

**PUBLIC NOTICE**  
**PERSONNEL COMMISSION AGENDA**  
**REGULAR MEETING #525**  
**JUNE 14, 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 #525 – June 14, 2023 ..... ACTION**

**IV. APPROVAL OF MINUTES**

- A. Regular Meeting #524 – May 10, 2023 ..... ACTION

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

**VI. NEW BUSINESS**

- A. Larry Oshodi, Update on Intention to Conduct a Classification and Compensation Study ..... INFORMATION
- B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION
  - a. Principal Assistant to the County Superintendent, LT – Range 13
- C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION
  - a. Paraeducator – Early Start, PARA – Range 37.0
- D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION
  - a. Supervisor – Human Resources, LT – Range 10
- E. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION
  - a. Supervisor - Purchasing Services, LT – Range 10
- F. Approval / Ratification of Classification Specification Revision, Retitling, and Range Modification ..... ACTION
  - a. Director II – School Health Systems & Medical Billing
- G. Approval / Ratification of Establishing and / or Extending Eligibility Lists ..... ACTION
- H. Monthly Vacancy Status Report ..... INFORMATION

**VII. SECRETARY’S REPORT**

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: July 12, 2023)**

**IX. ADJOURNMENT**

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

**PERSONNEL COMMISSION  
REGULAR MEETING #524  
MAY 10, 2023, 10:00 A.M.  
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 Yasmeen Husain Alice Serraon Yolanda Anguiano

OTHERS PRESENT	
Larry Oshodi Marcela Miranda Michael Garcia	Itzhecatl de la Cruz Sandra Fakaosi Kris Schmersey

**III. APPROVAL OF AGENDA**

**MOTION #524-1:** The Commission approved Agenda #524, May 10, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #524-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #524-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #523, April 12, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #524-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Approval of Classification Specification Retitling**

**MOTION #524-3:** The Commission approved retitling the Safe & Healthy Schools Specialist, Senior to School Climate Specialist, Senior, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #524-3:** carried unanimously.

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

**MOTION #524-4:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #524-4:** carried unanimously.

**Classification**

- **Quality Systems Program Coordinator, OTBS – Range 49.5**

**C. Public Hearing for the 2023-2024 Proposed Budget for the Personnel Commission**

A public hearing on the Personnel Commission’s proposed Budget for 2023-2024 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

**Location:** Santa Clara County Office of Education  
 1290 Ridder Park Drive  
 San Jose, CA 95131  
 Board Room (First Floor)

**Date:** May 10, 2023  
**Time:** 10:00 a.m.

Open Hearing at: 10:10 a.m. Motion: R. Adams  
 Second: N. Gervase  
 Vote: Approved

Close Hearing at: 10:12 a.m. Motion: R. Adams  
 Second: N. Gervase  
 Vote: Approved

**D. Approval and Adoption of 2023-2024 Personnel Commission Annual Budget**

**MOTION #524-5:** The Commissioners approved and adopted the 2023-2024 Personnel Commission Annual Budget, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #524-5:** carried unanimously.

**PERSONNEL COMMISSION  
 2023-2024 ANNUAL BUDGET  
 SANTA CLARA COUNTY OFFICE OF EDUCATION**

Object Code	Description	ADOPTED 2022-23 BUDGET	PROPOSED 2023-24 BUDGET
2320-00	Executive Assistant – Classified	119,080.00	114,198.00
2360-00	Director – Classified	173,782.00	208,162.00
2395-00	Other Management – Classified	120,516.00	145,748.00
2425-00	Other Specialists/Technicians	255,408.00	286,280.00
3000-00	Employee Benefits	335,686.00	384,773.00
3402-00	Commissioner Benefits	31,094.00	43,571.00

4000-00	Materials & Supplies	5,554.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00
5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	2,727.00
5710-31	DocuSign Licenses		3,800.00
5710-32	Zoom Licenses		350.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,836.00	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
<b>TOTAL</b>		<b>\$1,103,320.00</b>	<b>\$1,250,486.00</b>

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

**MOTION #524-6:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #524, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #524-6:** carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Administrative Assistant II	04/18/23	OTBS	16	10
2	College Liaison	04/21/23	OTBS	6	6
3	Manager - Tobacco Use Prevention (TUPE)	04/26/23	LT	5	5
4	Accounting Specialist I/II	04/28/23	OTBS	8	5
5	Wellness Center Liaison	04/28/23	OTBS	7	7
6	Family Advocate - Restricted	05/02/23	OTBS	8	7
7	Student Data Specialist	05/03/23	OTBS	1	1

**F. Monthly Vacancy Status Report – May 10, 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:

- Sandy Fakaosi and Kris Schmersey were introduced as the SEIU representatives for Personnel Commission meetings.
- CPS staff continue to attend job fairs and most recently attended the Evergreen Valley College job fair and the Alternative Education Adult Probation Resource Fair.
- Yasmeen Husain, Supervisor-Classification & Recruitment has been coordinating with various departments to schedule site visits and has opened the opportunity to other departments in the Human Resources Division. The participants most recently visited Oster (Special Education) and Blue Ridge (Alternative Education). Yasmeen will continue to coordinate more site visits in the coming weeks.
- Classified School Employees Week is coming up on the week of May 22<sup>nd</sup> with fun activities planned for Human Resources staff.
- The Personnel Commission has received an appeal of disciplinary action. A hearing date will be scheduled soon.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, June 14, 2023, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:26 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 Office of the Superintendent proposes establishing the Principal Assistant to the County Superintendent position to oversee and direct the day-to-day operations of the Office of the Superintendent. The individual in this position will coordinate, monitor and direct a variety of high-level administrative and analytic duties, lead high profile projects, and will supervise and evaluate assigned staff in the Office of the Superintendent.

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 Principal Assistant to the County Superintendent is recommended at Range 13.

<b>TITLE</b>	<b>RANGE</b>	<b>ANNUAL SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Manager - Grants & Partnerships	LT -13	\$ 140,892.00 - \$179,818.08	MA	5 YRS
<b>Principal Assistant to the County Superintendent</b>	<b>LT -13</b>	<b>\$ 140,892.00 - \$179,818.08</b>	<b>MA</b>	<b>5 YRS</b>
Director - Strong Start Project	LT - 12	\$134,183.52 - \$171,255.12	MA	4 YRS
Administrator - Superintendent Projects	LT - 11	\$ 127,792.80 - \$163,100.04	MA	5 YRS
Manager - Strategy & Implementation	LT - 11	\$ 127,792.80 - \$163,100.04	BA	3 YRS

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Principal Assistant to the County Superintendent
2. Recommend the following salary Range for the following classification:
  - a. Principal Assistant to the County Superintendent, LT – 13
3. Approval shall be effective June 14, 2023

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: PRINCIPAL ASSISTANT TO THE COUNTY SUPERINTENDENT

#### BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, oversees and directs the day-to-day operations of the Office of the Superintendent; coordinates, monitors, and directs a variety of high-level administrative and analytic duties; works in a lead capacity on high-level and high-profile projects for the County Superintendent; supervises, trains, and evaluates the performance of assigned personnel.

#### REPRESENTATIVE DUTIES:

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

#### ESSENTIAL DUTIES:

Oversees and directs the day-to-day operations of the Office of the Superintendent including but not limited to analyzing, designing and implementing systems and processes, recordkeeping systems, requisitions for personnel, maintenance, equipment, and supplies, staffing adjustments and work redistribution for absences and overload, handling staff conflicts and complaints, and ensuring emergency preparedness.

Serves as communications liaison between the County Superintendent and the County Board of Education, district superintendents, State Department of Education, and other regional and national agencies, boards, commissions, associations, community groups, and officials.

Plans and coordinates complex, large-scale, special events and meetings including site logistics, speaker engagements, budget tracking, participant feedback, and lessons learned.

Researches, obtains, reviews, and prepares reports on policy, procedure, and practices pertaining to County Office governance, operations, and management; records management principles and practices, including legal requirements for recording, retention, storage and disclosure.

Compiles performance metrics reflecting the operational status of the major SCCOE divisions and programs.

Researches and interprets Education Code, government code and other legal regulations to make recommendations on the best course of action in a variety of situations.

Delegates assignments, reports and projects to executive management; tacks and follows up to ensure that the completion of work is timely and meets all required standards.

Manages confidential projects and conducts a variety of high-level and high-profile special assignments related to the business of the Office of the Superintendent.

Composes, drafts, reviews, formats, proofreads bulletins and correspondence on behalf of the County Superintendent, including those to be distributed to the County Board of Education.

Directs the preparation and publication of agendas, notices, meeting minutes and other official procedural items according to laws, regulations and policy; gathers business issues, related materials, and prepares the agenda for assigned committees and meetings.

Attends board and committee meetings; records and maintains the official public and closed session proceedings; prepares and maintains the official minutes of all meetings; maintains resolutions, ordinances, and other documents.

Screens and prioritizes mail, phone calls, visitors, and meeting requests.

Collates, prioritizes, analyzes, reviews, and ensures completeness of complex materials for the County Superintendent's review and signature.

Prepares or directs the preparation of presentations and associated presentation material to be delivered by the County Superintendent.

Maintains a calendar of meetings, due dates and tasks, and coordinates business meetings and travel.

Explains and interprets information regarding policies, procedures, programs, and operations.

Reviews documents, presentations, and associated presentation materials to be presented to the County Board of Education.

Ensures follow-up communications are completed and distributed post meetings, site visits, and special events on behalf of the County Superintendent.

Prepares and maintains a variety of complex lists, records and reports related to assigned duties; establishes and maintains filing systems; creates templates and inputs a variety of information.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

Attends meetings as assigned by the County Superintendent which may include meetings of the Santa Clara County Board of Education.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

County Office of Education operations, structure, policies and procedures.



Structure, bureaucracy, and communications protocols of the California public education system and officials.

Brown Act regulations for public meetings.

Roberts Rules of Order.

Business correspondence formatting.

English grammar, spelling, punctuation, sentence structure, and document composition.

Principles of organizational effectiveness.

Principles of qualitative research.

Electronic communications devices and software applications.

Electronic document management systems.

Electronic project management and meeting coordination software applications.

Publication and Internet search techniques.

Fundamental concepts of employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA; principles of progressive discipline; and applicable provisions of collective bargaining agreements.

Oral and written communication skills.

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

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Direct and evaluate the performance of assigned staff.

Analyze situations accurately and adopt an effective course of action.

Obtain facts and data pertaining to an issue or question.

Work with electronic hardware and software applications.

Respond positively to change and modify behavior as the situation requires.

Focus on the details of work content, work steps, and final work products.

Proactively obtain and share information.

Engage effectively in dialogue.

Communicate effectively both orally and in writing.

Attend to the needs and expectation of customers.

Represent the organization in a positive manner.

Collaborate with others to achieve shared goals.

Work skillfully with politics, procedures, and protocols across organizational levels and boundaries.

Plan and track projects to ensure they are on-time, on-budget, and that objectives are achieved.

Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

Work independently with little direction.

Work on the County Superintendent's schedule which may include early mornings, evenings, weekends, and on-call hours.

Drive personal vehicle between work sites.

**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:**

A master’s degree in education, business, public administration, communications, public policy, law or related field and five years’ experience in a business management or executive assistant role reporting to a senior executive, superintendent, or cabinet member. Experience organizing and directing multiple teams and departments, planning and leading strategic initiatives and supervising and evaluating staff required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.  
Project management certificate preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.

Approved by Personnel Commission: June 14, 2023



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 6/14/23

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

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

**BACKGROUND**

The Special Education Department proposes establishing the Paraeducator – Early Start position to differentiate the work environment and travel requirements of Paraeducators working in the Early Start program. The Paraeducator – Early Start provides a variety of support duties to Early Start staff and Early Start Families in their child’s natural environment (family home(s), daycare center, etc.) and the community throughout Santa Clara County

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 Paraeducator – Early Start is recommended at Range 37.0.

<b>TITLE</b>	<b>RANGE</b>	<b>HOURLY PAY</b>
Paraeducator – Alternative Education	PARA – 37.0	\$24.69 - \$32.15
<b>Paraeducator – Early Start</b>	<b>PARA – 37.0</b>	<b>\$24.69 - \$32.15</b>
Paraeducator – Opportunity Youth Academy	PARA – 37.0	\$24.69 - \$32.15
Paraeducator – Special Education	PARA – 37.0	\$24.69 - \$32.15

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Paraeducator – Early Start
2. Recommend the following salary Range for the following classification:
  - a. Paraeducator – Early Start, PARA – 37.0
3. Approval shall be effective June 14, 2023

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: PARAEDUCATOR – EARLY START**

#### **BASIC FUNCTION:**

Under assigned supervision, the Paraeducator – Early Start collaborates with teacher(s) and/or other personnel to provide a variety of support duties to Early Start staff and Early Start Families in their child's natural environment (family home(s), daycare center, etc.) and the community throughout Santa Clara County; helps families understand their child's qualifying condition and how to integrate strategies, through a coaching model, into their normal routine to enhance the physical, social, emotional and intellectual support of participating families.

#### **DISTINGUISHING CHARACTERISTICS:**

This job class is distinguished from other Paraeducator classifications as the incumbent is required to perform duties, with other professionals, in the child's natural environment including the family home(s), daycare center, etc. The class of Paraeducator – Early Start provides responsible clerical support, makes supporting material and collaborates with other Early Start Staff to meet the Individualized Family Service Plan (IFSP) objectives by participating in team meetings and ongoing training by staff and outside experts in the Early Intervention Community. The Paraeducator – Early Start meets with the family, case manager, and other certificated personnel/Designated Instruction and Services (DIS) providers.

#### **REPRESENTATIVE DUTIES:**

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

#### **ESSENTIAL DUTIES:**

Works with other professionals to provide services to children and families in the child's natural environment or in small groups in a classroom setting; provides instructional support, reinforces, or follows up learning activities/lessons, and/or specialized subject areas related to the level of achievement; under direction of teacher, case manager or specialist, provides individualized instruction by matching instruction to needs of each learner.

Communicates effectively with families, caregivers, and other staff members.

Conducts home visits with other professionals in the child's natural environment and supports in note taking for the home visit record.

Prepares and sets-up materials and/or equipment for use in home visits or in a classroom setting; creates student work projects as directed by the teacher and manages equipment for the team.

Collaborates with and supports the Teacher, Case Manager, Speech Language Pathologist, Occupational Therapist, Physical Therapist, Audiologist, Orientation & Mobility (O&M), and Visual Impairment (VI) professionals to provide intensive and comprehensive child development and family support services.

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

Supports routines based on the child’s natural environment regardless of location (SCCOE school site, daycare, or child’s natural environment) by supporting the facilitation, promotion, and reinforcement of parent involvement while providing an atmosphere of trust and confidence.

Collects and provides data for the student’s IFSP, and provides information on child’s progress through observation, regular contact, and maintenance of accurate student progress records/logs; reports back to the team.

Attends in-service and staff meetings as required.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper English usage, spelling, grammar, and punctuation.

Basic concepts of child development and infant and toddler education.

The unique needs of exceptional children.

Effective record-keeping practices and procedures.

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

**ABILITY TO:**

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

Understand and follow both oral and written instructions.

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

Perform duties at SCCOE sites and/or in the child’s natural environment, including but not limited to the child's home(s), extended family home, park, library, community center, etc.

Interpret directions from case manager or other team members.

Maintain a variety of records related to the activities and operations of assigned special education program in a confidential manner.

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

Communicate effectively.

Drive personal vehicle to home visits, meetings, and socialization groups.

Comfortably drive to drive on roads, freeways, and highways to perform home visits.

Operate a computer, software and assigned office equipment.

**EDUCATION AND EXPERIENCE:**

EDUCATION: Candidates must meet one of three conditions:

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

EXPERIENCE: Paid or volunteer experience working with or serving children with exceptional needs aged 0-2.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license

A driving record that meets the insurance requirements of the County Office of Education.

**WORKING CONDITIONS:**

ENVIRONMENT:

Approximately 95% of the time performing job duties is spent indoors, in the child’s natural environment or in a classroom environment.

While performing the duties of this job, constantly exposed to risk of trip and fall (over wheelchairs, walkers, IV stands, Hoyer lifts, crutches, etc.).

Noise level in the work environment is usually moderate.

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

Must be able to drive personal vehicle to home visits, meetings, and socialization groups.

Duties are performed in the child’s natural environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate equipment.

Kneeling, pushing/pulling, squatting, twisting, turning, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed.

Sitting or standing for extended periods of time.

Lift up to twenty-five (25) pounds.

Lifting, carrying, pushing or pulling up to twenty-five (25) pounds.

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions.

TRAVEL:

This job class requires routine travel within proximity to the regular assigned work location.

Approved by Personnel Commission: June 14, 2023



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 6/14/23

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

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

**BACKGROUND**

The Human Resources Division proposes establishing the Supervisor – Human Resources position to supervise human resources functions for an assigned unit within the HR Division. The creation of this classification will provide needed support and will also create additional growth opportunity within the Division.

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 – Human Resources is recommended at Range 10.

<b>TITLE</b>	<b>RANGE</b>	<b>ANNUAL SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Manager - HR/Employment Services	LT - 11	\$127,792.80 - \$163,100.04	BA	4 YRS
Supervisor - Classification & Recruitment	LT - 11	\$127,792.80 - \$163,100.04	BA	3 YRS
Manager - Credentials Services	LT - 10	\$121,708.08 - \$155,334.60	HS + COLLEGE	5 YRS
Manager - HR/Employee Benefits	LT - 10	\$121,708.08 - \$155,334.60	BA	3 YRS
<b>Supervisor - Human Resources</b>	<b>LT - 10</b>	<b>\$121,708.08 - \$155,334.60</b>	<b>BA</b>	<b>3 YRS</b>

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Supervisor – Human Resources
2. Recommend the following salary Range for the following classification:
  - a. Supervisor – Human Resources, LT - 10
3. Approval shall be effective June 14, 2023



## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUPERVISOR – HUMAN RESOURCES**

Under assigned supervision, serves as a generalist and performs, coordinates, and supervises a variety of complex and professional human resources functions for assigned unit. Assists in the development, implementation, and maintenance of human resources objectives, goals, policies, rules, guidelines, and operating procedures in support of the goals and objectives of the County Office of Education; assists in the supervision, training, and evaluation of assigned personnel promoting a culture of customer service and responsiveness.

#### **REPRESENTATIVE DUTIES:**

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

#### **ESSENTIAL DUTIES:**

Plans, organizes and directs human resources operations and activities of assigned unit within the Human Resources Division; establishes and maintains related timelines and priorities; assures activities comply with established requirements, laws, codes, regulations, policies and procedures.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

Oversees the preparation of files and records; assures related files are properly completed; supervises file scanning and purge activities; conducts research related to employment status, records, and personnel actions.

Coordinates employment processing and reporting including new hire, substitute, and non-regular employee clearances, orientation, data entry and record keeping, processing employment activities, and producing reports.

Reviews and recommends revisions to office procedures and workflow to ensure an efficient, high-performance, collaborative, team-oriented, and service-oriented office operation that is supportive of County Office, Division, and departmental objectives and goals as needed.

Supervises and coordinates the set-up, maintenance, and automation of software systems and programs utilized in assigned unit; works with system vendors on operational problems and improvement of system capabilities and other enhancements; explains system procedures to employees as needed.

Supervises LiveScan fingerprint processes and services as needed; trains employees on LiveScan operations and procedures; participates in the procurement of LiveScan equipment; works with the Department of Justice as needed.

Assists in the formulation and development of policies, procedures and programs; assists in the preparation, administration and monitoring goals and objectives; assists in troubleshooting and resolving departmental problems as required.

Researches, prepares and maintains a variety of statistical, narrative, qualitative, and quantitative records and reports; collects, synthesizes, and analyzes data in qualitative and quantitative formats; makes recommendations for improvement based on analyses.

Prepares formal notices, communications, correspondences, and oral and written presentations regarding personnel related functions.

Oversees related budgets; monitors revenue and expenditures; assures credit card processing, cash reconciliation and deposits in accordance with established procedures.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current principles, practices, methods and terminology used in public human resources administration.  
Current laws, guidelines, codes, regulations, and rules related to a County Office of Education’s human resources operations.

Best industry practices related to human resources operations.

Current laws, codes, regulations and rules related to credentialing.

Practices and procedures related to certificated and classified personnel.

Operations, policies and objectives relating to personnel activities.

Test development, validation and selection procedures.

Oral and written communication skills.

Principles and practices of supervision and training.

Principles of project management.

Interpersonal skills using tact, patience and courtesy.

Advanced-level research methods for qualitative and quantitative analysis and reports.

Intermediate- to advanced-level math and statistics.

Operation of a computer and assigned software.

**ABILITY TO:**

Perform a variety of complex and professional human resources functions in investigations and progressive discipline, and in the recruitment, examination, selection, training, classification and compensation, employee benefits, and processing of regular and substitute classified and certificated employees.

Learn information systems and software related to assigned unit.

Provide technical information and assistance to others concerning policies and personnel transactions

related to certificated and classified human resources matters.  
Interpret, apply and explain applicable laws, rules, regulations, policies and procedures.  
Modify systems, procedures, and programs within area of responsibility.  
Interpret California Education Code, state and federal laws and related regulations and court rulings.  
Train 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 timelines.  
Work independently with little direction.  
Plan and organize work.  
Prepare records and reports related to assigned activities.  
Analyze situations accurately with good judgment to adopt and recommend effective action plans.  
Learn, research, synthesize, interpret, apply, explain and assure compliance with rules, regulations, policies and procedures as related to assigned work functions.  
Perform difficult and complex tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of office functions and policies.  
Quickly and accurately prepare, compute, conduct, gather, read, comprehend, analyze, interpret, and comprehensively report on complex and technical mathematical, statistical, narrative, and qualitative research and analysis.

**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 principle.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Bachelor’s degree in human resources, organizational development or related field and three years increasingly responsible experience in the human resources field.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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

Sitting or standing for extended periods of time.

Approved by Personnel Commission: June 14, 2023



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 6/14/23

**AGENDA ITEM VI – E (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 – Purchasing Services position. The individual in this position will work under the Manager – Purchasing Services position and will supervise the daily operations of the Purchasing Services Department, allowing the Manager to focus on department planning, development of procedures and guidelines, and training.

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 – Purchasing Services is recommended at Range 10.

<b>TITLE</b>	<b>RANGE</b>	<b>ANNUAL SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Manager - Purchasing Services	LT - 12	\$134,183.52 - \$171,255.12	BA	3 YRS
<b>Supervisor - Purchasing Services</b>	<b>LT - 10</b>	<b>\$121,708.08 - \$155,334.60</b>	<b>BA</b>	<b>3 YRS</b>
Supervisor - Payroll Services	LT - 10	\$121,708.08 - \$155,334.60	BA	3 YRS
Supervisor - Risk & Liability	LT - 10	\$121,708.08 - \$155,334.60	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 – Purchasing Services
2. Recommend the following salary Range for the following classification:
  - a. Supervisor – Purchasing Services, LT - 10
3. Approval shall be effective June 14, 2023

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUPERVISOR – PURCHASING SERVICES**

#### **BASIC FUNCTION:**

Under the assigned supervision, supervises the daily operations of the Purchasing Services Department; supervises, trains, and evaluates the performance of assigned personnel; assists in planning and developing new and revised procedures, performs a variety of purchasing related special projects such as bid and contract processing.

#### **REPRESENTATIVE DUTIES:**

The following 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:**

Reviews and validates that purchases are made in accordance with the applicable laws, codes and policies including the Public Contract Code, State Education Code and Governing Board of Education policies and county office procedures.

Performs complex procurement of services, materials, equipment, and supplies; prepares legal bid documents and formulates specifications in compliance with established requirements; assists departments with purchase requests.

Reviews and approves contracts and agreements; performs product research, testing and evaluation to determine best buy price and satisfaction.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

Develops, coordinates, and conducts in-service trainings for county office personnel on county office policies and procedures related to purchasing; communicates with county office administrators to resolve issues and makes recommendations.

Assists in preparing complex Request for Proposal (RFP) documents; works with requesting program to establish RFP schedule; assists program with vendor sourcing; assists in preparing draft proposal utilizing program specifications and award criteria; assists in creating and distributing final RFPs; assists in evaluating proposals received and scheduling interviews for finalists.

Reviews and evaluates existing purchasing methods, assignments, policies, and procedures to implement continuous improvement and increase efficiency and effectiveness of purchasing operations.

Assists in preparing and maintaining a variety of narrative and statistical reports, records and files related to vendors, purchasing records, contracts and agreements.

Participates in special projects related to purchasing as necessary for management decisions; provides support in conducting a variety of meetings as assigned.

Maintains master vendor files; provides timely and accurate reports and calendars; maintains files in accordance with the established record retention policies.

Researches and resolves issues with vendors regarding delivery and product quality and quantity.

Serves as county office representative and attends a variety of conferences and meetings to continually update knowledge of school business; maintains current knowledge of federal, state law and other regulatory changes; assists in providing training on new legislation and procedures.

Prepares Board Agenda items relating to purchasing services as assigned.

Coordinates and implements year-end and new fiscal year purchasing processes.

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

Coordinates with administrators, personnel and outside agencies to coordinate activities, resolve issues and conflicts, and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Governmental purchasing practices and procedures.

Cloud-based software including word processing, spreadsheet, presentation slides, and financial system applications.

Applicable sections of the California Department of Education Code, California Public Contracts Code, California Uniform Public Construction Cost Accounting Act (CUPCAA), Department of Industrial Relations policies, and other legal requirements for public school purchasing.

Sources of supply, general business conditions and specific commodity trends related to public education purchasing.

Interpersonal skills using tact, patience, and courtesy.

County Office organization, operations, policies, and objectives.

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

Principles and practices of supervision and training.

**ABILITY TO:**

Interpret and apply laws, rules and regulations affecting County Office of Education purchasing operations.

Prepare and write complex formal bid specifications.

Recommend new or revised purchasing procedures.

Train, supervise and evaluate personnel.

Prepare and present oral specifications and reports.

Perform a variety of technical accounting duties.

Prepare a variety of local, state, and federal financial reports and projections.

Maintain and audit fiscal records, reports, and accounts.

Assure compliance with applicable County Office of Education policies, procedures, and governmental regulations.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and timelines.

Compile, analyze and record financial statistical data.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

**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 principle.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* bachelor's degree in business administration, accounting or related field and three years' experience in purchasing operations.



**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

**PHYSICAL DEMANDS:**

Sitting for extended periods of time.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

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

Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.

Approved by Personnel Commission: June 14, 2023



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 6/14/23

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

**APPROVAL / RATIFICATION OF  
CLASSIFICATION SPECIFICATION REVISION, RETITLING AND RANGE MODIFICATION**

**BACKGROUND**

The Youth Health & Wellness Department proposes revising the Director II – School Health Systems & Medical Billing job description and retitling the position to Director III – Health Systems & Medical Billing. Through meetings with partners, the department has gained more understanding of the State mandates around this work and has therefore added additional duties related to the direction and coordination of statewide grant distribution and other requirements. There is no incumbent in this classification.

As a result of these changes, it is also recommended to reallocate this position from LT Range 14 to LT Range 15 for consistency with other classifications with a ‘Director III’ title.

A copy of the classification specification is enclosed.

**Table 1 Summary Report**

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Director II – School Health Systems &amp; Medical Billing</li></ul>	<ul style="list-style-type: none"><li>• Retitle to Director III – School Health Systems &amp; Medical Billing</li><li>• Duty modification</li><li>• Range reallocation</li></ul>

**RECOMMENDATION**

1. Approve retitling the following classification specification:
  - a. Director III – School Health Systems & Medical Billing
2. Recommend the following salary Range for the following classification:
  - a. Director III – School Health Systems & Medical Billing, LT - 15
3. Approval shall be effective June 14, 2023

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: DIRECTOR III - SCHOOL HEALTH SYSTEMS & MEDICAL BILLING

#### BASIC FUNCTION:

Under the direction of assigned Administrator, researches and develops programs and provides training related to financing and sustaining school-based health programs; works in partnership with managed care plans, the Department of Behavioral Health Services, other government agencies, and districts to support blending and braiding of funds to support sustainable care on school campuses; provides technical, specialized, consultative, advisory and planning services in the area of claims submission and reimbursement for health services; serves as a resource to program representatives and school districts; directs and coordinates statewide grant distribution for billing partnerships and capacity; coordinates the Student Behavior Health Incentive Program (SBHIP) funds to support behavioral health delivery and outcomes for students; serves as the Santa Clara County Office of Education (SCCOE) lead for grants or grant projects as assigned.

#### REPRESENTATIVE DUTIES:

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

#### ESSENTIAL DUTIES:

Directs and manages the operations of the School Health Systems team, including strategic planning, personnel management, program evaluation and development of policy recommendation.

Oversees the design and implementation of training and coaching programs for County Offices of Education, Districts, Schools, and partner agencies related to revenue-generating school-based health programs including, but not limited to, Local Educational Agency Billing Option Program, School Medi-Cal Administrative Activities, managed care plans, and commercial health plans.

Develops, implements, and provides leadership to medical billing teams that submit claims on behalf of local educational agencies; establishes partnerships with third party claims submission vendors to ensure the proper processing of claims and generation of revenue.

Facilitates and leads professional development related to school health systems, funding and medical billing to educational leaders and cross-systems partners.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees; coordinates staff work assignments and schedules; reviews staff work to ensure compliance with established procedures.

Ensures compliance with all federal, state, and local school health systems medical billing policies.

Writes and manages Youth Health & Wellness grants as assigned.

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

Directs and coordinates statewide grant distribution for billing partnerships and capacity.

Manages the development and implementation of Santa Clara County School Billing Infrastructure.

Coordinates the Student Behavior Health Incentive Program (SBHIP) funds to support behavioral health delivery and outcomes for students.

Maintains up-to-date knowledge of school health systems and medical billing policies and procedures, informs supervisor; assists in the formulation and development of policies, procedures and programs; assists with departmental and divisional planning activities.

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

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

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

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

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Medicaid System

CPT and ICD-10 coding and billing requirements for public programs and third-party payers.

LEA Medi-Cal Billing Options, commercial and private health plans.

Managed care organizations and plans.

Public school environments.

Training methods, program planning, adult learning, and group facilitation and dynamics.

Collecting and assembling data and navigating assigned software systems.

Budget preparation and control.

Technical aspects of field of specialty.  
Oral and written communication skills.  
Applicable laws, codes, regulations, policies, and procedures.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Direct and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Speak and present to groups, facilitate meetings, training programs, and development discussions.  
Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Operate a computer and assigned office equipment.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work. Prepare comprehensive narrative and statistical reports.  
Direct the maintenance 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 health, healthcare administration, business administration, finance, accounting or related field and four (4) years of increasingly responsible experience overseeing the administration of health programs, including medical billing, budget oversight, policy and the supervision of staff.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.

Approved by Personnel Commission: December 14, 2022  
Revised: 6/14/23



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 6/14/23

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: DIRECTOR III - SCHOOL HEALTH SYSTEMS & MEDICAL BILLING

#### BASIC FUNCTION:

Under the direction of ~~assigned Administrator~~~~the Executive Director – Youth Health & Wellness, the Director III – School Health Systems & Medical Billing~~ researches and develops programs and provides training related to financing and sustaining school-based health programs; works in partnership with managed care plans, the Department of Behavioral Health Services, other government agencies, and districts to support blending and braiding of funds to support sustainable care on school campuses; provides technical, specialized, consultative, advisory and planning services in the area of claims submission and reimbursement for health services; serves as a resource to program representatives and school districts; ~~responsible for directing and coordinating~~ statewide grant distribution for billing partnerships and capacity; responsible for coordination of the Student Behavior Health Incentive Program (SBHIP) funds to support behavioral health delivery and outcomes for students; ~~and~~ serves as the Santa Clara County Office of Education (SCCOE) lead for grants or grant projects as assigned.

#### REPRESENTATIVE DUTIES:

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

#### ESSENTIAL DUTIES:

~~Responsible for directing~~ Directs and ~~manages~~ manages the operations of the School Health Systems team, including strategic planning, personnel management, program evaluation and development of policy recommendation.

Oversees the design and implementation of training and coaching programs for County Offices of Education, Districts, Schools, and partner agencies related to revenue-generating school-based health programs including, but not limited to, Local Educational Agency Billing Option Program, School Medi-Cal Administrative Activities, managed care plans, and commercial health plans.

Develops, implements, and provides leadership to medical billing teams that submit claims on behalf of local educational agencies; establishes partnerships with third party claims submission vendors to ensure the proper processing of claims and generation of revenue.

Facilitates and leads professional development related to school health systems, funding and medical billing to educational leaders and cross-systems partners.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees; coordinates staff work assignments and schedules; reviews staff work to ensure compliance with established procedures.

Ensures compliance with all federal, state, and local school health systems medical billing policies.

Writes and manages Youth Health & Wellness grants as assigned.

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

Responsible for Directing and coordinating statewide grant distribution for billing partnerships and capacity.

Manages the development and implementation of Santa Clara County School Billing Infrastructure.

Responsible for Coordinating of the Student Behavior Health Incentive Program (SBHIP) funds to support behavioral health delivery and outcomes for students.

Maintains up-to-date knowledge of school health systems and medical billing policies and procedures, informs supervisor; assists in the formulation and development of policies, procedures and programs; assists with departmental and divisional planning activities.

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

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

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

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

#### OTHER DUTIES:

Performs related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Medicaid System

CPT and ICD-10 coding and billing requirements for public programs and third-party payers.

LEA Medi-Cal Billing Options, commercial and private health plans.

Managed care organizations and plans.

Public school environments.



Training methods, program planning, adult learning, and group facilitation and dynamics.  
Collecting and assembling data and navigating assigned software systems.  
Budget preparation and control.  
Technical aspects of field of specialty.  
Oral and written communication skills.  
Applicable laws, codes, regulations, policies, and procedures.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Direct and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Speak and present to groups, facilitate meetings, training programs, and development discussions.  
Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Operate a computer and assigned office equipment.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work. Prepare comprehensive narrative and statistical reports.  
Direct the maintenance 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 health, healthcare administration, business administration, finance, accounting or related field and four (4) years of increasingly responsible experience overseeing the administration of health programs, including medical billing, budget oversight, policy and the supervision of staff.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Approved by Personnel Commission: December 14, 2022



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 12/14/22

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

**APPROVAL OF ELIGIBILITY LISTS**

**BACKGROUND**

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

**RECOMMENDATION**

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	IT Help Desk Support Specialist	05/04/23	OTBS	10	9
2	Environmental Education Garden Specialist	05/05/23	OTBS	6	5
3	Administrative Assistant IV	05/17/23	OTBS	16	11
4	Manager - Credentials Services	05/23/23	LT	1	1
5	Accounting Technician/Accounting Technician, Senior	05/24/23	OTBS	6	3
6	Research Analyst, Associate	05/25/23	OTBS	3	3
7	Paraeducator - Special Education	05/31/23	AIDES	7	Unranked

**AGENDA ITEM VI – H (NEW BUSINESS – INFORMATION)**

**INFORMATION RECEIVED  
MONTHLY VACANCY STATUS REPORT**

**BACKGROUND**

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

**CLASSIFIED PERSONNEL SERVICES**  
**Vacancy Status Report**

Reporting Period: May 10, 2023 to June 14, 2023  
Report Date: 6/8/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0816	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Filled	05/25/23
2	3969	Accounting Technician/Accounting Technician, Senior	Internal Business Services	Kathy	Filled	06/22/23
3	6174	Administrative Assistant II	Continuous Improvement & Accountability	Alice	Filled	05/31/23
4	6204	Administrative Assistant IV	SELPA	Alice	Filled	06/19/23
5	5469	Administrative Assistant IV	Workforce Development and Organizational Culture	Alice	Filled	06/07/23
6	6173	Environmental Education Garden Specialist	Walden West	Marisa	Filled	05/26/23
7	5633	Family Advocate - Restricted	Educational Services/Head Start	Shahana	Filled	06/21/23
8	3950	Family Advocate - Restricted	Educational Services/Head Start	Shahana	Filled	05/25/23
9	0765	IT Help Desk Support Specialist	Technology Infrastructure & Support Services	Yasmeen	Filled	06/08/23
10	1095	Manager - Credentials Services	Credential Services	Kathy	Filled	06/21/23
11	5677	Manager - Tobacco Use Prevention (TUPE)	School Climate, Leadership & Instruct. Services	Kathy	Filled	06/07/23
12	5881	Paraeducator - OYA	OYA/Sobrato	Yolanda	Filled	06/06/23
13	6130	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Filled	06/21/23
14	6207	School Health Billing Specialist	Youth Health & Wellness/Remote	Kathy	Filled	06/16/23
15	4785	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Yolanda	Filled	06/20/23
16	6033	Wellness Center Liaison	Youth Health & Wellness/Lakewood	Yolanda	Filled	06/21/23
17	6216	Administrative Assistant III	Educator Preparation Programs	Alice	Certified	
18	0744	Applications Systems Analyst	Applications, Business and Web Development	Yasmeen	Certified	
19	5525	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Certified	
20	6069	Accountant I/II	Internal Business Services	Yolanda	Testing/Orals	
21	6205	Administrative Accounting Assistant	Internal Business Services	Yolanda	Testing/Orals	
22	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
23	5857	Administrative Research Assistant	Office of the Superintendent	Alice	Testing/Orals	
24	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Shahana	Testing/Orals	
25	5322	Associate Teacher - Restricted	Rouleau State Preschool	Shahana	Testing/Orals	
26	2740	Associate Teacher - Restricted	Wook Creek	Shahana	Testing/Orals	
27	0799	Credential Services Specialist I/II	Credential Services	Kathy	Testing/Orals	
28	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Shahana	Testing/Orals	
29	6208	Manager - School Health Systems	Youth Health & Wellness	Yasmeen	Testing/Orals	
30	5603	Research Analyst, Senior	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
31	3546	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Yolanda	Testing/Orals	
32	5282	Student Data Specialist	Data Services	Yasmeen	Testing/Orals	
33	4222	Supervisor - Maintenance & Operations	General Services	Kathy	Testing/Orals	
34	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Testing/Orals	
35	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Testing/Orals	
36	2369	Teacher Assistant II	McKinley-State Preschool	Shahana	Testing/Orals	
37	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold	
38	6123	DevOps Engineer	Data and Analytics Development	Yasmeen	Hold	

**CLASSIFIED PERSONNEL SERVICES Vacancy  
Status Report**

**Reporting Period: May 10, 2023 to June 16, 2023**  
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39	6163	Grant Writer/ Research Analyst, Associate	Grants, Partnerships, and Operations	TBD	Hold	
40	5061	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Shahana	Hold	
41	5058	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Shahana	Hold	
42	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
43	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
44	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
45	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
46	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
47	1023	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
48	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
49	0933	Education Interpreter I/II	Special Education/ Oster	Yasmeen	Repost	
50	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
51	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES  
 Vacancy Status Report - Paraeducator – Special Education  
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#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0262	Paraeducator-Special Education	Hester	Yolanda	Filled	
2	0286	Paraeducator-Special Education	McCullam	Yolanda	Filled	
3	0325	Paraeducator-Special Education	McCullam	Yolanda	Filled	
4	0329	Paraeducator-Special Education	Santa Theresa Elementary	Yolanda	Filled	
5	0341	Paraeducator-Special Education	McCullam	Yolanda	Filled	
6	0471	Paraeducator-Special Education	McCullam	Yolanda	Filled	
7	0728	Paraeducator-Special Education	Country Lane	Yolanda	Filled	
8	1405	Paraeducator-Special Education	Hester	Yolanda	Filled	
9	1508	Paraeducator-Special Education	Saratoga	Yolanda	Filled	
10	1794	Paraeducator-Special Education	Connect West	Yolanda	Filled	
11	1933	Paraeducator-Special Education	Hester	Yolanda	Filled	
12	2160	Paraeducator-Special Education	Toyon	Yolanda	Filled	
13	2713	Paraeducator-Special Education	Connect West	Yolanda	Filled	
14	2715	Paraeducator-Special Education	McCullam	Yolanda	Filled	
15	2892	Paraeducator-Special Education	Country Lane	Yolanda	Filled	
16	3124	Paraeducator-Special Education	McCullam	Yolanda	Filled	
17	3566	Paraeducator-Special Education	Monta Vista	Yolanda	Filled	
18	3575	Paraeducator-Special Education	Steinbeck	Yolanda	Filled	
19	3583	Paraeducator-Special Education	Santa Theresa High School	Yolanda	Filled	
20	3593	Paraeducator-Special Education	Del Mar	Yolanda	Filled	
21	3841	Paraeducator-Special Education	Del Mar High School	Yolanda	Filled	
22	3893	Paraeducator-Special Education	Ann Darling	Yolanda	Filled	
23	4061	Paraeducator-Special Education	Steinbeck	Yolanda	Filled	
24	4378	Paraeducator-Special Education	Country Lane	Yolanda	Filled	
25	4391	Paraeducator-Special Education	McCullam	Yolanda	Filled	
26	4763	Paraeducator-Special Education	Westmont HS	Yolanda	Filled	
27	5902	Paraeducator-Special Education	McCullam	Yolanda	Filled	
28	6138	Paraeducator-Special Education	Independence HS	Yolanda	Filled	
29	6152	Paraeducator-Special Education	Monta Vista	Yolanda	Filled	
30	6202	Paraeducator-Special Education	Hubbard	Yolanda	Filled	
31	0123	Paraeducator-Special Education	Sierramont	Yolanda	Testing/Orals	
32	0213	Paraeducator-Special Education	Connect West	Yolanda	Testing/Orals	
33	0713	Paraeducator-Special Education	Sierramont	Yolanda	Testing/Orals	
34	1404	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
35	1599	Paraeducator-Special Education	Connect West	Yolanda	Testing/Orals	
36	2069	Paraeducator-Special Education	Sierramont	Yolanda	Testing/Orals	
37	2803	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
38	3065	Paraeducator-Special Education	Sierramont	Yolanda	Testing/Orals	
39	3628	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES  
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40	3645	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
41	3891	Paraeducator-Special Education	Wilcox HS	Yolanda	Testing/Orals	
42	4766	Paraeducator-Special Education	Connect West	Yolanda	Testing/Orals	
43	5903	Paraeducator-Special Education	Connect West	Yolanda	Testing/Orals	
44	6151	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
45	3648	Paraeducator-Special Education-ASL	Leigh HS	Yolanda	Testing/Orals	
46	4066	Paraeducator-Special Education-ASL	Buchser	Yolanda	Testing/Orals	
47	5927	Paraeducator-Special Education-ASL	Oster	Yolanda	Testing/Orals	
48	5934	Paraeducator-Special Education-ASL	Dartmouth	Yolanda	Testing/Orals	
49	5995	Paraeducator-Special Education-ASL	Oster	Yolanda	Testing/Orals	
50	6155	Paraeducator-Special Education-ASL	Oster	Yolanda	Testing/Orals	