	Marisa	Hold	
62	1625	Teacher Assistant II	Christopher State Preschool	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2115	Paraeducator - Special Education	Independence HS	Yolanda	Filled	05/12/22
2	0075	Paraeducator-Special Education	Argonaut	Yolanda	Filled	05/06/22
3	1093	Paraeducator-Special Education	Santa Teresa	Yolanda	Filled	04/28/22
4	1422	Paraeducator-Special Education	Seven Trees	Yolanda	Filled	04/29/22
5	1473	Paraeducator-Special Education	Hester MS	Yolanda	Filled	04/29/22
6	1946	Paraeducator-Special Education	Norwood Creek	Yolanda	Filled	04/28/22
7	2997	Paraeducator-Special Education	Hester MS	Yolanda	Filled	05/19/22
8	3018	Paraeducator-Special Education	Hester Middle School	Yolanda	Filled	05/16/22
9	3557	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Filled	04/28/22
10	3626	Paraeducator-Special Education	Seven Trees	Yolanda	Filled	04/29/22
11	3670	Paraeducator-Special Education	Carolyn Clark	Yolanda	Filled	05/12/22
12	3822	Paraeducator-Special Education	Hubbard	Yolanda	Filled	05/06/22
13	3065	Paraeducator - Special Education	Blackford	Yolanda	Certified	
14	3666	Paraeducator - Special Education	Connect East	Yolanda	Certified	
15	5905	Paraeducator - Special Education	Hester OI	Yolanda	Certified	
16	3648	Paraeducator - Special Education ASL	Leigh HS	Yolanda	Certified	
17	3892	Paraeducator - Special Education ASL	Leigh HS	Yolanda	Certified	
18	0713	Paraeducator-Special Education	Blackford	Yolanda	Certified	
19	2067	Paraeducator-Special Education	Argonaut	Yolanda	Certified	
20	3668	Paraeducator-Special Education	Carson	Yolanda	Certified	
21	3572	Paraeducator - Special Education	Country Lane	Yolanda	Testing/Orals	
22	3639	Paraeducator - Special Education	Hester MS	Yolanda	Testing/Orals	
23	1388	Paraeducator - Special Education (ASL Requ	Argonaut	Yolanda	Testing/Orals	
24	0152	Paraeducator-Special Education	Osborne	Yolanda	Testing/Orals	
25	0173	Paraeducator-Special Education	Connect West	Yolanda	Testing/Orals	
26	0329	Paraeducator-Special Education	Westmont HS	Yolanda	Testing/Orals	
27	1426	Paraeducator-Special Education	Hester OI	Yolanda	Testing/Orals	
28	1451	Paraeducator-Special Education	Del Mar High School	Yolanda	Testing/Orals	
29	2106	Paraeducator-Special Education	Carolyn Clark	Yolanda	Testing/Orals	
30	2461	Paraeducator-Special Education	Carolyn Clark	Yolanda	Testing/Orals	
31	2713	Paraeducator-Special Education	Wilcox HS	Yolanda	Testing/Orals	
32	3453	Paraeducator-Special Education	Hubbard	Yolanda	Testing/Orals	
33	3454	Paraeducator-Special Education	Norwood Creek	Yolanda	Testing/Orals	
34	3585	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	
35	4076	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	

36	4367	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	
37	4766	Paraeducator-Special Education	Hester MS	Yolanda	Testing/Orals	
38	3575	Paraeducator - Special Education	McCollam	Yolanda	HOLD	
39	1003	Paraeducator - Special Education ASL	Oster	Yolanda	HOLD	
40	4696	Paraeducator-Special Education	Independence HS	Yolanbda	Transfer Hotline	
41	5902	Paraeducator-Special Education	Blackford	Yolanda	Transfer Hotline	