

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #504
SEPTEMBER 8, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING
<https://sccoe.zoom.us/j/95912262397>
DIAL IN NUMBER: 669 900 6833
MEETING ID: 959 1226 2397

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #504 – September 8, 2021..... ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #503 – July 11, 2021 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
- B. Approval / Ratification of Classification Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Disability Services Specialist, Range 45.5
- C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Mental Health Services Specialist, Range 45.5
- D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. IT Help Desk Support Specialist - Senior, Range 51.5
- E. Approval / Ratification of Classification Specification Revision & Retitling..... ACTION
 - a. IT Support Specialist
- F. Approval / Ratification of Classification Specification Revision & Retitling..... ACTION
 - a. Safe and Healthy Schools Specialist
- G. Approval / Ratification of Classification Specification Revision..... ACTION
 - a. Migrant Education Community Liaison
- H. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION

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.

- I. Monthly Vacancy Status Report INFORMATION
- J. Personnel Commission Update INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: October 13, 2021)

IX. CLOSED SESSION

- A. Public Employment Pursuant to Government Code Section 54957
Title: Personnel Commissioner

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY

XI. 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 #503
AUGUST 11, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/97998996349>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 979 9899 6349

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, Member	Marisa Perry Linda Gore Meipo Flores

MEMBERS ABSENT
Rodney Martin, Vice President

OTHERS PRESENT	
Larry Oshodi Demerris Brooks Tammy Dhanota Monica Dvorsky	Marcela Miranda Shallu Sharma Angela Walker

III. APPROVAL OF AGENDA

MOTION #503-1: The Commission approved Agenda #503, August 11, 2021, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

MOTION #503-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #503-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #502, July 14, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #503-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Leadership Team Performance Management Presentation

Dr. Demerris R. Brooks, Director – HR/Workforce Development & Organizational Culture, presented to the Commission, the new Leadership Team Professional Growth Review Coaching for Continuous Growth. This new process will support the continued development, learning and growth of SCCOE leaders in service of the SCCOE’s mission, vision, values, goals and guiding principles.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #503-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #503-3: carried unanimously.

Classification

- **ServiceNow Administrator, Range 54.5**

C. Approval of Classification Specification Revision

MOTION #503-4: The Commission approved revising the classification specification for the position of Mental Health School Wellness Specialist, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #503-4: carried unanimously.

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

MOTION #503-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #503, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #503-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Mental Health School Wellness Specialist	07/14/21	OTBS	2	2
2	Paraeducator - Special Education	07/22/21	AIDES	13	Unranked
3	Family Advocate - Restricted	08/03/21	OTBS	7	6
4	Mental Health School Wellness Specialist	08/04/21	OTBS	2	2

E. Monthly Vacancy Status Report – August 11, 2021

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

VII. SECRETARY'S REPORT

Director Perry reported on the following:

A. Staffing Updates

The recruitment for the Supervisor – Classification and Recruitment is currently underway. It is anticipated a decision will be made by the next Personnel Commission meeting.

B. Classified Job Fair

The 2021 Classified Job Fair will be on September 25 this year. The event, hosted by SCCOE, will be held in the Ridder Park parking lot.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, September 8, 2021, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:36 a.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Educational Services Division proposes establishing the Disability Services Specialist position to ensure services are provided to children enrolled in the Head Start and Early Head Start Programs, who are in need of further services and/or an Individual Family Services Plan (IFSP)/Individual Education Plan (IEP). This position is funded by the Quality Improvement funds awarded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Disability Services Specialist is recommended at Range 45.5

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Disability Services Specialist	OTBS - 45.5	\$5,573.78 - 6,615.97	BA	2 YRS
ERSEA Compliance Specialist - Senior - Restricted	OTBS - 45.5	\$5,573.78 - 6,615.97	AA	3 YRS
Family & Provider Specialist	OTBS - 45.5	\$5,573.78 - 6,615.97	BA	2 YRS
Maternal Child Health Specialist	OTBS - 45.5	\$5,573.78 - 6,615.97	BA	2 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Disability Services Specialist
2. Recommend the following salary Range for the following classification:
 - a. Disability Services Specialist, Range 45.5
3. Approval shall be effective September 8, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DISABILITY SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of assigned Manager, coordinates and analyzes the birth to five program to ensure compliance with the Head Start and Early Start program mandates related to disability services and the Head Start Early Learning Outcomes Framework for children with Individual Family Service Plans (IFSP) and Individual Education Plans (IEPs); writes and revises disability service plans; provides training and support to home visiting, family child care and center based staff and parents; monitors program effectiveness to assure compliance and provisions of services for children with disabilities.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Coordinates and analyzes Head Start and Early Start program mandates related to disability services for children with Individual Family Service Plans (IFSP) and Individual Education Plans (IEPs).

Monitors and evaluates the effectiveness and operational efficiency of Head Start/ Early Start disability service areas and programs; receives and responds to administrative, staff and public input concerning program and subject area needs; develops and implements processes and procedures to enhance the educational effectiveness and operational efficiency of programs and subject areas.

Establishes working relationships with home visiting staff, site directors, family childcare providers and program partners to ensure training and support are provided and effective ECE strategies are implemented in alignment with the Head Start Early Learning Outcomes Framework.

Develops and maintains a system of tracking and reporting referrals for assessment of developmental concerns; utilizes information from ongoing assessments to measure progress of children with disabilities in Head Start and Early Start programs; meets with multidisciplinary teams and prepares follow up reports.

Designs, develops, implements and conducts or arranges training activities for staff and parents concerning best practices in support of IFSP and IEP implementation; oversees training activities conducted by others in assigned area.

Serves as a liaison and coordinates communications, activities and information related to Head Start/Early Start programs between Santa Clara County Office of Education (SCCOE) administrators, personnel, school districts, outside organizations, the public and various local and State agencies; establishes, supports, facilitates, and maintains partnerships; assures proper and timely resolution of related issues and conflicts.

Analyzes data regarding population trends, numbers and types of students served within specific geographic regions, as required.

Compiles, reviews and analyzes a variety of data and information related to disability service programs and subject areas; prepares and maintains a variety of narrative and statistical records, reports and files related to programs and assigned duties.

Prepares and maintains records for children with disabilities related to diagnostic reports and Individual Education Programs and Individual Family Service Plans; provides feedback on disability services and areas related to eligibility, recruitment, enrollment, and selection.

Participates in annual Head Start planning task force and annual funding application process, as required.

Creates and maintains inter/intra- agency agreements to assure appropriate placements and services for children with disabilities in Head Start/Early Start programs; assures sources are consulted to determine recruitment, selection and enrollment and attendance of children with disabilities.

Operates a variety of office equipment including a copier, fax machine, projector, audio-visual equipment, computer and assigned software.

Drives a vehicle to conduct work; visits sites and classrooms to monitor and provide technical advice concerning Head Start/Early Head Start disability program and educational activities; conducts site visits for children referred to the Program; accompanies parents of children with special needs on site visits as requested.

Coordinates, attends and conducts a variety of in meetings and conferences.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The varied and unique needs of children with disabilities.

Planning, organization, coordination and implementation of the operations, activities, educational services, and support functions of Head Start/Early Head Start disabilities programs for local school districts.

Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to Head Start/Early Head Start.

Practices and procedures involved in the development and implementation of Head Start/Early Start program services, goals, objectives, plans, strategies, standards, projects, processes, and procedures.

Established curriculum and instructional activities and strategies in support of children with disabilities.

Local, State and federal standards and requirements related to disability services.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Maintain confidentiality of student information and data.
Maintain a variety of records, logs and files.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, coordinate, and implement the operations, activities, educational services, and support functions of the Head Start/Early Head Start disabilities services.
Coordinate information and resources to meet the needs of children and families of children with disabilities to enhance student learning.
Provide training and technical assistance to parents and staff concerning children with disabilities.
Design, develop, implement, and conduct training activities for families and staff.
Develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes, and procedures.
Monitor, evaluate and modify standards, policies and procedures to enhance the educational effectiveness and operational efficiency.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Be sensitive to the needs of students with disabilities, families and staff.
Communicate effectively both orally and in writing.
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.
Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in early childhood education, child development, human development, education, or a related field, and two years working with children and families who have children with disabilities; experience teaching in a preschool program preferred.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the SCCOE.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
A driving record that meets the SCCOE's insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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.
Hearing and speaking to exchange information and make presentations.

Approved by the Personnel Commission: September 8, 2021



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 09/08/21

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Educational Services Division proposes establishing the Mental Health Services Specialist position to ensure that services for mental health are responsive to families and children enrolled in the Head Start and Early Head Start Programs, within a birth to five, trauma informed framework. This position is funded by the Quality Improvement funds awarded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start.

Based on the concept of the classification, and an audit of similar positions and positions within the SCCOE, to ensure a robust internal structure, the salary range for Mental Health Services Specialist is recommended at Range 45.5.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Mental Health Services Specialist	OTBS - 45.5	\$5,573.78 - 6,615.97	BA	2 YRS
ERSEA Compliance Specialist - Senior - Restricted	OTBS - 45.5	\$5,573.78 - 6,615.97	AA	3 YRS
Family & Provider Specialist	OTBS - 45.5	\$5,573.78 - 6,615.97	BA	2 YRS
Maternal Child Health Specialist	OTBS - 45.5	\$5,573.78 - 6,615.97	BA	2 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Mental Health Services Specialist
2. Recommend the following salary Range for the following classification:
 - a. Mental Health Services Specialist, Range 45.5
3. Approval shall be effective September 8, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MENTAL HEALTH SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of assigned Manager, coordinates services and analyzes program mandates and special initiatives related to mental health services for children birth to five years of age enrolled in the Head Start and Early Head Start program; prepares reports and coordinates for individual and group mental health services; provides training and support to home visiting, family child care and center based staff and parents; monitors program effectiveness to assure compliance and provisions of mental health services in accordance with federal regulation and program policies and procedures.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Coordinates and analyzes program mandates related to mental health services for children, birth to five years of age, enrolled in the Head Start/Early Head Start program, dealing with social emotional/behavioral issues and challenges that are interfering with their participation in the program and negatively impacting their growth and development towards school readiness.

Monitors and evaluates the effectiveness and operational efficiency of program's mental health service area and special initiatives; receives and responds to staff, families and management regarding mental health program needs and concerns; develops and implements processes and procedures related to the area of mental health services.

Develops and maintains systems for tracking and reporting referrals for assessment for social and emotional and/or behavioral concerns; utilizes information from ongoing assessments to measure school readiness in Head Start and Early Start programs; meets with multidisciplinary teams and prepares follow up reports.

Establishes working relationships with home visiting staff, site directors, family childcare providers and program partners to ensure training and supports are provided and effective ECE strategies are implemented in alignment with the Head Start Early Learning Outcomes Framework.

Designs, develops, implements, and conducts or arranges training activities for staff and parents concerning trauma informed practices, social-emotional development, typical/atypical developmental and child abuse mandated reporter; oversees staff training conducted by others.

Serves as a liaison and coordinates communications, activities and information related to mental health between Santa Clara County Office of Education (SCCOE) and outside organizations; establishes, supports, facilitates, and maintains partnerships; assures proper and timely resolution of related issues and conflicts.

Analyzes data regarding population trends, numbers and types of students served within specific geographic regions, as required.

Compiles, reviews and analyzes a variety of data and information related to mental health service programs; prepares and maintains a variety of narrative and statistical records, reports and files related to programs and assigned duties.

Prepares and maintains records for children dealing with social-emotional and/or behavioral issues and concerns; provides feedback on mental health plans.

Participates in annual Head Start/Early Head Start planning task force and annual funding application process, as required.

Creates and maintains inter/intra-agency agreements to ensure appropriate partnerships and contracts are in place to address the mental health issues and concerns of the children enrolled in the Head Start/Early Head Start programs.

Operates a variety of office equipment including a copier, fax machine, projector, audio-visual equipment, computer and assigned software.

Drives a vehicle to conduct work; visits sites and classrooms to monitor and provide technical advice concerning the mental health program, individual plans, and educational social emotional activities; conducts site visits for children referred for mental health services.

Coordinates, attends and conducts a variety of in meetings and conferences, as approved.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of the operations, activities, mental health services and support functions of the Head Start/Early Head Start program.

Mental health services, standards, requirements, principles, practices, techniques, theories, and procedures related to Head Start/Early Head Start.

Practices and procedures involved in the development and implementation of mental health program services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Established curriculum and instructional activities and strategies related to social-emotional and behavioral supports and trauma informed best practices.

Instructional techniques and strategies related to social-emotional development and positive behavioral supports.

Federal standards and requirements governing assigned programs.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

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

Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.
Basic public relations techniques.

ABILITY TO:

Plan, organize, coordinate, and implement the operations, activities, services, and support functions of the Head Start/Early Head Start related to mental health services.
Coordinate information and resources to meet the needs of children and families of children dealing with social-emotional and/or behavioral concerns and issues.
Provide consultation and technical assistance to parents and staff concerning mental health services and related standards, requirements, principles, practices, techniques, and procedures.
Design, develop, implement, and conduct training and staff development activities for staff and administrators concerning assigned subject areas and programs.
Develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes, and procedures.
Monitor, evaluate and modify standards, policies, and procedures to enhance the effectiveness and operational efficiency of the mental health service area.
Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
Be sensitive to the needs of students, families and staff.
Communicate effectively both orally and in writing.
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.
Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in psychology, social work, education, or a related field, and two years working with families and children in community mental health service agencies or related services.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
A driving record that meets the SCCOE's insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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.

Hearing and speaking to exchange information and make presentations.

Approved by the Personnel Commission: September 8, 2021



Marisa Perry
Director – HR/Classified Personnel Services

Date: 09/08/21

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

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

BACKGROUND

The Technology & Data Services Division proposes establishing the IT Help Desk Support Specialist, Senior position to provide a multi-tiered level of support to customers. The IT Help Desk Support Specialist, Senior will act as a lead for lower- level Help Desk staff and will respond to more complex issues and requests.

Based on the concept of the classification, and an audit of similar positions and positions within the SCCOE, to ensure a robust internal structure, the salary range for IT Help Desk Support Specialist, Senior is recommended at Range 51.5.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
IT Help Desk Support Specialist, Senior	OTBS – 51.5	\$7,409.21 – 8,774.18	Related College Coursework	3 YRS
IT Help Desk Support Specialist	OTBS – 48.0	\$6,269.98 - \$7,445.07	Related College Coursework	2 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. IT Help Desk Support Specialist, Senior
2. Recommend the following salary Range for the following classification:
 - a. IT Help Desk Support Specialist, Senior, Range 51.5
3. Approval shall be effective September 8, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: IT HELP DESK SUPPORT SPECIALIST – SENIOR

BASIC FUNCTION:

Under the direction of the Manager – Network and Technical Support Services, works independently to provide customers with high-level technical assistance, problem solving, and support related to complex computer systems, software, applications, or hardware; responds to inquiries and problem escalations; determines and implements solutions; creates and routes customer requests for service or problem resolution; acts as liaison with customers regarding the status of their requests; tracks activities and outcomes; and may lead, guide, train, coordinate, and organize the work of IT Help Desk Support Specialists.

REPRESENTATIVE DUTIES

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

ESSENTIAL DUTIES:

Leads, guides, trains, and coordinates the activities of front-line help desk support specialists; provides high-level desktop support for users; troubleshoots complex computer problems and determines appropriate resolutions; and coaches less-senior staff in process, procedure, and problem resolution.

Assists with selection, usage, and configuration of various desktop applications; trains others through demonstration and documentation of processes; works with other teams to escalate and identify software incompatibilities; investigates and implements fixes; sets and configures application, network printing, and scanning software; and removes malware and virus infections as needed.

Receives requests from less experienced staff for service or problem resolution; creates, maintains, and prioritizes records of service requests and routes to appropriate staff for action; tracks the progress of service and problem resolution; acts as customer liaison regarding the status of requests; and responds to user questions concerning hardware, software, and operating systems.

Manages assigned software security including Active Directory, Exchange Admin Console, and Office 365 for the SCCOE domain; creates, modifies, disables, and/or updates user accounts, contacts, and distribution lists; performs advanced, sensitive, and confidential user account management functions; creates queries regarding account information utilizing power shell scripts; assists with password resets; and troubleshoots complex software installation and configuration problems.

Tracks, analyzes, reviews, and assigns service desk tickets; follows up on unresolved requests and incidents; documents progress and resolutions in service desk system; creates knowledge base articles for common help desk questions and their resolutions; creates dashboards and provides training in the ITSM tool for other departments and users.

Provides more advanced e-mail support services; configures email clients on computing devices, tablets, and smart phones; resolves complex calendar setup and synchronization problems; researches and

troubleshoots email connectivity issues; and determines reasons for bounce-back messages and applies appropriate solutions.

Performs voicemail configuration and password reset activities; sets up and schedules phone conferences; configures phone system announcements; manages help desk phone queues to track and assign incoming requests to appropriate staff; and configures auto attendants for departments.

Develops training materials and trains users on best practices related to computer and software usage; gives guidance on Laserfiche, phone, and voicemail usage; provides phone support and training for various software applications and online tools; and explains proper use of computer or mobile devices.

Participates in continuous process improvement activities related to the ITSM service desk system and utilizes ITIL processes, procedures, and principles to deliver value to the organization and customers.

Performs advanced support activities and troubleshooting in areas related to end user network connectivity; Laserfiche configuration issues; file server and shared folder access and permissions for both cloud-based and on-premise file storage and synchronization; and supports and utilizes web-based collaboration applications.

Manages, guides, and assists users with registration, enrollment, and problem-solving in a multifactor authentication platform.

Trains users on best practices related to computer and software; gives guidance on Laserfiche, phone and voicemail usage; provides phone support and training for various software applications and online tools; explains proper use of computer or mobile devices.

Attends and leads in-house trainings, user group meetings and conferences; develops and presents technical instruction and guidance in staff orientation sessions, provides technical support for SCCOE-sponsored events including assistance with audio-visual computing peripherals and web conferencing equipment.

Prepares and maintains records, reports, and lists related to assigned activities; maintains related files; processes a variety of forms with accuracy and attention to detail; documents problem resolutions; and creates knowledge base articles.

OTHER DUTIES:

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Information system terminology, concepts, functions, policies, and procedures.

Computer hardware and peripheral equipment, computer operating systems and software, and computer security principles.

ITIL and ITSM principles and practices.

Troubleshooting methodologies, and diagnostic testing tools and software.

Modern office methods, practices, software, operating systems, and procedures.

Proper use and operation of equipment, software packages, system applications, word processing, spreadsheet, and other related software.

Defining, assessing, and improving operational processes and workflows.

Interpersonal skills including tact, patience, and courtesy.
Oral and written communication skills.
Training methods and techniques.

ABILITY TO:

Identify problem areas or situations and take appropriate action to resolve, research or escalate problems to appropriate teams.
Learn and apply appropriate procedures within assigned area of specialization.
Analytically and logically evaluate information to determine appropriate actions and solutions.
Apply technical knowledge to the job at hand and share with less experienced staff.
Learn and utilize highly specialized software applications and ITSM ticketing systems.
Communicate effectively in both oral and written form.
Work comfortably with IP and Telecommunication Relay Services and interpreters to assist customers with disabilities.
Exercise discretion when dealing with confidential information.
Attend to the needs and expectations of customers; learn customer operations and systems; and prioritize customer requests according to established guidelines.
Organize and prioritize assigned tasks for yourself and others to meet established schedules, timeliness, and/or deadlines.
Maintain current knowledge of end-user hardware and software products.
Verify the accuracy of detailed data in a timely and effective manner.
Prepare routine reports and perform mathematical calculations accurately.
Work independently with minimal supervision.
Delegate and share responsibility, authority, and accountability with less experienced staff.
Use and operate standard office and information systems equipment.
Establish and maintain cooperative and effective work relationships through honesty, adherence to principles and personal accountability.
Model communication and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level coursework in computer science, information technology or related field and three years of end-user support experience preferably using ITSM processes in a service management platform.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Preference may be given to individuals who hold an ITIL 4 or ServiceNow Fundamentals certification(s).

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate computer keyboard.
- Seeing to perform assigned activities.
- Sitting for extended periods of time.
- Bending at the waist, kneeling, or crouching.

Approved by the Personnel Commission: September 8, 2021



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 09/08/21

AGENDA ITEM VI – E (NEW BUSINESS – ACTION)

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

BACKGROUND

The Technology & Data Services Division proposes the revision of the Information Technology Support Specialist classification to modernize the position and better reflect the current job duties. It is also recommended to retitle the position from Information Technology Support Specialist to IT Help Desk Support Specialist to align with industry standards and to attract a larger pool of candidates.

A copy of the classification specification is enclosed.

Classification	Revisions
<ul style="list-style-type: none">IT Support Specialist	<ul style="list-style-type: none">Duty modification updateRetitle to IT Help Desk Support Specialist

RECOMMENDATION

1. Approve revising and retitling the following classification specification:
 - a. IT Help Desk Support Specialist
2. Approval shall be effective September 8, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: IT HELP DESK SUPPORT SPECIALIST

BASIC FUNCTION:

Under the direction of the Manager – Network and Technical Support Services, provides customers with first-level technical assistance, problem solving, and support related to computer systems, software, applications, or hardware; responds to inquiries; determines and implements solutions; creates and routes customer requests for service or problem resolution; responds to customers regarding the status of their requests; tracks activities and outcomes; and escalates more complex requests for troubleshooting to the IT Help Desk Support Specialist - Senior or other appropriate groups.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Provides first-level desktop support for users; troubleshoots computer problems or errors and determines appropriate resolution; assists with usage and configuration of various desktop applications; applies operating system updates/patches as needed; identifies software incompatibilities and implements fixes; sets and configures application, network printing and scanning, software; removes malware and virus infections as needed.

Receives requests from customers for service or problem resolution; creates, maintains, and prioritizes records of service requests and routes to appropriate staff for action; tracks the progress of service and problem resolution; contacts customers regarding the status of their requests; and responds to user questions concerning hardware, software, and operating system questions.

Manages assigned software security including Active Directory, Exchange Admin Console, and Office 365 for the SCCOE domain; creates, modifies, disables and/or updates accounts, contacts, and distribution lists; looks up account information; assists with password resets; troubleshoots software installation and configuration problems.

Performs system support activities in areas related to network access, spam filtering, file server and shared folder connectivity and permissions, web conferencing, and remote collaboration applications.

Configures smart phones and tablets for e-mail and wireless network access; troubleshoots email and calendar syncing problems and provides support for basic connectivity issues.

Manages, guides, and assists users with registration, enrollment, and problem-solving in a multifactor authentication platform.

Performs voicemail configuration and password reset activities; sets up and schedules phone conferences; configures phone system announcements; utilizes help desk phone queues for incoming requests; assists with setup of auto attendants for departments as needed.

Trains users on best practices related to computer and software usage; gives guidance on Laserfiche, phone and voicemail usage; provides phone support and training for various software applications and online tools; explains proper use of computer or mobile devices.

Attends in-house trainings, user group meetings and conferences, presents technical instruction and guidance at new staff orientation sessions, provides technical support for SCCOE-sponsored events including assistance with audio-visual computing peripherals and web conferencing equipment.

Prepares and maintains records, reports, and lists related to assigned activities; maintains related files; processes a variety of forms with accuracy and attention to detail; documents problem resolutions; and creates knowledgebase articles.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Information system terminology, concepts, functions, policies, and procedures.

Computer hardware and peripheral equipment, computer operating systems, computer security principles and software.

Troubleshooting, testing, and diagnostic procedures.

Modern office methods, practices, and procedures.

Proper use and operation of equipment, software packages, system applications, word processing, spreadsheet, and other related software.

Interpersonal skills including tact, patience, and courtesy.

Oral and written communication skills.

Training methods and techniques.

ABILITY TO:

Identify problem areas or situations, evaluate problem causes and take appropriate action to resolve or escalate problems identified.

Learn and apply appropriate procedures with assigned area of specialization.

Analytically and logically evaluate information.

Learn and utilize highly specialized software applications and ITSM ticketing systems.

Communicate effectively in both oral and written form.

Work comfortably with IP and Telecommunication Relay Services and interpreters to assist customers with disabilities.

Attend to the needs and expectations of customers; learn operations and systems and prioritize customer requests according to established guidelines.

Organize and prioritize assigned tasks to meet established schedules, timeliness, and/or deadlines.

Exercise discretion when dealing with confidential information.

Maintain current knowledge of end-user hardware and software products.

Verify the accuracy of detailed data in a timely and effective manner.

Prepare routine reports and perform mathematical calculations accurately.

Work independently with minimal supervision.

Use and operate standard office and information systems equipment.

Establish and maintain cooperative and effective work relationships through honesty, adherence to principles, and personal accountability.

Model communication and interactions that respect and include individuals of diverse backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level coursework in computer science, information technology or related field and two years of end-user support experience preferably using ITSM processes and tools.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate computer keyboard.
Seeing to perform assigned activities.
Sitting for extended periods of time.
Bending at the waist, kneeling, or crouching.

Approved by the Personnel Commission: January 8, 2014
Revised: 09/08/21



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 09/08/21

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INFORMATION TECHNOLOGY SUPPORT SPECIALIST IT HELP DESK SUPPORT SPECIALIST

BASIC FUNCTION:

Under the direction of the Manager – Network and Technical Support Services, provides customers with first-level technical assistance, advice, problem solving, and technical information to customers regarding the use of support related to computer systems, software, applications, schedule, coordinate, or hardware; responds to inquiries; determines and implements solutions; creates and routes ~~participate in the production, quality assurance, and delivery of output reports and data~~; route customer requests for service or problem resolution; responds to appropriate staff, and act as liaison with customers regarding the status of their requests; ensure the accuracy and timeliness of system output, assuring that generated output meets the needs of assigned customers; tracks activities and outcomes; and escalates more complex requests for troubleshooting to the IT Help Desk Support Specialist, Senior or other appropriate groups.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Provides first-level desktop support for users; troubleshoots computer problems or errors and determines appropriate resolution; assists with usage and configuration of various desktop applications; applies operating system updates/patches as needed; identifies software incompatibilities and investigate and implements fixes; sets and configures application, software, hardware, printers and multifunction devices for network printing and scanning; software; scan for and clean removes malware and virus infections as needed;

Receives requests from customers for service or problems resolution; prioritize creates, maintains, and prioritizes records of service requests and routes to appropriate staff for action; work with vendors to report and resolve customer issues; maintain a data base of customer requests and tracks the progress of service and problem resolution; contact customers regarding the status of their requests; and responds to user questions concerning hardware, software, and operating system questions.

Manages assigned software system security including Active Directory, Exchange Admin Console, and Office 365 for the SCCOE domain; creates, modifies, disables and/or updates accounts; contacts contacts, and distribution lists; looks up account information; manage passwords; assists with password resets; troubleshoots software installation and configuration; connection, network and performance problems; confirm server issues and report to appropriate personnel.

Create and manage users in Active Directory (AD)/Exchange for SCCOE domain; create and manage distribution lists and security groups; investigate and report server performance issues or malfunctions; perform data extracts of group or distribution list members as requested.

Performs various systems support activities in areas related to wireless network access configuration, web/content/spam filtering, access to file servers and shared folders, connectivity and permissions, web

conferencing, ~~and remote support server collaboration applications, Citrix server connection/session management, laserfiche setup, and other areas as assigned.~~

Configures smart phones and tablets for e-mail and wireless network access; troubleshoots email ~~and/~~ calendar syncing problems and ~~provides support for basic~~ connectivity issues.

Manages, guides, and assists users with registration, enrollment, and problem-solving in a multifactor authentication platform.

~~Monitor network devices, servers and circuits; report network/server outages to appropriate personnel; follow-up with internal or external customers to confirm resolution to reported problems.~~

~~Develop ACD systems for County Office departments as assigned; Performs voicemail configuration and password reset activities; sets up and schedules phone conferences; configures phone system announcements; and manage utilizes help desk phone queues for incoming requests; assists with setup of auto attendants for departments as needed.~~

~~Provide for e-mail support; setup and maintain domain accounts and contacts; create and maintain distribution lists and security groups; configure email clients; troubleshoot email connectivity; determine reasons for bounce back message and determine appropriate solution.~~

~~Perform voicemail configuration and password reset activities; setup and schedule phone conferences; troubleshoot connectivity and hardware issues.~~

Trains users on best practices related to computer and software usage; gives guidance train users on ~~L~~aserfiche, phone and voicemail usage; provides ~~“OnDemand”~~ phone support and training with for various software applications and online tools; ~~demonstrate~~ explains proper use of computer or mobile devices; ~~assist customers with registration for various technology training classes.~~

Attends in-house trainings, user group meetings and conferences; ~~presents technical instruction and guidance at new staff orientation sessions, drive a vehicle to various sites to conduct work provides technical support for SCCOE-sponsored events including assistance with audio-visual computing peripherals and web conferencing equipment.~~

Prepares and maintains records, reports, and lists related to assigned activities; maintains related files; processes a variety of forms with accuracy and attention to detail; documents problem resolutions; and creates knowledgebase articles.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Information system terminology, concepts, functions, policies, and procedures.
Computer hardware and peripheral equipment, computer operating systems, computer security principles and software.
Troubleshooting, testing, and diagnostic procedures.

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Modern office methods, practices, and procedures.
Proper use and operation of equipment, software packages, system applications, word processing, ~~and~~ spreadsheet, and other related software.
Interpersonal skills including tact, patience, and courtesy.
Oral and written communication skills.
Training methods and techniques.

ABILITY TO:

Identify problem areas or situations, evaluate problem causes and take appropriate action to resolve ~~or~~ escalate problems identified.
Learn and apply appropriate procedures with assigned area of specialization.
Analytically and logically evaluate information.
Learn and utilize highly specialized software applications and ITSM ticketing systems.
Communicate effectively in both oral and written form.
Work comfortably with IP and Telecommunication Relay Services and interpreters to assist customers with disabilities.
~~Learn~~ Attend to the needs and expectations of customers; ~~learn~~ s operations and systems and prioritize customer requests according to established guidelines.
Organize and prioritize assigned tasks to meet established schedules, timeliness, and/or deadlines.
Exercise discretion when dealing with confidential information.
Maintain current knowledge of end-user hardware and software products.
Verify the accuracy of detailed data in a timely and effective manner.
Prepare routine reports and perform mathematical calculations accurately.
Work independently with minimal supervision.
Use and operate standard office and information systems equipment ~~.~~
Establish and maintain cooperative and effective work relationships through honesty, adherence to principles, and personal accountability with others.
Model communication and interactions that respect and include individuals of diverse backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level coursework in computer science, information technology or related field and two years of end-user support experience preferably using ITSM processes and tools in a client-server computer environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

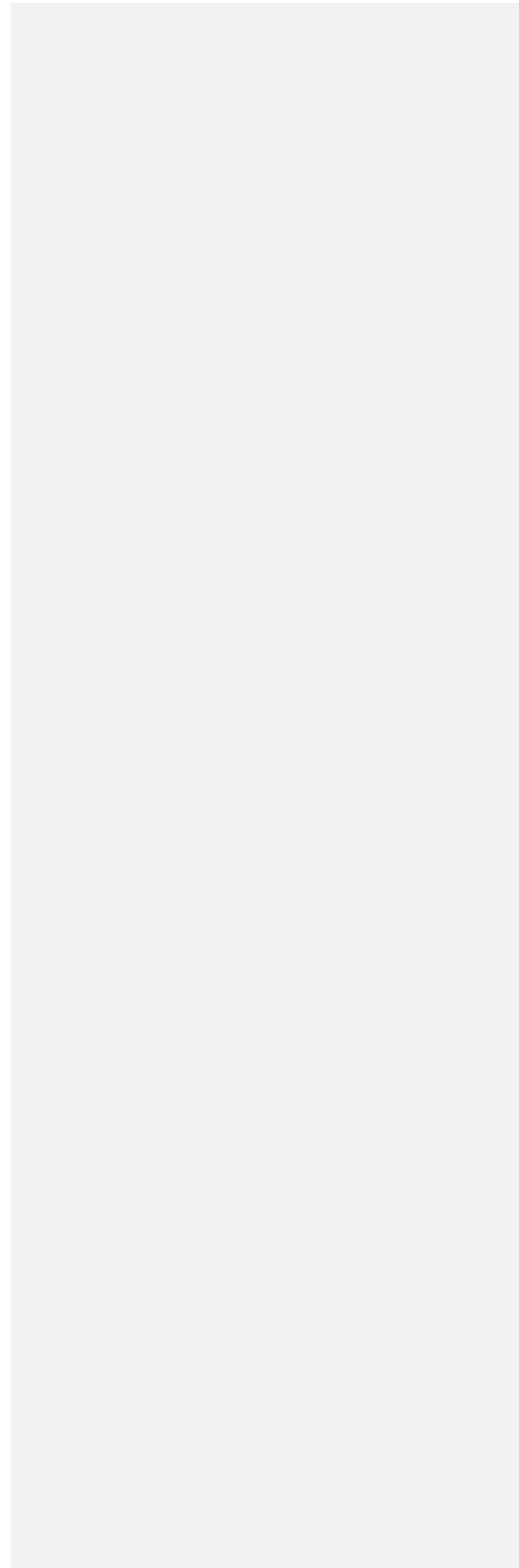
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate computer keyboard.
Seeing to perform assigned activities.

Information Technology/IT Help Desk Support Specialist - Continued

Page 4

Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.

Personnel Commission Approval: January 8, 2014



AGENDA ITEM VI – F (NEW BUSINESS – ACTION)

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

BACKGROUND

The Professional Learning & Instructional Support Division proposes the revision of the Safe & Healthy Schools Specialist classification to reflect the use of the classification in multiple departments, remove references to an obsolete department name, and modernize language used. It is also recommended to retitle the position from Safe & Healthy Schools Specialist to School Climate Specialist.

A copy of the classification specification is enclosed.

Classification	Revisions
<ul style="list-style-type: none">• Safe & Healthy Schools Specialist	<ul style="list-style-type: none">• Duty modification update• Retitle to School Climate Specialist

RECOMMENDATION

1. Approve revising and retitling the following classification specification:
 - a. Safe & Healthy Schools Specialist to School Climate Specialist
2. Approval shall be effective September 8, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL CLIMATE SPECIALIST

BASIC FUNCTION:

Under the direction of assigned Supervisor or Coordinator, plans, organizes coordinates, and implements comprehensive school-wide services related to assigned program; researches, creates and delivers professional development for the Santa Clara County Office of Education (SCCOE) and participating school districts, school sites, community partners, and partners in grant consortium; provides coaching and technical assistance to improve district and school climates to increase student engagement, and well-being as it relates to assigned program; provides recommendations and presentations regarding related initiatives, activities, and student education efforts; identifies and secures funding sources and resources to support program needs; contributes to grant application and reporting processes; supports program needs and data collection methods; coordinates youth development activities for diverse communities; develops and implements outreach services, and participates in activities that support the goals of improved outcomes for students. The School Climate Specialist class requires considerable integrity, cultural humility, 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.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the School Climate Specialist classification may support either the Tobacco Use Prevention Education (TUPE) or Positive Behavioral Interventions Supports (PBIS) program depending upon assigned department. Incumbents assigned to the TUPE department will perform duties in support of TUPE program, a comprehensive evidence-based tobacco-use prevention, youth development, intervention, and cessation program. Incumbents assigned to the PBIS department will support the PBIS program, a decision-making framework that guides stakeholders in schools, programs and districts in the selection, integration, and implementation of the best evidence-based behavioral practices for improving social-behavioral outcomes for all youth.

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 services related to assigned program.

Provides professional development and consultation to support assigned program including, prevention strategies using a multi-tiered systems of support framework available to districts and schools, and the promotion of alternatives to suspension, positive school culture and climate and student health and wellness.

Prepares, implements, and oversees related initiatives for the SCCOE and identified school districts; researches and identifies community resources; and coordinates effective service delivery systems in diverse cultural and socio-economic communities.

Plans, implements, and/or facilitates workshops and/or presentations for specified audience; designs activities and presentations based on research and best practices; coordinates presentation logistics, including virtual or in-person set up; conducts school site visits as needed.

Researches, compiles, analyzes, and verifies a variety of data and information using assigned software; prepares and processes a variety of records, forms, and reports related to assigned activities.

Maintains accurate and detailed files and records, verifies accuracy of information, researches discrepancies, and records information.

Establishes and maintains cooperative and collaborative work relationships with school personnel, students, families, and community agencies to form partnerships and service plans to meet the needs of all students.

Receives requests for staff development; assesses specific training needs; researches materials and latest studies relevant to specific staff development topics; assists in developing capacity building and sustainability plans for districts, schools, and consortia.

Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly.

Oversees special projects as assigned including, website and social media maintenance, and other digital resources.

Attends a variety of meetings as assigned.

Participates in the program's team effort to identify, prioritize, and resolve problems related to student health, safety, and well-being; especially as these issues often disproportionately impact minority populations.

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.

May require bilingual proficiency in English and a second language as specified by the SCCOE.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

General youth development principles, practices, and procedures.

Principles and practices of prevention programs related to student wellness.

Alternatives to exclusionary discipline.

Multi-tiered systems of support.

Diverse academic, cultural, disability, and ethnic backgrounds of students.

Procedures for planning and implementing presentations and events.

Research and report preparation techniques, methods, and procedures.

Methods of collecting, organizing, analyzing, and ensuring the accuracy of data and information.

Techniques for providing high-level customer service by effectively dealing with the public, vendors, contractors, and County Office staff.

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.

Personal computer operations, peripheral devices, and software programs used for word processing, spreadsheets, web-enabled databases, web technology, and graphics.

ABILITY TO:

Assist students, staff, and other stakeholder in developing leadership and advocacy skills.

Identify and evaluate students, staff, and other stakeholder interests, needs and abilities.

Serve as a liaison and resource for students, parents, and County Office administrators and staff, and community partners.

Effectively represent the County Office in meetings.

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

Plan, organize, and implement technical support and training related to assigned program.

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

Approach the needs of students, staff, and stakeholders within a of diverse populations with cultural humility.

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:

Generally, any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be:

- Bachelor's degree from an accredited college or university with major coursework in psychology, public health, health education, social work, or related field, and
- Three years of experience in an education setting or related field, working with diverse communities, which includes at least one year of experience facilitating professional development.

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 locally and outside the area.

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.

Personnel Commission Approval: August 26, 1999

Revised: 01/02, 10/19/11, 10/14/15, 01/13/21, 09/08/21



Marisa Perry

Director III – HR / Classified Personnel Services

Date: 09/08/21

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~SAFE AND HEALTHY SCHOOLS SPECIALIST~~ SCHOOL CLIMATE SPECIALIST

BASIC FUNCTION:

Under the direction of assigned Supervisor or Coordinator, plans, organizes coordinates, and implements comprehensive school-wide services ~~promoting positive school climate and student health and wellness related to assigned program~~; researches, creates and delivers professional development for the Santa Clara County Office of Education (SCCOE) and participating school districts, school sites, ~~and~~ community partners, ~~and partners in grant consortium~~; provides coaching and technical assistance to improve district and school climates to increase student ~~health engagement, and wellness and well-being, as it relates to assigned program~~ academic performance and successful schools; provides recommendations ~~and presentations~~ regarding ~~health and wellness~~ related initiatives, activities, and student education efforts ~~addressing, but not limited to social, emotional, and behavioral barriers to learning~~; identifies and secures funding sources ~~and resources~~ to support program needs; ~~contributes to grant application and reporting processes; supports program needs and data collection methods~~; coordinates ~~health and safety program~~ youth development activities ~~services~~ for diverse communities; develops and implements outreach services, and participates in activities that support the goals of improved outcomes for students. The ~~Safe and Healthy Schools Specialist~~ School Climate Specialist class requires considerable integrity, cultural ~~competence~~ humility, 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.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the School Climate Specialist classification may support either the Tobacco Use Prevention Education (TUPE) or Positive Behavioral Interventions Supports (PBIS) program depending on assigned department. Incumbents assigned to the TUPE department will perform duties in support of TUPE program, a comprehensive evidence-based tobacco-use prevention, youth development, intervention, and cessation program. Incumbents assigned to the PBIS department will support the PBIS program, a decision-making framework that guides adult stake-holders in schools, programs and districted in the selection, integration, and implementation of the best evidence-based behavioral practices for improving social-behavioral outcomes for all youth.

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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 school climate and student health and wellness for the SCCOE and school districts~~ assigned program.

Provides professional development and consultation to support assigned program including, to increase prevention strategies using a multi-tiered systems of support framework available to district and schools, and the promotion of alternatives to suspension, that promote positive school culture and climate and student health and wellness.

Safe and Health Schools Specialist - continued

Page 2

Prepares, implements, and oversees ~~school climate and student health and wellness related~~ initiatives for the SCCOE and identified school districts; researches and identifies community resources; and coordinates effective service delivery systems in diverse cultural and socio-economic communities.

Plans, implements, and/or facilitates workshops and/or presentations for specified audience; designs activities and presentations based on research and best practices; for students, teachers, administrators and the school community and conducts school site visits as needed; coordinates presentation logistics, including virtual or in-person set up; conducts school site visits as needed.

Researches, compiles, analyzes, and verifies a variety of data and information using assigned software; prepares and processes a variety of records, forms, and reports related to assigned activities.

Maintains accurate and detailed files and records, verifies accuracy of information, researches discrepancies, and records information.

Establishes and maintains cooperative and collaborative work relationships with school personnel, students, families and community agencies to form partnerships and service plans to meet the needs of all students.

~~Develops and provides student and parent trainings on topics such as student mental health services; health and safety mandates, effective parenting skills, child development, bullying prevention, tobacco education and other related programs and services.~~

Receives requests for staff development; assesses specific training needs; researches materials and latest studies relevant to specific staff development topics; assists in developing capacity building and sustainability plans for districts, schools and consortia.

Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly.

Oversees special projects as assigned including ~~web-enabled database development, and website~~ and social media maintenance, and other digital resources.~~the department newsletter.~~

Attends a variety of meetings as assigned.

Participates in the program's team effort to identify, prioritize and resolve problems related to student health, ~~and safety,~~ wellness and well-being; especially as these issues often disproportionately impact minority populations.

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.

May require bilingual proficiency in English and a second language as specified by the SCCOE.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Safe and Health Schools Specialist - continued

Page 3

~~Student health and safety mandates programs, effective parenting skills, child development nutrition and physical activity, bullying prevention, positive behavioral interventions and supports, and tobacco education services.~~

~~General youth development principles, practices, and procedures.~~

~~Principles and practices of prevention programs related to student wellness.~~

~~Alternatives to exclusionary discipline.~~

~~Multi-tiered systems of support.~~

~~Diverse academic, cultural, disability, and ethnic backgrounds of students.~~

~~Procedures for planning and implementing presentations and events.~~

~~Research and report preparation techniques, methods, and procedures.~~

~~Methods of collecting, organizing, analyzing, and ensuring the accuracy of data and information.~~

~~Techniques for providing high-level customer service by effectively dealing with the public, vendors, contractors, and County Office staff.~~

Program evaluation standards.

Interpretation and use of assessment results.

~~Risk factors which impact academic achievement, such as: socio-economic issues, family dynamics, parenting challenges, cultural barriers.~~

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

Personal computer operations, peripheral devices, and software programs used for word processing, spreadsheets, web-enabled databases, web technology, and graphics.

ABILITY TO:

~~Assist students, staff and other stake-holder in developing leadership and advocacy skills.~~

~~Assist students developing leadership and advocacy skills.~~

~~Identify and evaluate students, staff and other stake-holder interests, needs and abilities.~~

~~Identify and evaluate student interests, needs and abilities.~~

~~Serve as a liaison and resource for students, parents, and County Office administrators and staff, and community partners.~~

~~Effectively represent the County Office in meetings.~~

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

Plan, organize, and implement technical support and training related to ~~school climate and student health and wellness~~ assigned program.

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

~~Approach the needs of students, staff, and stakeholders within a of diverse populations with cultural humility.~~

~~Be sensitive to the needs of students, staff, and stakeholders within a of diverse population racial and ethnic backgrounds.~~

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.

Safe and Health Schools Specialist - continued
EDUCATION AND EXPERIENCE:

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Generally, any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be:

- Bachelor's degree from an accredited college or university with major coursework in psychology, [public health](#), [health education](#), [social work](#) or related field, and
- Three years of experience in an education setting or related field, working with diverse communities, which includes at least one year of experience facilitating professional development.

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 locally and outside the area.

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.

Personnel Commission Approval: August 26, 1999

Revised: 01/02, 10/19/11, 10/14/15, 01/13/21



Marisa Perry

Director III – HR / Classified Personnel Services

Date: 01/13/21

AGENDA ITEM VI – G (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Educational Services Division proposes the revision of the Migrant Education Community Liaison classification to reflect the current needs of the position.

A copy of the classification specification is enclosed.

Classification	Revisions
<ul style="list-style-type: none">• Migrant Education Community Liaison	<ul style="list-style-type: none">• Duty modification update

RECOMMENDATION

1. Approve revising and retitling the following classification specification:
 - a. Migrant Education Community Liaison
2. Approval shall be effective September 8, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MIGRANT EDUCATION COMMUNITY LIAISON

BASIC FUNCTION:

Under the supervision of the Director III – Migrant Education, (Region 1), serves as a liaison between County Office of Education, personnel, parents, students and others regarding the Migrant Education program; performs a variety of supportive tasks; promotes parent education and involvement in various school programs and other activities; serves as an interpreter for non-English speaking student, families and members of the community; performs a variety of general duties in support of an assigned school site.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Serves as a liaison between the County Office of Education, personnel, parents, students, and others regarding the Migrant Education program; confers with faculty, staff and others concerning students; collaborates with outside agencies and social services; provides community resource referrals and information on available supplemental services to migrant students, parents, and families.

Communicates with migrant students, parents, and families, promotes parent education and involvement in various school programs and other activities; facilitates family participation in various activities; identifies and encourages recruitment of parent volunteers; explains and assists in determining program eligibility.

Serves as a translator of oral and written materials to facilitate communication with migrant non-English speaking students, parents, families, and members of the community, which is not limited to, but may include interpreting and translating documents.

Provides information and materials to students, parents and families related to utilizing community services, social services, and local resources; refers student, parents, and families to local agencies or school services as appropriate; follows-up on referrals; refers Migrant families for recruitment to Migrant Education Program Recruiters.

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

Creates and distributes newsletters, posters, forms and flyers, inputs and updates student enrollment and supplemental services data into an assigned computer software program.

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

Supports students, parents, and families with assistance in testing, college-readiness programs and completing a variety of applications.

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

Attends a variety of meetings, workshops, conferences, and in-service trainings as assigned; coordinates and assists with parent trainings and activities; works outside typical office hours of 8:00 a.m. – 5:00 p.m. to accommodate program families' schedules.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Migrant education program objectives and functions.
Awareness of multi-cultural communication.
Applicable Education laws, codes, rules, and regulations.
Needs and concerns of migrant students.
Identification and recruitment methods used in migrant programs.
District policies, regulations, and procedures.
Correct oral and written usage of English and a designated second language.
SAT/ACT testing process and scholarship application procedures.
Basic understanding of migrant family customs, traditions, values, and beliefs.
Operation of variety of office equipment including a computer and assigned software.
Oral and written communications skills.
Interpersonal relations skills using tact, patience, and courtesy.
Basic record-keeping and filing techniques.
Local community resources and social service agencies.

ABILITY TO:

Understand Migrant education objectives and functions.
Communicate successfully in writing, in person or by telephone with diverse migrant populations.
Read, write, translate, and interpret English and a designated second language.
Compose correspondence independently.
Communicate effectively in English and a designated second language.
Understand migrant family customs, traditions, values, and beliefs.
Balance and prioritize a variety of work assignments.
Provide community resources and referrals to social services agencies.
Perform clerical duties such as filing and duplicating.
Analyze situations accurately and adopt an effective course of action.
Maintain records and files.
Communicate effectively orally and in writing.
Type or input data at an acceptable rate of speed.
Work independently with little direction.
Plan and organize work.
Meet schedules and timelines.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and two years of experience working with school or community agencies, targeting at-risk populations.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver’s license.
Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

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.
Lifting, carrying, pushing, or pulling light objects.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling, or crouching to assist students.

Approved by Personnel Commission: December 14, 2016
Revised: 09/08/21



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 09/08/21

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MIGRANT EDUCATION COMMUNITY LIAISON

BASIC FUNCTION:

Under the supervision of the Director III – Migrant Education, (Region 1), serves as a liaison between County Office of Education, personnel, parents, students and others regarding the Migrant Education program; performs a variety of supportive tasks; promotes parent education and involvement in various school programs and other activities; serves as an interpreter for non-English speaking student, families and members of the community; performs a variety of general duties in support of an assigned school site.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Serves as a liaison between the County Office of Education, personnel, parents, students and others regarding the Migrant Education program; confers with faculty, staff and others concerning students; collaborates with outside agencies and social services; provides community resource referrals and information on available supplemental services to migrant students, parents and families.

Communicates with migrant students, parents and families, promotes parent education and involvement in various school programs and other activities; facilitates family participation in various activities; identifies and encourages recruitment of parent volunteers; explains and assists in determining program eligibility.

Serves as a translator of oral and written materials to facilitate communication with migrant non-English speaking students, parents, families and members of the community, which is not limited to, but may include, interpreting and translating documents.

Provides information and materials to students, parents and families related to utilizing community services, social services and local resources; refers student, parents, and families to local agencies or school services as appropriate; follows-up on referrals; refers Migrant families for recruitment to Migrant Education Program ~~advocates~~Recruiters.

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

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

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

Supports students, parents and families with assistance in testing, college-readiness programs and completing a variety of applications.

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

Attends a variety of meetings, workshops, conferences and in-service trainings as assigned; coordinates and assists with parent trainings and activities; works outside typical office hours of 8:00 a.m. – 5:00 p.m. to accommodate program families' schedules.-

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Migrant education program objectives and functions.
- Awareness of multi-cultural communication.
- Applicable Education laws, codes, rules and regulations.
- Needs and concerns of migrant students.
- Identification and recruitment methods used in migrant programs.
- District policies, regulations and procedures.
- Correct oral and written usage of English and a designated second language.
- SAT/ACT testing process and scholarship application procedures.
- Basic understanding of migrant family customs, traditions, values, and beliefs.
- Operation of variety of office equipment including a computer and assigned software.
- Oral and written communications skills.
- Interpersonal relations skills using tact, patience and courtesy.
- Basic record-keeping and filing techniques.
- Local community resources and social service agencies.

ABILITY TO:

- Understand Migrant education objectives and functions.
- Communicate successfully in writing, in person or by telephone with diverse migrant populations.
- Read, write, translate and interpret English and a designated second language.
- Compose correspondence independently.
- Communicate effectively in English and a designated second language.
- Understand migrant family customs, traditions, values, and beliefs.
- Balance and prioritize a variety of work assignments.
- Provide community resources and referrals to social services agencies.
- Perform clerical duties such as filing and duplicating.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records and files.
- Communicate effectively orally and in writing.
- Type or input data at an acceptable rate of speed.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and timelines.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and two years of experience working with ~~community agencies targeting migrant populations~~ school or community agencies targeting at-risk populations.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver's license.
Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

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.
Lifting, carrying, pushing or pulling light objects.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16

**AGENDA ITEM VI – H (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	Wellness Center Liaison	08/06/21	OTBS	6	5
2	Director III - District Business Services	08/10/21	LT	2	2
3	Supervisor - Classification & Recruitment	08/13/21	LT	3	3
4	Student Services Specialist	08/16/21	OTBS	5	5
5	Family & Provider Specialist	08/19/21	OTBS	5	4
6	Network Engineer	08/20/21	OTBS	3	3
7	Paraeducator - Special Education	08/25/21	AIDES	10	Unranked
8	College Liaison	08/26/21	OTBS	4	2
9	Mental Health School Wellness Specialist	08/31/21	OTBS	12	1
10	Wellness Center Liaison	08/31/21	OTBS	15	11

AGENDA ITEM VI – I (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: August 11, 2021 to September 8, 2021
Report Date: 9/3/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2442	Administrative Assistant II	SELPA	Linda	Filled	09/06/21
2	TBD	Administrative Assistant II	Integrated STEAM	Linda	Filled	08/24/21
3	5622	Associate Teacher - Restricted	Early Learning Services/Anne Darling	Marisa	Filled	09/13/21
4	5864	Associate Teacher - Restricted	Early Learning Services/McKinley	Marisa	Filled	08/16/21
5	0879	Director III - District Business Services	District Business and Advisory Services	Marisa	Filled	09/13/21
6	3967	Family Advocate - Restricted	Head Start Family Advocacy	Yasmeen	Filled	09/13/21
7	5800	Mental Health School Wellness Specialist	Youth Health & Wellness/Elliott	Meipo	Filled	09/23/21
8	5801	Mental Health School Wellness Specialist	Youth Health & Wellness/Luther Burbank	Meipo	Filled	09/15/21
9	5802	Mental Health School Wellness Specialist	Youth Health & Wellness/Lairon	Meipo	Filled	09/06/21
10	5804	Mental Health School Wellness Specialist	Youth Health & Wellness/Santee	Meipo	Filled	09/22/21
11	5805	Mental Health School Wellness Specialist	Youth Health & Wellness/Blue Ridge	Meipo	Filled	09/15/21
12	5824	Mental Health School Wellness Specialist	Youth Health & Wellness/Monroe	Meipo	Filled	09/22/21
13	5836	Mental Health School Wellness Specialist	Youth Health & Wellness/Andrew Hill	Meipo	Filled	09/06/21
14	5837	Mental Health School Wellness Specialist	Youth Health & Wellness/Oak Grove	Meipo	Filled	09/22/21
15	5838	Mental Health School Wellness Specialist	Youth Health & Wellness/Britton	Meipo	Filled	09/22/21
16	5842	Occupational Therapist - Early Learning Intervention	Special Education	Marisa	Filled	09/13/21
17	3534	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Marisa	Filled	09/07/21
18	4051	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Marisa	Filled	09/01/21
19	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Marisa	Filled	08/31/21
20	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Foothill Preschool	Linda	Filled	09/13/21
21	0076	Supervisor - Classification & Recruitment	Classified Personnel Services	Kathy	Filled	09/09/21
22	3338	Teacher Assistant II	Early Learning Services / Mckinley State Preschool	Yasmeen	Filled	09/02/21
23	5826	Wellness Center Liaison	Youth Health and Wellness / Andrew Hill	Yasmeen	Filled	09/13/21
24	5831	Wellness Center Liaison	Youth Health and Wellness/Luther Burbank Elem	Yasmeen	Filled	09/13/21
25	5832	Wellness Center Liaison	Youth Health and Wellness/Lairon CP	Yasmeen	Filled	09/17/21
26	5834	Wellness Center Liaison	Youth Health and Wellness/Santee Elem	Yasmeen	Filled	09/13/21
27	5835	Wellness Center Liaison	Youth Health and Wellness/Monroe	Yasmeen	Filled	09/13/21
28	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Certified	
29	5321	Family Advocate - Restricted	Head Start Program Operations	Yasmeen	Certified	
30	5803	Mental Health School Wellness Specialist	Youth Health & Wellness/Castro	Meipo	Certified	
31	2665	Network Engineer	Security, Network & Systems Engineering	Kathy	Certified	
32	TBD	Student Services Specialist	Special Education	Yasmeen	Certified	
33	5827	Wellness Center Liaison	Youth Health and Wellness / Oak Grove	Yasmeen	Certified	
34	5828	Wellness Center Liaison	Youth Health and Wellness / Britton	Yasmeen	Certified	
35	5829	Wellness Center Liaison	Youth Health and Wellness/Hyde	Yasmeen	Certified	
36	5830	Wellness Center Liaison	Youth Health and Wellness/Elliott	Yasmeen	Certified	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: August 11, 2021 to September 8, 2021
Report Date: 9/3/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
37	5833	Wellness Center Liaison	Youth Health and Wellness/Castro Elem	Yasmeen	Certified	
38	2721	Administrative Assistant II	iSTEAM	Linda	Testing/Orals	
39	TBD	Administrative Assistant II	Early Learning Services	Linda	Testing/Orals	
40	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals	
41	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals	
42	5456	College Liaison	Alternative Education / Blue Ridge	Yasmeen	Testing/Orals	
43	TBD	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
44	TBD	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
45	TBD	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
46	TBD	Cybersecurity Engineer	Security, Network & Systems Engineering	Meipo	Testing/Orals	
47	TBD	Data Systems & Communications Specialist	Office of the Superintendent	Kathy	Testing/Orals	
48	5407	District Business Advisor	District Business & Advisory Services	Marisa	Testing/Orals	
49	TBD	Education Navigator - Alternative Education	Alternative Education	Kathy	Testing/Orals	
50	5320	Family Advocate - Restricted	Early Learning/Head Start Health Services	Yasmeen	Testing/Orals	
51	TBD	Food Services Assistant	Environmental Education/Walden West	Linda	Testing/Orals	
52	TBD	Grant Writer/Research Analyst, Associate	Office of the Superintendent	Kathy	Testing/Orals	
53	0765	IT Support Specialist	Technology & Data Services	Marisa	Testing/Orals	
54	TBD	Licensed Vocational Nurse	Early Learning Services/South County Annex	Yasmeen	Testing/Orals	
55	0007	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Testing/Orals	
56	TBD	Network Engineer	TI&SS / Security, Network & Systems Engineering	Kathy	Testing/Orals	
57	4802	Office Assistant II	Special Education/Early Start Program -Chandler Tripp	Linda	Testing/Orals	
58	TBD	Paraeducator - Alternative Education	Alternative Education/Sunol Community & Osborne	Meipo	Testing/Orals	
59	TBD	Paraeducator - Alternative Education	Alternative Education/South County Community & Blue Ridge	Meipo	Testing/Orals	
60	0527	Print Support Technician	Print Services	Yasmeen	Testing/Orals	
61	TBD	Site Coordinator	Facilities & Construction/South County Annex	Kathy	Testing/Orals	
62	4457	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Linda	Testing/Orals	
63	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling Annex	Marisa	Testing/Orals	
64	1867	Teacher Assistant I	Rouleau State Preschool	Marisa	Testing/Orals	
65	1392	Director III - Internal Business Services	Internal Business Services	Marisa	Repost	
66	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
67	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
68	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
69	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
70	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
71	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
72	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: August 11, 2021 to September 8, 2021
Report Date: 9/3/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
73	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
74	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
75	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold	
76	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	
77	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold	
78	TBD	Office Assistant II	Human Resources Administration	Linda	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0153	Paraeducator - Special Education	Marlatt Preschool	Meipo	Filled	09/08/21
2	366	Paraeducator - Special Education	Moreland	Meipo	Filled	09/20/21
3	0606	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Filled	09/07/21
4	1473	Paraeducator - Special Education	Hester MS	Meipo	Filled	09/15/21
5	2625	Paraeducator - Special Education	Connect West	Meipo	Filled	09/22/21
6	2890	Paraeducator - Special Education	Connect West	Meipo	Filled	09/15/21
7	3572	Paraeducator - Special Education	Country Lane	Meipo	Filled	09/20/21
8	3581	Paraeducator - Special Education	Santa Teresa HS	Meipo	Filled	09/20/21
9	3667	Paraeducator - Special Education	Bachrodt Elementary	Meipo	Filled	09/01/21
10	3878	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Filled	09/21/21
11	3892	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Filled	09/17/21
12	0152	Paraeducator - Special Education	Osborne	Meipo	Certified	
13	0668	Paraeducator - Special Education	Argonaut	Meipo	Certified	
14	1594	Paraeducator - Special Education	Hester	Meipo	Certified	
15	3874	Paraeducator - Special Education	Santa Teresa HS	Meipo	Certified	
16	4061	Paraeducator - Special Education	Chandler Tripp Preschool	Meipo	Certified	
17	TBD	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
18	TBD	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
19	TBD	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
20	0213	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
21	0286	Paraeducator - Special Education	Hester OI	Meipo	Testing/Orals	
22	0385	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Testing/Orals	
23	1413	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
24	1943	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
25	2259	Paraeducator - Special Education	Westmont	Meipo	Testing/Orals	
26	2803	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
27	3414	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
28	3580	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
29	3615	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
30	3636	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	
31	3670	Paraeducator - Special Education	Chandler Tripp Preschool	Meipo	Testing/Orals	
32	3689	Paraeducator - Special Education	Country Lane	Meipo	Testing/Orals	
33	3822	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	
34	3884	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
35	3900	Paraeducator - Special Education	Wilcox HS	Meipo	Testing/Orals	
36	4376	Paraeducator - Special Education	Argonaut	Meipo	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
37	4705	Paraeducator - Special Education	Del Mar OI	Meipo	Testing/Orals	
38	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Meipo	Testing/Orals	
39	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Meipo	Testing/Orals	
40	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
41	4708	Paraeducator - Special Education (ASL Required)	Dartmouth	Meipo	Testing/Orals	
42	2415	Paraeducator - Special Education	Silver Creek HS	Meipo	Hold	
43	2622	Paraeducator - Special Education	Silver Creek	Meipo	Hold	