

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #522
MARCH 8, 2023, 10:00 A.M.
BOARD ROOM

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #522 – March 8, 2023 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #521 – February 8, 2023 ACTION

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

VI. NEW BUSINESS

- A. Approval / Ratification of Classification Specification Revision..... ACTION
 - a. Chief Business Officer
- B. Approval / Ratification of Classification Specification Revision..... ACTION
 - a. Chief Technology Officer
- C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Supervisor – Risk and Liability, Range 10 - LT
- D. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- E. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. CLOSED SESSION

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: Director III - Human Resources / Classified Personnel Services

IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: April 12, 2023)

X. 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 #521
FEBRUARY 8, 2023, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92168006626>

Dial-in Number: 669-900-6833

Meeting ID: 921 6800 6626

UNAPPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice-President Rod Adams, Member	Marisa Perry Alice Serrao Shahana Shah

OTHERS PRESENT	
Larry Oshodi Tammy Dhanota Angela Ballou	Kellie Guevarra Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #521-1: The Commission approved Agenda #521, February 8, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #521-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #521-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #520, January 11, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #521-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Intention to Conduct a Classification and Compensation Study

Director Perry informed the Commissioners that the Office proposes to conduct a classification and compensation study for positions in the Classified Service. Larry Oshodi, Assistant Superintendent – Personnel Services, stated that the SCCOE plans to have a consulting organization identified by August 2023 who will assess the organization’s needs and will conduct or recommend an agency to conduct the study itself. Ms. Libby Spector asked about the sequence of classifications for the study. Mr. Larry Oshodi responded that the consulting organization will make that recommendation.

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

MOTION #521-3: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #521, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #521-3: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Manager - Strategy & Implementation	01/09/23	LT	2	2
2	Senior Legislative and Policy Analyst	01/10/23	LT	6	5
3	Data Engineer	01/12/23	OTBS	1	1
4	Custodian - Lead	01/17/23	OSS	1	1
5	Environmental Education Specialist	01/19/23	AIDES	3	3
6	Wellness Center Liaison	01/20/23	OTBS	4	4
7	School Office Coordinator – Special Education	01/24/23	OTBS	9	7
8	Staffing Specialist, Human Resources I/II	01/26/23	OTBS	3	2
9	Educator Preparation Program Analyst	01/27/23	LT	2	2
10	Paraeducator - Special Education	01/27/23	AIDES	2	Unranked

C. Monthly Vacancy Status Report – February 8, 2023

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:

- Shahana Shah was introduced as the new Classified Personnel Specialist.
- Alice Serraoon and Shahana Shah will attend the Merit Academy starting in March 2023.
- Marisa Perry is participating in the California School Personnel Commissioners Association (CSPCA) Champions for Merit Leadership program and will be mentored by Kristin Olson.
- We are registered to attend local job fairs including the Diversity Employment Day Career Fair and the Evergreen Valley College Job Fair.
- Starting March 2023, Personnel Commission meetings will be held in-person at the Ridder Park office.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, March 8, 2023, at 10:00 a.m., and will be held in-person at the SCCOE Ridder Park office.

IX. ADJOURNMENT

The meeting adjourned at 10:20 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

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

BACKGROUND

The Office of the Superintendent proposes revising the Chief Business Officer job description and retitling the position to Assistant Superintendent – Business Services. Education Code 35030 allows for the assignment of the title “Assistant Superintendent” to the position of business manager or related business position without the requirement of certification qualifications.

Education Code 35030

No governing board or county superintendent of schools shall affix the title of deputy, associate or assistant superintendent to any position not defined by this code as a position requiring certification qualifications or which does not qualify under the provisions of Section 44065 as a position requiring certification qualifications; except that any such title may be assigned to the position of business manager or a related business position but such position shall not, if so designated, be deemed to be a position requiring certification qualifications nor shall the employee be deemed to be a certificated employee.

The changes to basic function and job duties add language related to procurement, contract administration, emergency preparedness, safety and security.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Chief Business Officer	<ul style="list-style-type: none">• Retitle to Assistant Superintendent – Business Services• Revisions to Basic Function and Job Duties

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Assistant Superintendent – Business Services
2. Approval shall be effective March 8, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT SUPERINTENDENT - BUSINESS SERVICES

(Senior Classified Management)

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, the Assistant Superintendent – Business Services is responsible for planning, developing, coordinating, implementing, directing, and evaluating the departments of the Business, Facilities & Operations Division, including District Business Services, General Services, Procurement, Contract Administration, Internal Business Services, Risk Management, Emergency Preparedness and Response, and Safety and Security; oversee business related services to school districts and the County Office of Education; serve as a member of the Superintendent’s Cabinet; and perform all other assigned duties.

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:

Participate as a member of the Superintendent’s Cabinet in the overall planning and direction of County Office functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs and support services; serve on County Office and statewide school business committees.

Plan, organize, control and direct operations and activities of the Business, Facilities & Operations Division; oversee and participate in finance activities including developing fiscal policies for districts, certifying State and federal reports, providing information and assistance to County Office and district personnel, and other activities as required; assure operations comply with established laws, rules and regulations.

Coordinate information and resources to assure smooth, efficient and accurate activities; coordinate meetings and in-services to provide information to administrators and personnel; serve as liaison to County Office personnel, districts and outside agencies as needed; resolve problems, provide information, answer questions and facilitate program activities and operations.

Direct and participate in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provide information and support to assure operations are implemented in an accurate and timely manner; monitor activities to assure compliance with established procedures.

Conduct financial analysis for negotiations and project costs; provide consultation and technical expertise to the Superintendent, administrators, staff, outside organizations and others concerning finance issues, operations and activities; respond to inquiries, resolve issues and conflicts, and provide

detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures.

Oversee and approve County Office and district record and report preparation and maintenance; coordinate certification of school district revenue, special education entitlement reports and attendance reports to the state; oversee the filing of various data reports, payroll and financial and cost analysis.

Oversee the development, review and implementation of emergency preparedness and safety and security programs.

Provide technical expertise, information and assistance to the Superintendent regarding district budgets and financial and accounting activities; keep abreast of proposed legislation pertaining to school finance in order to keep school districts advised; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.

Monitor and evaluate County Office finance functions and activities for effectiveness and operational efficiency; gather data, research financial information and conduct special projects with other County Office departments; receive and respond to staff and administrative input concerning budget, financial or accounting needs; oversee the development and implementation of policies, procedures and programs to enhance financial effectiveness and operational efficiency.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities including financial and risk management records, interim and adopted budgets, unaudited actuals, accounting support services reports, and fiscal services reports.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with the California Department of Education, school districts, auditors and others as required.

Assure compliance with AB1200 budget approval, oversight, and monitoring activities for local school districts and coordinate the review of recommendations in school district audits and action taken on exception items.

Assure compliance with procedures for review and approval related to accountability under the Local Control Funding Formula.

Serve as advocate for Santa Clara County school districts in the business services area and confer with school district representatives on business matters and fiscal issues impacting California schools.

Represent the division and/or County Office to State and Federal officials; make presentations to associations, community groups and others regarding County Office matters.

Develop and prepare the annual preliminary budget for the Business Services Department; coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Supervise and evaluate the performance of assigned department heads and staff.

Plan, organize and implement long and short-term programs and activities designed to develop assigned financial and accounting activities.

Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities; compose and distribute informational bulletins to districts regarding reporting requirements, changes to financial accounting procedures or related matters; prepare and present workshops to provide current information on new or revised legislation and/or regulations and provide training for the financial software system.

Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work.

Collaborate and coordinate emergency response and recovery activities as directed and needed.

Perform all other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of leadership, organization, supervision, budgeting, personnel administration and management.

Principles, practices and trends relating to the full scope of school business management and California educational programs pertaining to school districts and county offices of education.

Laws, rules, regulations relating to school districts and County Office of Education business activities. Principles, practices, and techniques of program and policy development, implementation, monitoring and control.

Operating programs and guidelines of California’s FCMAT (Fiscal Crisis and Management Team) or comparable system operating in another state, and AB1200 and AB2756 responsibilities for county school office oversight of school districts.

Skills required to operate a computer and to utilize pertinent software programs.

ABILITY TO:

Effectively plan, organize, direct, coordinate and evaluate the programs and services of assigned areas of responsibility, including a broad range of diverse functions and responsibilities.

Make effective decisions and resolve problems affecting complex and sensitive areas and situations, and effectively explain and defend decisions.

Exercise sound judgment and recognize political and priority implications related to programs and strategies.

Demonstrate leadership, interpersonal consensus building and communication skills.

Establish and maintain effective working relationships with County Office and district leadership, staff, parents, community agencies, individuals and groups.

Exercise tact, diplomacy and recognize political and priority implications in developing and implementing programs and strategies.

Establish priorities and evaluate the effectiveness of programs and services on an ongoing basis.

Function as a positive, contributing member of an education team.

EDUCATION AND EXPERIENCE:

REQUIRED MINIMUM TRAINING, EDUCATION, AND LICENSING: Master’s degree with major course work in education administration, public administration, business administration (MBA) from an accredited college or university of higher education; hold a California Chief Business Official Certificate and a valid California driver's license.

REQUIRED MINIMUM PRIOR WORK EXPERIENCE: Seven (7) or more years of comprehensive and progressive directly related administrative experience. Prior experience as a business or fiscal director in a large California school district or county office of education.

REQUIRED INTERACTION (NON-AUTHORITY): Contacts have little or no predetermined structure and are primarily with the highest level individual both inside and outside the Office, such as local, state, and district superintendents, district chief business officials, state and federal officials; and contacts require decision-making and problem-solving where office-wide, cross-division concerns are at stake.

SUPERVISION OF OTHERS: Directly supervises assigned department heads, managers and other support staff.

REPORTS TO: County Superintendent of Schools.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area; frequent driving of a car and periodic travel will also be required.

PHYSICAL ABILITIES:

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

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

Sitting or standing for extended periods of time.

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

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

Lifting light objects.

Approved by the Personnel Commission: April 1, 2010

Revised: 03/10/21, 03/08/23

Marisa Perry
Director III – HR / Classified Personnel Services

Date: 03/08/23

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~CHIEF BUSINESS OFFICER-ASSISTANT SUPERINTENDENT - BUSINESS SERVICES~~
(Senior Classified Management)

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, the Assistant Superintendent – Business Services~~Chief Business Officer~~ is responsible for planning, developing, coordinating, implementing, directing, and evaluating the departments of the Business, Facilities & Operations Division, including District Business Services, General Services, Procurement, Contract Administration, Internal Business Services, ~~and~~ Risk Management, Emergency Preparedness and Response, and Safety and Security; oversee business related services to school districts and the County Office of Education; serve as a member of the Superintendent’s Cabinet; and perform all other assigned duties.

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:

Participate as a member of the Superintendent’s Cabinet in the overall planning and direction of County Office functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs and support services; serve on County Office and statewide school business committees.

Plan, organize, control and direct operations and activities of the Business, Facilities & Operations Division; oversee and participate in finance activities including developing fiscal policies for districts, certifying State and federal reports, providing information and assistance to County Office and district personnel, and other activities as required; assure operations comply with established laws, rules and regulations.

Coordinate information and resources to assure smooth, efficient and accurate activities; coordinate meetings and in-services to provide information to administrators and personnel; serve as liaison to County Office personnel, districts and outside agencies as needed; resolve problems, provide information, answer questions and facilitate program activities and operations.

Direct and participate in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provide information and support to assure operations are implemented in an accurate and timely manner; monitor activities to assure compliance with established procedures.

Conduct financial analysis for negotiations and project costs; provide consultation and technical expertise to the Superintendent, administrators, staff, outside organizations and others concerning finance issues, operations and activities; respond to inquiries, resolve issues and conflicts, and provide

detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures.

Oversee and approve County Office and district record and report preparation and maintenance; coordinate certification of school district revenue, special education entitlement reports and attendance reports to the state; oversee the filing of various data reports, payroll and financial and cost analysis.

Oversee the development, review and implementation of emergency preparedness and safety and security programs.

Provide technical expertise, information and assistance to the Superintendent regarding district budgets and financial and accounting activities; keep abreast of proposed legislation pertaining to school finance in order to keep school districts advised; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.

Monitor and evaluate County Office finance functions and activities for effectiveness and operational efficiency; gather data, research financial information and conduct special projects with other County Office departments; receive and respond to staff and administrative input concerning budget, financial or accounting needs; oversee the development and implementation of policies, procedures and programs to enhance financial effectiveness and operational efficiency.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities including financial and risk management records, interim and adopted budgets, unaudited actuals, accounting support services reports, and fiscal services reports.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with the California Department of Education, school districts, auditors and others as required.

Assure compliance with AB1200 budget approval, oversight, and monitoring activities for local school districts and coordinate the review of recommendations in school district audits and action taken on exception items.

Assure compliance with procedures for review and approval related to accountability under the Local Control Funding Formula.

Serve as advocate for Santa Clara County school districts in the business services area and confer with school district representatives on business matters and fiscal issues impacting California schools.

Represent the branch-division and/or County Office to State and Federal officials; make presentations to associations, community groups and others regarding County Office matters.

Develop and prepare the annual preliminary budget for the Business Services Department; coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Supervise and evaluate the performance of assigned department heads and staff.

Plan, organize and implement long and short-term programs and activities designed to develop assigned financial and accounting activities.

Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities; compose and distribute informational bulletins to districts regarding reporting requirements, changes to financial accounting procedures or related matters; prepare and present workshops to provide current information on new or revised legislation and/or regulations and provide training for the financial software system.

Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work.

Collaborate and coordinate emergency response and recovery activities as directed and needed.

Perform all other ~~related~~ duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of leadership, organization, supervision, budgeting, personnel administration and management.

Principles, practices and trends relating to the full scope of school business management and California educational programs pertaining to school districts and county offices of education.

Laws, rules, regulations relating to school districts and County Office of Education business activities. Principles, practices, and techniques of program and policy development, implementation, monitoring and control.

Operating programs and guidelines of California's FCMAT (Fiscal Crises and Management Team) or comparable system operating in another state, and AB1200 and AB2756 responsibilities for county school office oversight of school districts.

Skills required to operate a computer and to utilize pertinent software programs.

ABILITY TO:

Effectively plan, organize, direct, coordinate and evaluate the programs and services of assigned areas of responsibility, including a broad range of diverse functions and responsibilities.

Make effective decisions and resolve problems affecting complex and sensitive areas and situations, and effectively explain and defend decisions.

Exercise sound judgment and recognize political and priority implications related to programs and strategies.

Demonstrate leadership, interpersonal consensus building and communication skills.

Establish and maintain effective working relationships with County Office and district leadership, staff, parents, community agencies, individuals and groups.

Exercise tact, diplomacy and recognize political and priority implications in developing and implementing programs and strategies.

Establish priorities and evaluate the effectiveness of programs and services on an ongoing basis.
Function as a positive, contributing member of an education team.

EDUCATION AND EXPERIENCE:

REQUIRED MINIMUM TRAINING, EDUCATION, AND LICENSING: Master’s degree with major course work in education administration, public administration, business administration (MBA) from an accredited college or university of higher education; hold a California Chief Business Official Certificate and a valid California driver's license.

REQUIRED MINIMUM PRIOR WORK EXPERIENCE: Seven (7) or more years of comprehensive and progressive directly related administrative experience. Prior experience as a business or fiscal director in a large California school district or county office of education.

REQUIRED INTERACTION (NON-AUTHORITY): Contacts have little or no predetermined structure, and are primarily with the highest level individual both inside and outside the Office, such as local, state, and district superintendents, district chief business officials, state and federal officials; and contacts require decision-making and problem-solving where office-wide, cross-~~branch~~-division concerns are at stake.

SUPERVISION OF OTHERS: Directly supervises assigned department heads, managers and other support staff.

REPORTS TO: County Superintendent of Schools.

WORKING CONDITIONS:

ENVIRONMENT: Indoor office environment.

The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area; frequent driving of a car and periodic travel will also be required.

PHYSICAL ABILITIES:

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

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

Sitting or standing for extended periods of time.

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

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

Lifting light objects.

Approved by the Personnel Commission: April 1, 2010

Revised: March 10, 2021, March 8, 2023



Marisa Perry

Date: 03/10/218/23

Director – HR/Classified Personnel Services

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Office of the Superintendent proposes revising the Chief Technology Officer job description and retitling the position to Head of Technology. Revisions include necessary updates to the job duties to reflect the current role, and changes to the minimum qualifications to more clearly state degree requirements.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">Chief Technology Officer	<ul style="list-style-type: none">Retitle to Head of TechnologyRevisions to Job DutiesRevision of required Education.

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Head of Technology
2. Approval shall be effective March 8, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: HEAD OF TECHNOLOGY

(Senior Classified Management)

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, administers the Technology and Data Services Division by planning, organizing, directing, and reviewing the Office's educational support and information technology and infrastructure functions including administrative support, system software, network security administration, information systems operations, educational support systems, data systems, training development, systems development, telecommunications, technical support; and performs all other related duties. This is a classified senior management position and a member of the Superintendent's Cabinet.

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:

Participates as a member of the Superintendent's Cabinet in the overall planning and direction of County Office functions and services; advises the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs and support services; serves on County Office and statewide technology committees.

Provides leadership, directs, administers and supervises the planning, organization and coordination of information systems and technologies to support educational and student services programs.

Directs, leads, promotes and encourages the development and implementation of innovative technology, including, but not limited to, technology related to educational resources and delivery methods especially as it relates to online and distance learning.

Provides leadership, directs, administers and supervises all Office-wide student information systems.

Provides responsive advice, counsel and education to administrators, faculty and staff on educational technology issues and trends and integrated data systems; monitors technology trends in order to forecast the impact of those changes/trends upon the delivery of instruction for the Office.

Assures the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and Office regulations; supports technology based curricular and program articulation.

Participates in state and local activities to promote the Office's interests in the area of educational and information technology services.

Oversees aspects of the Enterprise Resource Planning (ERP) Systems and related support systems.

Applies excellent internal and external customer service and directs staff in developing excellent customer service practices; applies and uses effective interpersonal skills (tact, patience, courtesy).

Confers with representatives and develops partnerships with school districts, private firms, governmental agencies, other divisions, and the public in regard to technical matters; establishes and maintains the Office's hardware, software, and network architectures.

Manages, directs, reviews, evaluates and assigns projects to division personnel; directs, reviews, and participates in the analysis of current and prospective problems relative to Office information technology systems.

Ensures the privacy, security, consistency and reliability of all technology solutions.

Plans, organizes, directs, and coordinates activities related to telecommunications, computer networking, and computer electronics; acts as agent and supervises other limited authorized agents making commitments on behalf of the Office.

Provides information and reports on technology projects, operational changes, and service level objectives; informs senior management of potential problems before they occur and presents solutions including those as directed by the County Superintendent.

Develops, reviews, and monitors project management standards for new and ongoing information technology projects; directs and participates in the monitoring of evolving computer technology and sponsors feasibility studies of the potential utilization of major technological advances; directs the analysis of the cost effectiveness, achievability, and operational efficiency of proposed hardware acquisitions, software development, and purchases.

Directs, reviews, and approves division personnel management functions, such as, hiring and termination, staff development, employee evaluation and discipline.

Administers and interprets statutes, regulations, and policies concerned with the legal responsibilities of the information technology infrastructure; reviews business and administrative educational processes for the possible application of new information technology; reviews information technology bids, quotes and contracts with division administration, site administration, and appropriate business division personnel.

Participates at the executive level in the development and implementation of internal technology policies, procedures and planning; participates in the development of Office plans for a wide variety of subjects.

Leads the development of cyber security planning and protections.

Maintains consistent and clear communications with Office administrators and staff regarding technology plans, timelines, needs, and vision; responds to auditor concerns and findings.

Provides county-wide coordinated leadership for and ensures project management of technology related projects, initiatives, and programs.

Coordinates support and training in the use of computer systems; develops and publishes information technology standards and procedures; conducts regular review of disaster recovery plans and backup procedures; meets regularly with divisions and school administration to establish and review information technology needs; and other related duties.

Leads the security reliability of internet and broadband projects.

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

DECISION-MAKING AND PROBLEM-SOLVING:

Forecasts trends and sets direction for the Office and participates in planning for external agencies; uses non-traditional/creative approaches to problems solving.

Recommends new or revised standards, policies, etc.; uses specialized techniques in analysis of collected data.

Makes cross-divisional decisions that sometimes have major impact on the entire Office and participates in decisions that have major impact on the entire Office.

Situations are varied and routinely highly complex.

REQUIRED MINIMUM SKILLS AND ABILITIES:

Mastery skill in communicating in critical situations, both orally and in writing.

Mastery skill in financial and statistical analysis and control.

Mastery skill in creative and adaptive program planning, design, implementation, maintenance and evaluation.

Mastery skill in working with personnel management decisions.

Mastery skill in working with others in both authority and non-authority relationships on a routine basis.

EDUCATION AND EXPERIENCE:

REQUIRED MINIMUM TRAINING, EDUCATION, AND LICENSING: Master's Degree in Business Administration, Technology, Project Management, Engineering, Education Technology or related field, and a valid California driver's license.

REQUIRED MINIMUM PRIOR WORK EXPERIENCE: Eight years of job-related administrative experience with demonstrated competence in educational technology, information systems, and technology support.

REQUIRED INTERACTION (NON-AUTHORITY): Contacts have little or no predetermined structure and are primarily with the highest level individual both inside and outside the Office, such as local, state, and district superintendents, district chief business officials, state and federal officials; and contacts require decision-making and problem-solving where office-wide, cross-division concerns are at stake.

SUPERVISION OF OTHERS: Supervises department heads and administrative support staff.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are performed in an office environment while sitting at a desk and program sites and in the community to make oral presentations and attend meetings. Incumbents may be required to work a flexible schedule, which could include evening and weekend hours. Incumbents are subject to extensive public contact with external agencies and individuals seeking information. Duties require regular driving to program sites within the county.

PHYSICAL DEMANDS:

Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

Approved by the Personnel Commission: November 12, 2014

Revised: 03/08/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 03/08/23

Head of Technology - continued
~~CHIEF TECHNOLOGY OFFICER~~

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~CHIEF TECHNOLOGY OFFICER~~HEAD OF TECHNOLOGY
(Senior Classified Management)

BASIC FUNCTION:

Under the ~~supervision-direction~~ of the County Superintendent of Schools, administers the Technology Services ~~Branch-Division~~ by planning, organizing, directing, and reviewing the Office's educational support and information technology and infrastructure functions including administrative support, system software, network security administration, information systems operations, educational support systems, data systems, training development, systems development, telecommunications, technical support; and performs all other related duties. This is a classified senior management position and a member of the Superintendent's Cabinet.

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.

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ESSENTIAL DUTIES:

Participate as a member of the Superintendent's Cabinet in the overall planning and direction of County Office functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs and support services; serve on County Office and statewide technology committees.

Provides leadership, directs, administers and supervises the planning, organization and coordination of information systems and technologies to support educational and student services programs.

Directs, leads, promotes and encourages the development and implementation of innovative technology, including, but not limited to, technology related to educational resources and delivery methods especially as it relates to online and distance learning.

~~Coordinates and guides development and implementation of technology plans based upon the Office's Educational Master Plan, goals and objectives.~~ Provides leadership, directs, administers and supervises all Office-wide student information systems.

Provides responsive advice, counsel and education to administrators, faculty and staff on educational technology issues and trends and integrated data systems; monitors technology trends in order to forecast the impact of those changes/trends upon the delivery of instruction for the Office.

Assures the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and Office regulations; supports technology based curricular and program articulation.

Head of Technology - continued

CHIEF TECHNOLOGY OFFICER

Participates in state and local activities to promote the Office's interests in the area of educational and information technology services.

Oversees aspects of the Enterprise Resource Planning (ERP) Systems and related support systems.

Applies excellent internal and external customer service and direct staff in developing excellent customer service practices; applies and uses effective interpersonal skills (tact, patience, courtesy).

Confers with representatives and develops partnerships with school districts, private firms, governmental agencies, other divisions, and the public in regard to technical matters; establishes and maintains the Office's hardware, software, and network architectures.

Manages, directs, reviews, evaluates and assigns projects to branch division personnel; directs, reviews, and participates in the analysis of current and prospective problems relative to Office information technology systems.

Ensures the privacy, security, consistency and reliability of all technology solutions.

Plans, organizes, directs, and coordinates activities related to telecommunications, computer networking, and computer electronics; acts as agent and supervises other limited authorized agents making commitments on behalf of the Office.

~~Provides information and reports updates the Superintendent, Board of Education, Cabinet, and School Administration~~ on technology projects, operational changes, and service level objectives; informs senior management of potential problems before they occur and presents solutions including those as directed by the County Superintendent.

Develops, reviews, and monitors project management standards for new and ongoing information technology projects; directs and participates in the monitoring of evolving computer technology and sponsors feasibility studies of the potential utilization of major technological advances; directs the analysis of the cost effectiveness, achievability, and operational efficiency of proposed hardware acquisitions, software development, and purchases.

Directs, reviews, and approves branch division personnel management functions, such as, hiring and termination, staff development, employee evaluation and discipline.

Administers and interprets statutes, regulations, and policies concerned with the legal responsibilities of the information technology infrastructure; reviews business and administrative educational processes for the possible application of new information technology; reviews information technology bids, quotes, and contracts with branch division administration, site administration, and appropriate business branch division personnel.

Participates at the executive level in the development and implementation of internal technology policies, procedures, and planning; ~~represents technology before the Board of Education and in Office branch meetings~~; participates in the development of Office plans for a wide variety of subjects; ~~develops and executes the technology strategic plan and ensures integration with the Office's strategic plan, goals, and objectives.~~

Head of Technology - continued

CHIEF TECHNOLOGY OFFICER

Leads the development of cyber security planning and protections.

Maintains consistent and clear communications with Office administrators and staff regarding technology plans, timelines, needs, and vision; responds to auditor concerns and findings.

Provides county-wide coordinated leadership for and ensures project management of ~~an~~ technology related projects, initiatives, and programs.

Coordinates support and training in the use of computer systems; develops and publishes information technology standards and procedures; conducts regular review of disaster recovery plans and backup procedures; meets regularly with ~~branch divisions~~ and school administration to establish and review information technology needs; and other related duties.

Leads the security reliability of internet and broadband projects.

Performs ~~all other related~~ other duties as assigned.

KNOWLEDGE AND ABILITIES:

DECISION-MAKING AND PROBLEM-SOLVING:

Forecasts trends and sets direction for the Office and participates in planning for external agencies; uses non-traditional/creative approaches to problems solving.

Recommends new or revised standards, policies, etc., uses specialized techniques in analysis of collected data.

Makes cross-divisional decisions that sometimes have major impact on the entire Office and participates in decisions that have major impact on the entire Office.

Situations are varied and routinely highly complex.

REQUIRED MINIMUM SKILLS AND ABILITIES:

Mastery skill in communicating in critical situations, both orally and in writing.

Mastery skill in financial and statistical analysis and control.

Mastery skill in creative and adaptive program planning, design, implementation, maintenance and evaluation.

Mastery skill in working with personnel management decisions.

Mastery skill in working with others in both authority and non-authority relationships on a routine basis.

EDUCATION AND EXPERIENCE:

REQUIRED MINIMUM TRAINING, EDUCATION, AND LICENSING:

Master's Degree in Business Administration, Technology, Project Management, Engineering, Education Technology ~~from an accredited college or university with major course work or extensive experience in technology/educational technology~~ or related field; and a valid California driver's license.

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REQUIRED MINIMUM PRIOR WORK EXPERIENCE:

Eight years of job-related administrative experience with demonstrated competence in educational technology, information systems, and technology support.

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Head of Technology - continued

CHIEF TECHNOLOGY OFFICER

REQUIRED INTERACTION (NON-AUTHORITY):

~~Contacts are usually unstructured, and are primarily with highest level individuals inside and outside the Office; and contacts require decision-making and problem-solving where office-wide, cross-divisional concerns are at stake.~~

REQUIRED INTERACTION (NON-AUTHORITY): Contacts have little or no predetermined structure, and are primarily with the highest level individual both inside and outside the Office, such as local, state, and district superintendents, district chief business officials, state and federal officials; and contacts require decision-making and problem-solving where office-wide, cross-division concerns are at stake.

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SUPERVISION:

Supervises department heads and administrative support staff.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are performed in an office environment while sitting at a desk and program sites and in the community to make oral presentations and attend meetings. Incumbents may be required to work a flexible schedule, which could include evening and weekend hours. Incumbents are subject to extensive public contact with external agencies and individuals seeking information. Duties require regular driving to program sites within the county.

PHYSICAL DEMANDS:

Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

Approved by the Personnel Commission: November 12, 2014

Revised: 3/8/23

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Business, Facilities, and Operations Division proposes establishing the Supervisor – Risk and Liability position to better support the organization and Risk Management Department. The department previously had a classification titled Supervisor – Worker’s Compensation, however this classification no longer meets the needs of the department. The individual in the Supervisor – Risk and Liability will focus on Worker’s Compensation and will also have responsibilities related to risk management.

Based on the concept of the classification, and an audit of similar positions and positions within the Division and SCCOE, to ensure a robust internal structure, the salary range for Supervisor – Risk and Liability is recommended at Range 10.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Manager – Risk and Liability	LT - 12	\$11,181.96 - \$14,271.26	BA	5 YRS
Supervisor - Risk and Liability	LT -10	\$10,142.34 - \$12,944.55	BA	3 YRS
Supervisor - Payroll Services	LT -10	\$10,142.34 - \$12,944.55	BA	3 YRS
Supervisor - Payroll, Tax and Retirement Systems	LT -10	\$10,142.34 - \$12,944.55	BA	3 YRS
Supervisor - Accounting Services	LT -10	\$10,142.34 - \$12,944.55	BA	3 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Supervisor – Risk and Liability
2. Recommend the following salary Range for the following classification:
 - a. Supervisor – Risk and Liability, Range 10
3. Approval shall be effective March 8, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - RISK AND LIABILITY

BASIC FUNCTION:

Under assigned supervisor, the Supervisor – Risk and Liability, supervises the risk management program for the Santa Clara County Office of Education (SCCOE); supervises and evaluates the performance of assigned personnel; supervises the workers' compensation program and claims processing; advises administration and employees concerning risk avoidance, safety and loss prevention, fixed asset management, ergonomics, and employee and student health and safety; provides assistance with insurance programs.

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:

Supervises the risk management program for the Santa Clara County Office of Education (SCCOE); supervises, provides training, and evaluates the performance of assigned personnel; supervises the workers' compensation program and claims processing.

Collaborates with other department leadership to protect SCCOE assets and minimize losses and expenses; evaluates programs, physical conditions, and trends in claims against the organization to proactively identify and reduce exposures to risk.

Conducts site visits to ensure OSHA compliance; assists with annual FIT Reports; reviews and assesses playground and program equipment; responds to requests for risk assessments and investigates accidents and emergency situations.

Collaborates with other department leadership to coordinate safety programs in conjunction with the Emergency Preparedness, School Safety and Security Administrator, and ensures compliance with the California Occupational, Safety, and Health Administration (CAL OSHA) requirements and Environmental Protection Act (EPA) standards; administers the program to ensure staff receive required CAL OSHA trainings; conducts CAL OSHA trainings as needed; supervises the implementation of the Injury and Illness Prevention Program to proactively protect the SCCOE.

Performs ergonomic evaluations of employee workstations, including visiting County Office sites, to observe employees and take photographs and measurements; and follows up with supervisors and employees regarding ergonomic recommendations.

Provides assistance with purchasing approved ergonomic equipment and maintaining an inventory of ergonomic items.

Supervises the worker’s compensation program; analyzes associated medical costs and prepares recommendations for improvement.

Analyzes the risk management program to identify, evaluate, reduce, or eliminate risks and liabilities. Provides back-up and support to the Manager – Risk and Liability at Board of Education Meetings, Emergency Response Activities, and other events as assigned.

Supervises the program for reimbursements to employees for lost, damaged or stolen personal property. Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; conducts individual and group trainings of staff as needed.

Provides technical information, expertise, and assistance to the Assistant Superintendent – Business Services regarding risk management issues as required; serves as an advisor to administrators; assists in the formulation and development of recommended policies, procedures, and programs.

Collaborates with other department leadership to plan, organize, and implement long- and short-term programs and activities designed to develop programs and services; ensures full compliance with all State, Federal and local laws and regulations.

Coordinates the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepares annual, monthly and special reports upon request.

Communicates with internal and external administrators, personnel, and outside organizations to effectively coordinate activities and programs, resolve issues and conflicts and exchange information; maintains current knowledge of changes in the field of risk management and proactively incorporates changes as appropriate.

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

Attends and conducts a variety of meetings as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning and organization of risk management operations and activities.

Basic laws relating to Workers’ Compensation insurance, health insurance coverage, employer liability and general liability.

Risk management principles and techniques, including accident prevention, safety and loss control, site inspections, insurance regulations, workers’ compensation and claims processing and related programs.

Research and analysis techniques.

Applicable laws, codes, regulations, policies and procedures.

Principles, practices and procedures of exposure identification and ergonomics for various work settings.

Supervising the performance of assigned personnel.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and supervise risk management operations and activities.

Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.

Perform ergonomic evaluations of various worksites.

Perform site inspections to protect assets and minimize loss expenses.

Provides back-up and support to the Manager – Risk and Liability at Board of Education Meetings, Emergency Response Activities, and other events as assigned.

Plan, coordinate and supervise the response to workers' compensation claims.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and organize work within established timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Supervise the maintenance and reporting of a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.

Demonstrates emotional intelligence.

Models inclusive, effective, and authentic communication.

Applies knowledge of the intersectionality of race, equity, and inclusion.

Builds and sustains positive, trusting relationships.

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in public administration, business administration, human resources or related field and three years increasingly responsible experience in risk management, loss prevention or insurance administration.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess a Workers' Compensation Self Insurance Administrator certification or obtain a Workers' Compensation Self Insurance Administrator certification within two (2) years of hire.

An Associate's in Risk Management (ARM) certification is desirable, but not required.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Site inspections.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials. Sitting for extended periods of time.

Approved by Personnel Commission: March 8, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 03/08/23

**AGENDA ITEM VI – D (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	Custodian I/II	02/10/23	OSS	6	6
2	Migrant Education Program Recruiter	02/10/23	OTBS	1	1
3	Custodian I/II	02/10/23	OSS	6	6
4	Paraeducator	02/13/23	AIDES	10	Unranked
5	Child Development Specialist	02/15/23	OTBS	2	2
6	Administrative Assistant IV	02/16/23	OTBS	11	9
7	Administrative Research Assistant	02/21/23	OTBS	8	5
8	Office Specialist - Restricted	02/21/23	OTBS	11	9
9	Manager - Risk and Liability	02/22/23	LT	1	1
10	DevOps Engineer	02/24/23	OTBS	4	4
11	Applications Systems Analyst	03/02/23	OTBS	6	6

AGENDA ITEM VI – E (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: February 8, 2023 to March 8, 2023
Report Date: 3/3/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5606	Administrative Assistant IV	Opportunity Youth Academy	Alice	Filled	03/14/23
2	6060	Associate Teacher - Restricted	Head Start /Stonegate	Shahana	Filled	03/09/23
3	4812	Custodian I/II	General Services/Gateway	Yolanda	Filled	03/23/23
4	2942	Custodian I/II	General Services/Gateway	Yolanda	Filled	03/23/23
5	6135	Educator Preparation Program Analyst	Educator Preparation Programs	Yasmeen	Filled	02/21/23
6	3975	Migrant Education Program Recruiter	Migrant Education	Kathy	Filled	03/15/23
7	0833	School Office Coordinator - Special Education	Special Education/McCollam	Alice	Filled	03/07/23
8	6143	Senior Legislative and Policy Analyst	Office of the Superintendent	Marisa	Filled	03/06/23
9	5923	Staffing Specialist, Human Resources I/II	Resource Support Services	Kathy	Filled	03/03/23
10	6048	Wellness Center Liaison	Youth Health and Wellness/Cupertino HS	Yolanda	Filled	02/28/23
11	6035	Wellness Center Liaison	Youth Health and Wellness/Leyva	Yolanda	Filled	03/01/23
12	5893	Administrative Assistant IV	Youth, Health and Wellness	Alice	Certified	
13	5748	Administrative Research Assistant	Office of the Superintendent	Kathy	Certified	
14	5867	Custodian I/II	General Services/Gateway	Yasmeen	Certified	
15	0093	Custodian I/II	General Services/Gateway	Yasmeen	Certified	
16	5490	Manager - Risk and Liability	Risk Management	Yasmeen	Certified	
17	5025	Office Specialist - Restricted/ Bilingual Spanish Preferred	Early Learning Services/Head Start	Alice	Certified	
18	3969	Accounting Technician/Accounting Technician, Senior	Internal Business Services	Kathy	Testing/Orals	
19	6116	Administrative Assistant IV	Office of the Superintendent	Alice	Testing/Orals	
20	4717	Administrative Assistant IV	Educator Preparation Programs	Alice	Testing/Orals	
21	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
22	5225	Applications Systems Analyst	Applications, Business & Web Development	Yasmeen	Testing/Orals	
23	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services /Educare	Shahana	Testing/Orals	
24	6067	Associate Teacher - Restricted	Head Start /Luther Burbank	Shahana	Testing/Orals	
25	6064	Associate Teacher - Restricted	Head Start /Anne Darling	Shahana	Testing/Orals	
26	6062	Associate Teacher - Restricted	Head Start /Lyndale	Shahana	Testing/Orals	
27	4346	Associate Teacher - Restricted	Early Learning Services /Lyndale	Shahana	Testing/Orals	
28	2740	Associate Teacher - Restricted	Head Start /Wool Creek	Shahana	Testing/Orals	
29	2383	Associate Teacher - Restricted	Early Learning Services / Rouleau	Shahana	Testing/Orals	
30	0116	Associate Teacher - Restricted	Hollister - Head Start	Shahana	Testing/Orals	
31	5671	Child Development Specialist	Early Learning Services/Ridder Park	Yasmeen	Testing/Orals	
32	6123	DevOps Engineer	Data and Analytics Development	Yasmeen	Testing/Orals	
33	6157	Director II - School Health Systems & Medical Billing	Youth Health and Wellness	Yasmeen	Testing/Orals	
34	2847	Director III - General Services	General Services	Marisa	Testing/Orals	
35	6147	Educator Preparation Program Specialist	Educator Preparation Programs	Kathy	Testing/Orals	
36	6163	Grant Writer/ Research Analyst, Associate	Grants, Partnerships, and Operations	TBD	Testing/Orals	
37	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: February 8, 2023 to March 8, 2023
Report Date: 3/3/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Testing/Orals	
39	6110	Human Resources Specialist I/II	Human Resources/ Employment Services	Yolanda	Testing/Orals	
40	5602	Human Resources Specialist I/II	Human Resources/ Employment Services	Yolanda	Testing/Orals	
41	6156	IT Help Desk Support Specialist - Senior	Technology Infrastructure & Support Services	Kathy	Testing/Orals	
42	6158	Manager - Web Systems and Applications Development	Applications, Business and Web Development	Yasmeen	Testing/Orals	
43	5881	Paraeducator - OYA	OYA/Sobrato	Yolanda	Testing/Orals	
44	6130	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
45	6149	School Health Billing Specialist	Youth Health and Wellness	Kathy	Testing/Orals	
46	2932	Student Assessment Technician	Alternative Education	Shahana	Testing/Orals	
47	5282	Student Data Specialist	Data Services	TBD	Testing/Orals	
48	6162	Supervisor - Administrative Services	Integrated Data, Research and Evaluation	Alice	Testing/Orals	
49	6146	Supervisor - Inclusion Collaborative and Operations	Inclusion Collaborative	Marisa	Testing/Orals	
50	6144	Supervisor - Inclusion Collaborative and Operations	Inclusion Collaborative	Marisa	Testing/Orals	
51	5077	Teacher Assistant - Educare	Educare - Head Start	Shahana	Testing/Orals	
52	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Testing/Orals	
53	2369	Teacher Assistant II	McKinley-State Preschool	Shahana	Testing/Orals	
54	6068	Associate Teacher - Restricted	Head Start /Luther Burbank	Shahana	Hold	
55	6065	Associate Teacher - Restricted	Head Start /Foothill	Shahana	Hold	
56	0816	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Repost	
57	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
58	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
59	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
60	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
61	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
62	1023	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
63	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
64	0933	Education Interpreter I/II	Special Education/ Oster	Yasmeen	Repost	
65	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
66	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: February 8, 2023 to March 8, 2023
 Report Date: 3/3/2023

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2510	Paraeducator-Special Education	Country Lane	Yolanda	Filled	
2	3572	Paraeducator-Special Education	Moreland	Yolanda	Filled	
3	3822	Paraeducator-Special Education	Carolyn Clark	Yolanda	Filled	
4	3894	Paraeducator-Special Education	Del Mar HS	Yolanda	Filled	
5	4379	Paraeducator-Special Education	Buchser	Yolanda	Filled	
6	4390	Paraeducator-Special Education	Toyon***	Shahana	Filled	
7	6151	Paraeducator-Special Education	Hester	Yolanda	Filled	
8	2896	Paraeducator-Special Education	Leyva	Shahana	Filled	
9	3636	Paraeducator-Special Education	Monta Vista	Yolanda	Filled	
10	6083	Paraeducator-Special Education	Hester	Yolanda	Filled	
11	3635	Paraeducator-Special Education	Seven Trees	Yolanda	Certified	
12	0728	Paraeducator-Special Education	Country Lane	Yolanda	Testing/Orals	
13	1404	Paraeducator-Special Education	Independench HS	Yolanda	Testing/Orals	
14	1794	Paraeducator-Special Education	Connect West	Yolanda	Testing/Orals	
15	2067	Paraeducator-Special Education	Dartmouth	Yolanda	Testing/Orals	
16	2803	Paraeducator-Special Education	McCollam	Yolanda	Testing/Orals	
17	2891	Paraeducator-Special Education	Hester	Shahana	Testing/Orals	
18	3058	Paraeducator-Special Education	Del Mar High School	Yolanda	Testing/Orals	
19	3593	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
20	3595	Paraeducator-Special Education	Hester	Shahana	Testing/Orals	
21	3688	Paraeducator-Special Education	Steinbeck	Shahana	Testing/Orals	
22	3837	Paraeducator-Special Education	Norwood Creek	Yolanda	Testing/Orals	
23	4367	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
24	4708	Paraeducator-Special Education	Oster	Yolanda	Testing/Orals	
25	6085	Paraeducator-Special Education	Connect West	Shahana	Testing/Orals	
26	6132	Paraeducator-Special Education	Martin Murphy	Shahana	Testing/Orals	
27	6138	Paraeducator-Special Education	Independence HS	Yolanda	Testing/Orals	
28	6152	Paraeducator-Special Education	Carolyn Clark	Yolanda	Testing/Orals	
29	3648	Paraeducator-Special Education-ASL	Leigh HS	Yolanda	Testing/Orals	
30	4066	Paraeducator-Special Education-ASL	Argonaut	Yolanda	Testing/Orals	
31	5927	Paraeducator-Special Education-ASL	Oster	Yolanda	Testing/Orals	
32	6155	Paraeducator-Special Education-ASL	Oster	Yolanda	Testing/Orals	
33	4380	Paraeducator-Special Education	Del Mar HS	Shahana	Transfer Hotline	
34	4763	Paraeducator-Special Education	Westmont HS	Shahana	Transfer Hotline	
35	0173	Paraeducator-Special Education	Gateway	Yolanda	Hold	
36	3056	Paraeducator-Special Education	Fischer Middle	Shahana	Hold	
37	3425	Paraeducator-Special Education	Campbell Community Center	Yolanda	Hold	
38	4378	Paraeducator-Special Education	Chandler Tripp	Yolanda	Hold	