Santa Clara County Office of Education

PUBLIC NOTICE

PERSONNEL COMMISSION AGENDA

REGULAR MEETING #516

SEPTEMBER 14, 2022, 10:00 A.M.

ZOOM VIRTUAL MEETING

https://sccoe.zoom.us/j/91727632261

Dial-in Number: 669-900-6833 Meeting ID: 917 2763 2261

This meeting meets the requirements of AB361

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #516 – September 14, 2022 ..... ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #515 – August 10, 2022 ..... ACTION

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

VI. NEW BUSINESS

A. Larry Oshodi, Assistant Superintendent, Personnel Services ..... INFORMATION

B. Approval / Ratification of Classification Specification Retitling ..... ACTION
   a. Network Analyst

C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION
   a. DevOps Engineer, Range 59.5 - OTBS

D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION
   a. Education Preparation Program Advisor, Range 48.0 – OTBS

E. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION
   a. EPP Financial Analyst, Range 10 - LT

F. Approval / Ratification of Classification Specification Revision ..... ACTION
   a. Director III – General Services

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: October 12, 2022)

IX. ADJOURNMENT

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

Santa Clara County Office of Education

PERSONNEL COMMISSION
REGULAR MEETING #515
AUGUST 10, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING
https://sccoe.zoom.us/j/96133889432
DIAL IN NUMBER: 669 900 6833
MEETING ID: 961 3388 9432
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 Linda Gore Yolanda Anguiano Meipo Flores

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Angela Ballou Jessica Bonduris Allison Book-Arango Tammy Dhanota Rigoberto Elenes	Leo Mapagu Marcela Miranda Simi Pannu Chaunise Powell Kris Schmersey Yani Valdez

III. APPROVAL OF AGENDA

MOTION #515-1: The Commission approved Agenda #515, August 10, 2022, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #515-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #515-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #514, July 13, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #515-2: carried unanimously.

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

Tammy Dhanota, SEIU, addressed the Commission to place on record, SEIU objects to the SCCOE action to remove the Mental Health Wellness Specialists from SEIU and place in ACE, without SEIU approval. Ms. Dhanota provided additional reasons how this action will harm the employees in the classification. Ms. Dhanota stated SEIU will be meeting with legal counsel to file an unfair labor practice; SEIU hopes the SCCOE can resolve it amicably and not take this harmful action. Larry Oshodi, Assistant Superintendent – Personnel Services, responded this action was not the decision of the County Office, but the retirement systems. Mr. Oshodi shared the timeline of notification to SEIU and stated that additional meetings/updates had taken place.

President Spector asked, as the Commission approved the position last year, what has changed? Mr. Oshodi stated STRS identified the fact that the Mental Health Wellness Specialist special functions in the job description require a PPS credential; therefore, becomes a credible STRS position. Discussion ensued.

Vice-President Gervase reiterated that this was not an action initiated by the County Office. Discussion ensued.

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #515-3 The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #515-3: carried unanimously.

Classification

- **Manager – Grants and Partnerships, Range 13**

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #515-4 The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #515-4: carried unanimously.

Classification

- **Migrant Education Program Recruiter - Lead, Range 47.5**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #515-5 The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #515-5: carried unanimously.

Classification

- **School Health Systems Specialist, Range 8**

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #515-6 The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #515-6: carried unanimously.

Classification

- **Supervisor - SELPA, Range 9**

Tammy Dhanota, SEIU, addressed the Commission to object to the number of manager and supervisor positions being established, and suggested the Commission look at the ratio of managers, excluding Special Education.

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

MOTION #515-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #515, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #515-7: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Paraeducator - Alternative Education	07/07/22	AIDES	3	3
2	Senior Executive Assistant	07/07/22	LT	5	Unranked
3	Mental Health Services Specialist	07/08/22	OTBS	5	4
4	Cook	07/12/22	OSS	1	1
5	Paraeducator - Behavioral Assistant	07/13/22	AIDES	1	1
6	Specialized Physical Health Care (SPHC) Assistant	07/15/22	AIDES	4	3
7	Print Production Coordinator	07/20/22	OTBS	3	3
8	Facilities Maintenance and Construction Coordinator	07/21/22	OTBS	3	3
9	Paraeducator - Special Education	07/25/22	AIDES	27	Unranked
10	Disability Services Specialist	07/26/22	OTBS	6	5
11	Research Analyst, Senior	08/03/22	OTBS	2	2
12	Accounting Technician / Accounting Technician - Senior	08/04/22	OTBS	12	6

F. Monthly Vacancy Status Report – August 10, 2022

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:

- Staff is busy with the current recruitment volume
- The recruitment for the Executive Assistant position is underway

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, September 14, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 11:02 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION RETITLING

BACKGROUND

The Technology Infrastructure & Support Services Department proposes revising the title of the Network Analyst position to Technology Support Analyst to more accurately reflect the work performed, which includes supporting computers, student devices, and application software.

A copy of the classification specification is enclosed.

Classification	Revisions
• Network Analyst	• Retitle to Technology Support Analyst

RECOMMENDATION

1. Approve retitling the following classification specification:
    a. Network Analyst to Technology Support Analyst
2. Approval shall be effective September 14, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TECHNOLOGY SUPPORT ANALYST

BASIC FUNCTION:

Under the direction of the Manager – Network and Technical Support Services, provide technical support to the technology users of the County Office and school districts; provide hardware and software installation, configuration, maintenance and upgrades to computers, servers, mobile devices and networking equipment; provide maintenance and configuration to the Local Area Networks (LANs) and Wide Area Networks (WANs); document technical and network-related problems and resolutions; work on a variety of assignments concurrently; prioritize, advise, develop technical analyses and provide a timely resolution to customer needs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Provides desktop support including configuring new computers, creating new user accounts, email support, printer setup, network and VOIP phone setup, software installation, analyzing issues, and working toward resolution of problems; communicate with vendors to resolve issues; provides application support.

Utilizes various tools related to imaging and IT management of computers; utilizes various open source, free and proprietary tools to maintain and diagnose desktop and network health.

Tests ports using network cable tester for connectivity; tests wireless coverage issues utilizing appropriate software; examines switches for VLAN assignments and conflicts.

Sets up mobile devices; configures email accounts and network access; troubleshoots and resolves connectivity issues.

Prepares hardware, software and procedural documentation; assists with training end users to properly use a variety of technical devices and software.

Researches solutions for users including evaluation, recommendation, and implementation of new technologies to meet their specific needs; maintains current knowledge of trends in the IT industry; assures new technologies are compatible with current County Office systems.

Performs network administration functions including creation, deletion, maintenance, and assignment of rights to users, groups and shared files.

Oversees the work of temporary contract employees; provides guidance to other assigned technology staff providing front line desktop support; trains others through demonstration and documentation of office standards.

Assists Engineers with setup and configuration of CISCO routers and switches; performs basic troubleshooting on COE and remote MDF and IDF locations.

Participates in the roll-out of new applications and technology tools; trains users of various experience levels in the use of new technologies.

Drives a vehicle to various sites to conduct work.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, methods and procedures applied in the operation of computers, peripheral equipment, application software, and networks.
Computer hardware, networking, operating system software and their applications.
Interpersonal skills including tact, patience and courtesy.
TCP/IP and Basic CISCO router and switches commands.
Automated desktop builds-imaging, antivirus, and malware spam tools including and assure proper maintenance and compliance of assigned tools.
Wireless applications utilized by the County Office.
Windows servers, OSX server, Linux and Unix servers.
Principles and practices of training and providing work direction to others.
Proper office methods, practices and procedures.
Research skills.
Oral and written communication skills.

ABILITY TO:
Provide technical support services of moderate to advanced difficulty to the users of the County Office and school districts.
Provide hardware and software installation, configuration, maintenance and upgrades to computers, servers, mobile devices and networking equipment.
Provide maintenance and configuration to the LANs and WANs.
Document technical and network-related problems and resolutions.
Work on a variety of assignments concurrently.
Prioritize, advise, develop technical analyses, and provide a timely resolution to customer needs.
Meet schedules and timelines.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Determine origin of computer or network malfunctions and resolve problems in a timely manner.
Train users in the operation of computer and associated peripheral equipment.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in computer science, information systems or related field and three years of related experience in the maintenance, installation, configuration, and upgrades of hardware, software, and operating systems of microcomputers and local area networks.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

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

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

Personnel Commission Approval: January 8, 2014
Revised: 9/14/22

Marisa Perry Date: 9/14/22
Director III – HR / Classified Personnel Services

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~**NETWORK ANALYST**~~ **TECHNOLOGY SUPPORT ANALYST**

BASIC FUNCTION:

Under the direction of the Manager – Network and Technical Support Services, provide technical support to the technology users of the County Office and school districts; provide hardware and software installation, configuration, maintenance and upgrades to computers, servers, mobile devices and networking equipment; provide maintenance and configuration to the Local Area Networks (LANs) and Wide Area Networks (WANs); document technical and network-related problems and resolutions; work on a variety of assignments concurrently; prioritize, advise, develop technical analyses and provide a timely resolution to customer needs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Provides desktop support including configuring new computers, creating new user accounts, email support, printer setup, network and VOIP phone setup, software installation, analyzing issues, and working toward resolution of problems; communicate with vendors to resolve issues; provides application support.

Utilizes various tools related to imaging and IT management of computers; utilizes various open source, free and proprietary tools to maintain and diagnose desktop and network health.

Tests ports using network cable tester for connectivity; tests wireless coverage issues utilizing appropriate software; examines switches for VLAN assignments and conflicts.

Sets up mobile devices; configures email accounts and network access; troubleshoots and resolves connectivity issues.

Prepares hardware, software and procedural documentation; assists with training end users to properly use a variety of technical devices and software.

Researches solutions for users including evaluation, recommendation, and implementation of new technologies to meet their specific needs; maintains current knowledge of trends in the IT industry; assures new technologies are compatible with current County Office systems.

Performs network administration functions including creation, deletion, maintenance, and assignment of rights to users, groups and shared files.

Oversees the work of temporary contract employees; provides guidance to other assigned technology staff providing front line desktop support; trains others through demonstration and documentation of office standards.

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Assists Engineers with setup and configuration of CISCO routers and switches; performs basic troubleshooting on COE and remote MDF and IDF locations.

Participates in the roll-out of new applications and technology tools; trains users of various experience levels in the use of new technologies.

Drives a vehicle to various sites to conduct work.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, methods and procedures applied in the operation of computers, peripheral equipment, application software, and networks.
Computer hardware, networking, operating system software and their applications.
Interpersonal skills including tact, patience and courtesy.
TCP/IP and Basic CISCO router and switches commands.
Automated desktop builds-imaging, antivirus, and malware spam tools including and assure proper maintenance and compliance of assigned tools.
Wireless applications utilized by the County Office.
Windows servers, OSX server, Linux and Unix servers.
Principles and practices of training and providing work direction to others.
Proper office methods, practices and procedures.
Research skills.
Oral and written communication skills.

ABILITY TO:
Provide technical support services of moderate to advanced difficulty to the users of the County Office and school districts.
Provide hardware and software installation, configuration, maintenance and upgrades to computers, servers, mobile devices and networking equipment.
Provide maintenance and configuration to the LANs and WANs.
Document technical and network-related problems and resolutions.
Work on a variety of assignments concurrently.
Prioritize, advise, develop technical analyses, and provide a timely resolution to customer needs.
Meet schedules and timelines.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Determine origin of computer or network malfunctions and resolve problems in a timely manner.
Train users in the operation of computer and associated peripheral equipment.
Plan and organize work.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in computer science, information systems or related field and three years of related experience in the maintenance, installation, configuration, and upgrades of hardware, software, and operating systems of microcomputers and local area networks.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

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

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

Personnel Commission Approval: January 8, 2014
Revised: 9/14/22

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Data and Analytics Department proposes establishing the DevOps Engineer classification to design, implement and maintain computing systems. Existing related classifications are geared to physical hardware, while this position is specific to cloud systems. This work is currently performed by a third-party vendor, establishing this classification will bring the work in-house.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for DevOps Engineer is recommended at Range 59.5

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Cybersecurity Engineer	OTBS - 59.5	$11,028.36 - $13,098.47	BA	5 YRS
DevOps Engineer	**OTBS - 59.5**	**$11,028.36 - $13,098.47**	**BA**	**5 YRS**
Systems Engineer	OTBS - 59.5	$11,028.36 - $13,098.47	BA	5 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
    a. DevOps Engineer
2. Recommend the following salary Range for the following classification:
    a. DevOps Engineer, Range 59.5
3. Approval shall be effective September 14, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DEVOPS ENGINEER

BASIC FUNCTION:

Under assigned supervision, the DevOps Engineer designs, implements, and maintains computing systems; develops scalable, reliable and performant multi-tenant application, data and system infrastructure; builds and maintains systems for automation and deployment of custom applications; creates and maintains test environments; develops logging, monitoring and alerting systems; crafts accurate and readable documentation for internal and external use; plans for high availability and disaster recovery.

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 within the data and analytics engineering and other development teams as a resident expert in the areas of cloud systems and networking within and between private and public cloud systems, including detailed implementation and troubleshooting within cloud ecosystems such as Microsoft Azure, as well as integration between different systems on disparate cloud data platforms.

Works within the agile engineering process in close collaboration with other engineering efforts necessary to deliver new or enhanced systems into production.

Leads the evaluation of new technology from a system, network integration, and future production support perspective.

Designs, implements, documents, and maintains a software-defined infrastructure.

Automates cloud native technologies, deploys applications and provisions infrastructure.

Implements and maintains the DevOps systems needed to support the agile software development and integration work, including the source control platform, continuous integration, and continuous delivery (CI/CD) workflows and tools, and automated code and configuration deployments.

Sets up the continuous integration and deployment (CI/CD) pipeline and other DevOps related solutions for full-stack cloud development using cloud-based data platform and services; sets up test and production environments; sets up code progressions tools such as GitHub.

Works with software and QA engineers to integrate automated testing; ensures code backups; automates the setup and deployment of code and systems changes to development and production environments.

Prepares solutions for production; ensures system and network configurations are well documented; ensures the implementation design includes the needed security, logging, alerting, and monitoring.

Installs, configures, maintains, and supports database systems including Microsoft SQL Server and PostgreSQL.

Monitors cloud spending to prevent budget overruns.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Systems and networking including experience with detailed setup and integration utilizing one of the larger cloud ecosystems, e.g., Microsoft Azure (preferred), Amazon Web Services (AWS), Google Cloud (GCP).
Identity and Access Management, Virtual Private Clouds and peering, monitoring, alerting, audit logging, and hybrid cloud solutions.
Modern data platforms such as queue/messaging, data transformation services, API gateways, cloud data warehouse platforms like Snowflake, etc.
Programming languages such as Python, Java, .NET, etc.
Scripting knowledge like PowerShell, Bash, etc.
Infrastructure management tools like GitHub, Gitlab, Puppet, Chef, Ansible, Jenkins, Terraform, Maven etc.

ABILITY TO:
Perform detailed setup and integration utilizing on of the larger could ecosystems e.g., Microsoft Azure (preferred), Amazon Web Services (AWS), Google Cloud (GCP).
Work closely with software development teams that utilize agile software development approaches like Scrum.
Automate administration of services and manage infrastructure as a code.
Install, configure, maintain, and support database systems including Microsoft SQL Server and PostgreSQL.
Manages and deploys data pipeline and embedded BI solutions like Power BI.
Work under limited supervision with only occasional instruction and assistance.
Establish and maintain cooperative and effective working relationships with others.
Perform complex problem solving as well as critical thinking, using logic and reasoning to identify strengths and weaknesses to solutions and approaches.
Work with management, administrators, and other team members to solve complex development challenges.
Communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Computer Science, Information Systems or related field, and five years of increasingly responsible experience in systems administration and engineering including management of commercial, open-source and in-host developed products and services in a hybrid (private and public) cloud environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Preference may be given to individuals who hold one or more of the following certifications:

- Microsoft Azure DevOps Engineer Expert
- Microsoft Azure Solutions Architect Expert

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of documents.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: September 14, 2022

Marisa Perry Date: 9/14/22
Director III – HR / Classified Personnel Services

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

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

BACKGROUND

The Educator Preparation Programs Department proposes establishing the Educator Preparation Program Advisor to assist and guide program students and candidates seeking certification within the SCCOE's Educator Preparation Programs and partner organizations. The individual in this position will advise students on the appropriate pathway and courses to achieve the desired credential, provide information about financial assistance options, support participants with job and candidate placements and will work within the Student Management and Learning Management Systems.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Educator Preparation Program Advisor is recommended at Range 48.0.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Educator Preparation Program Advisor	**OTBS - 48.0**	**$6,395.38 - $7,593.97**	**AA**	**3 YRS**
Educator Preparation Program Specialist	OTBS - 48.0	$6,395.38 - $7,593.97	AA	3 YRS
Educator Resource Center Technical Specialist	OTBS - 46.0	$5,827.29 - $6,905.37	AA	2 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

4. Approve establishing the following classification and the associated classification specification:
    a. Educator Preparation Program Advisor
5. Recommend the following salary Range for the following classification:
    a. Educator Preparation Program Advisor, Range 48.0
6. Approval shall be effective September 14, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATOR PREPARATION PROGRAM ADVISOR

BASIC FUNCTION:

Under assigned supervision, the Educator Preparation Program Advisor provides highly responsible technical assistance to administrators, teachers, counselors, and others seeking certification within SCCOE's Educator Preparation Programs (EPP) and/or Institutes of Higher Education (IHE) partner organizations; assists certificated school personnel, school district administrators/personnel directors, private schools, and out-of-state candidates seeking credentialing programs and services; supports program staff, students/candidates, faculty and coaches to maintain their responsibilities within their particular EPP programs; guides and advises EPP students/candidates in terms of appropriate program pathways, funding, support services, coursework, fieldwork and placements; maintains computerized credential program records and files; works with school personnel services with student job and intern placements.

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:

Provides technical assistance and guidance to program students and candidates seeking certification within the SCCOE's Educator Preparation Programs and/or IHE partner organizations; advises on the appropriate pathway and courses to achieve desired credential.

Reviews official transcripts, degrees, work experience, and examinations; determines eligibility for state certification and processes applications for certificated personnel in public/private schools attending Educator Preparation Programs or IHE partner programs.

Assists personnel and applicants in preparing applications and participating in EPP for credentials and updating them regarding changes in requirements.

Works with SCCOE Credentialing Department to support students/candidates with credential applications; works with districts to identify candidates' various waivers.

Provides information and clarification to students/candidates concerning credential program requirements, credentialing laws, regulations, and education code set forth by CCTC.

Confers with other County Office of Education departments, district and internal staff, the Commission on Teacher Credentialing, and other agencies regarding problems and changes in regulations concerning certification requirements, staff placements, and viable alternatives.

Explains charges and fees relating to credential programs; researches and provides information about available grants and scholarships to assist with tuition; supports students and faculty with leaves of absences and appropriate documentation as needed.

Receives, records, and maintains records and supporting documents of all credentialing program activities and requests.

Assists with course development by reviewing materials to ensure compliance with CTC standards; refers discrepancies to department leadership; assists with the set-up of course materials in the student Learning Management System (LMS); monitors course payment and applications in the Student Management System; supports faculty with the LMS and SMS as needed.

Remains abreast of credentialing, permit, and licensing requirements and procedures in accordance with education code and other applicable laws, rules, and regulations; remains abreast of credentialing program grants and funding available to students/candidates to cover the cost of tuition, books, fees, and living expenses.

Effectively uses word processing, database, and spreadsheet software application programs and information and data management systems specific to EPP department; operates a variety of office equipment including a calculator, copier, scanner, printer, fax machine, computer and assigned software.

Prepares and develops correspondence, memorandums, and forms as related to assigned functions.

Tracks EPP participants through the credentialing program as appropriate and supports participants with job and candidate placements.

OTHER DUTIES:
Performs related duties as required.

KNOWLEDE AND ABILITIES:

KNOWLEDGE OF:
Principles, methods, and procedures applied in the operation of department software programs, SMS & LMS.
Proper record-keeping methods and procedures, including the use of computer information systems for information storage and retrieval.
Desktop computer operations and office application programs.
Proper English usage, vocabulary, spelling, grammar, and arithmetic.
Interpersonal skills using tact, patience, and courtesy.
Principles and practices of customer service.
Proper office methods, practices, and equipment.
SCCOE operations, policies, and objectives.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:
Learn, interpret, and apply laws, rules, regulations, and policies concerning credentialing certification requirements.
Learn to navigate through the CCTC online processes for credentialing applicants.
Understand and carry out instructions independently.
Prepare clear and concise correspondence and reports.

Analyze facts and draw logical conclusions.
Establish and maintain accurate files and records using virtual/paperless systems.
Maintain confidential information.
Operate a desktop computer, standard office and peripheral equipment including typewriter, copy machine and fax machine.
Communicate effectively and tactfully in both oral and written form.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree in business, communications, education or related field and three years' experience performing duties related to eligibility, enrollment, selection, and record-keeping in an educational setting.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of documents.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: September 14, 2022

Marisa Perry Date: 9/14/22

Director III – HR / Classified Personnel Services

AGENDA ITEM VI – E (NEW BUSINESS – ACTION)

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

BACKGROUND

The Educator Preparation Programs (EPP) Department proposes establishing the EPP Financial Analyst position to administer, coordinate, and plan the development, allocation and reporting of complex financial activates for the EPP department.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for EPP Financial Analyst is recommended at Range 10.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
EPP Financial Analyst	**LT -10**	**$9,220.31 - $11,767.77**	**BA**	**3 YRS**
SELPA Financial Analyst	LT -10	$9,220.31 - $11,767.77	BA	3 YRS
Special Education Financial Analyst	LT -10	$9,220.31 - $11,767.77	BA	4 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
    a. EPP Financial Analyst
2. Recommend the following salary Range for the following classification:
    a. EPP Financial Analyst, Range 10
3. Approval shall be effective September 14, 2022

CLASS TITLE: EPP FINANCIAL ANALYST

BASIC FUNCTION:

Under the direction of the Executive Director, administers, coordinates, and plans the development, allocation, and reporting of complex financial activities for the Educator Preparation Programs (EPP) Department; advises and serves as an expert resource to EPP on program financial and business-related matters.

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:
Administers, coordinates, and plans the development, allocation, and reporting of complex financial activities for the EPP department, County school districts, and program candidates.

Prepares and delivers verbal and written fiscal documents and activities for EPP department leadership and department stakeholders such as Institutes of Higher Education (IHE), school districts, program candidates, the California Commission on Teacher Credentialing (CCTC) and the California Department of Education (CDE), as well as private scholarship donors.

Analyzes CCTC certifications, grant budgets, EPP budget allocations, fiscal reports, and various revenue source reporting; develops, prepares and updates EPP revenue projections.

Distributes grant funds to districts and IHEs as well as program students/candidates; prepares spreadsheets to allocate and distribute CCTC and CDE grants to individual districts and appropriate stakeholders; prepares and files CCTC and CDE expenditure reports; collects related expenditure information from district programs and other stakeholders for in-kind matching funds.

Handles all contracts, timesheets, MOUs, IOSAs, RFPs, and letters of agreement as they relate to budget and EPP fiscal responsibilities.

Researches, analyzes, interprets, and assures County Office, districts and IHE partners are in compliance with Education Code, laws, and regulations; determines data needs for various financial reports; tests validity of collected data; reconciles EPP financial revenue reports.

Prepares, distributes, and monitors budgets, revenue projections, and allocation plans and advises school districts and students/candidates of financial implications; disburses and collects funds for school district services that relate to grant activity and revenue collection.

Researches and analyzes funding data, resolves problems, and develops worksheets and reports as needed; reviews EPP certification documents.

Develops and implements short-term and long-term financial plans; provides financial data for long-

term planning in department; participates in decisions that frequently have major impact across EPP programs, and stakeholders.

Plans, directs and monitors special projects; confers with business services; advises and answers financial questions for school districts and students/candidates related to EPP funding; leads and facilitates discussions between stakeholders related to EPP funding.

Maintains current knowledge of laws, rules, regulations, and policies related to EPP grants and funding sources; interprets and analyzes CCTC, CDE and SCCOE policies and regulations; directs and participates in the analysis of MOU and IOSA agreements and disseminates information on the impact of grant legislation; provides program leadership with periodic information regarding EPP funding and revenue sources.

Establishes and maintains a variety of correspondence, records, and files related to assigned activities; responds to telephone and email questions regarding EPP fiscal questions; meets with administrators and program managers as needed to provide direction and technical and procedural assistance.

Develops complex spreadsheets for revenue projections; serves as information source regarding fiscal procedures, policies, requirements, and standards for EPP programs.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Generally accepted accounting principles (GAAP), generally accepted auditing standards and other advanced principles, techniques, and methods of governmental accounting, auditing, and budgeting.
Computer information systems operations, capabilities and applications relating to accounting, budget development, and financial management within and between SCCOE, CCTC and CDE.
Recent developments, current literature, and sources of information regarding budgeting and financial record systems.
Pertinent federal, state, and local laws, codes, and regulations including those pertaining to educational financial record keeping and control activities within SCCOE.
Preparation of financial statements and comprehensive accounting reports.
Accounting, budget, and business functions of an educational organization.
Financial projection techniques.
Financial and statistical record-keeping techniques.
Modern office practices, procedures, methods, and equipment.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Interpersonal skills including tact, patience, and courtesy.

ABILITY TO:
Provide financial analysis and develop financial models based on historical and projected trends for educational organizations.
Perform specialized and technical services requiring application and interpretation of data, facts, procedures, and policies.
Provide functional and technical guidance in obtaining, preparing, sharing, and exchanging data with outside agencies and administrative, technical, clerical personnel.
Prepare clear and concise financial and accounting analysis reports.
Interpret, apply, and explain rules, regulations, policies and procedures.
Operate a computer and assigned software to enter data, maintain records and generate reports.
Evaluate and project annual income and expenditures to determine budget requirements.
Maintain accurate financial and statistical records.
Analyze financial data and prepare reports, forecasts, and recommendations.
Work independently with little direction.
Meet schedules and timelines.
Plan and organize work.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.

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 accounting, finance, business administration or related field and three years budgeting experience in an educational organization including work with budgetary and fiscal systems, models, and procedures.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling, or crouching to retrieve and file materials.
Sitting for extended periods of time.

Approved by Personnel Commission: September 14, 2022

Marisa Perry Date: 9/14/22
Director III – HR / Classified Personnel Services

AGENDA ITEM VI – F (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION

BACKGROUND

The Business, Facilities and Operations Division proposes the revision of the Director III – General Services classification to better reflect the current role. The position is currently vacant, and since it has not been revised since 2012, it is a good opportunity to make necessary revisions.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
• Director III – General Services	• Job duty revision

RECOMMENDATION

1. Approve revising the following classification specification:
    a. Director III – General Services
2. Approval shall be effective September 14, 2022

CLASS TITLE: DIRECTOR III - GENERAL SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, controls and directs the General Services Department including, facilities, transportation, maintenance and operations and custodial services for the Santa Clara County Office of Education (SCCOE); supervises 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:
Plans, organizes, controls and directs the General Services Department including facilities management, special education transportation, maintenance and operations and custodial services for the SCCOE.

Provides technical information and assistance to the Chief Business Officer regarding Department activities, projects, needs and issues; assists in the formulation and development of policies, procedures, and programs.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommend transfers, reassignment, termination, and disciplinary actions; develops employee schedules, coordinates subordinate work assignments and reviews work to assure compliance with established requirements and procedures; coordinates and oversees the work of outside contractors.

Coordinates and directs communications, personnel, and resources to meet County Office needs and assure smooth and efficient Department activities; directs and participates in prioritizing and coordinating response to work orders and scheduling, developing, and implementing Department projects and activities.

Plans, organizes, and directs the development of construction contracts; adherence and approval of contracts as to form; in conjunction with Internal Business Services, reviews contracts for exposure to loss and acceptability of insurance and indemnification requirements; recommends necessary revisions; and ensures compliance with applicable State, Federal and local laws, and regulations

Plans, organizes and implements long and short-term programs and activities designed to develop General Services programs and services, including the review and maintenance of facilities forecast trends and plan direction for Office and/or participates in planning for external agencies.

Directs the planning, development, scheduling, design and implementation of construction, modernization, and remodeling projects; prepares and develops plans and specifications; coordinates construction and renovation projects with personnel, outside contractors, architects, school districts, project managers, governmental agencies and others.

Plans, organizes, controls direct and monitor the bidding process for supplies, equipment and construction and maintenance projects; prepare related bidding documents; approve purchase orders as appropriate.

Estimates and assures adequate personnel, materials, contractors, and equipment needed for planning, construction, maintenance, repair, and custodial functions; compiles and prepares cost estimates; monitors and assures adequate inventory levels of equipment and supplies.

Plans, organizes, controls, and directs activities to assure facilities are cleaned and maintained in a safe and orderly condition; coordinates, directs and participates in the inspection of County Office buildings, grounds and facilities to identify maintenance and repair needs; directs preventative maintenance functions; coordinates and directs response to emergency custodial and maintenance needs.

Coordinates and directs cleaning and installation, maintenance and repair projects in areas such as electrical work, plumbing, carpentry, HVAC, and painting; monitors progress of projects; inspect projects completed by County Office personnel and outside contractors for accuracy, completeness and compliance with established plans, standards, requirements, and specifications.

Directs and participates in inspection programs and activities to assure proper identification and resolution of fire, safety, security, and sanitary hazards; coordinates and directs inspections and Department activities assure buildings and systems comply with established codes and permit specifications; oversee and participate in conducting regular and periodic safety inspections.

Directs and participates in the preparation and maintenance of a variety of records, reports and files related to projects, inventory, plans and assigned activities; oversees the maintenance and storage of architectural drawing, project manuals, detail designs and other documents; oversee the filing, storage, computer, and inventory functions.

Develops and prepares the annual preliminary budget for the General Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Communicates with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns; provides technical information and resources to school districts related to areas of responsibility.

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 assigned.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities, and equipment.

State School Construction Programs and State Contract Compliance laws and regulations.
California Environmental Quality Act.
Health and safety regulations and procedures.
California Uniform Public Construction Cost Accounting Act Policies and Procedures
California Education Code and other applicable laws, codes, rules, regulations, policies, and procedures related to construction, maintenance, and related activities.
Architectural and engineering plans and specifications.
Applicable building codes, ordinances, requirements, regulations, and safety precautions.
Requirements of maintaining County Office buildings, facilities, grounds, and equipment in a safe, clean and orderly condition.
Health and safety regulations and procedures.
Methods, practices, and procedures of pupil transportation, purchasing, bid processes, contract administration
Management and leadership techniques.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities, and equipment.
Coordinate and direct communications, personnel, projects, planning functions, purchasing activities, contract administration, and resources to meet County Office needs and assure smooth and efficient Department activities.
Supervise and evaluate the performance of assigned staff.
Coordinate and direct communications, personnel, projects, property acquisition and management functions, facilities planning activities and resources to meet County needs and assure smooth and efficient Department activities.
Direct and participate prioritizing and coordinating response to work orders and scheduling, developing, and implementing Department projects and activities.
Read and interpret construction documents including blueprints, plans and specifications.
Participate in the design, development and implementation of construction and renovation projects.
Inspect projects completed by contractors and personnel for accuracy, completeness and compliance with established standards, requirements, and procedures.
Direct the planning, development, scheduling, design and implementation of construction, modernization, and remodeling projects.
Estimate and assure adequate personnel, materials, contractors, and equipment needed for planning, construction, maintenance, repair, and custodial functions.
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 comprehensive narrative and statistical reports and presentations.
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: Master's degree in business administration or related field and eight years increasingly responsible procurement processes, maintenance and operations, real property negotiations, construction and modernization experience including five years in a supervisory capacity.

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.

Approved by Personnel Commission: June 23, 2011
Revised 5/9/12, 9/14/22

Marisa Perry Date: 9/14/22
Director III – HR / Classified Personnel Services

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - GENERAL SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, controls and directs the General Services Department including ~~contracts~~, facilities, ~~food production~~, transportation, ~~mailroom,~~ maintenance and operations and custodial services~~, record retention, purchasing and warehouse operations~~ for the Santa Clara County Office of Education (SCCOE); supervises 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:
Plans, organizes, controls and directs the General Services Department including: ~~procurement, contracts and purchasing,~~ facilities management, ~~food production,~~ special education transportation, ~~mailroom,~~ maintenance and operations and ,custodial services ~~records management, and warehouse operations~~ for the SCCOE.

Provides technical information and assistance to the Chief Business Officer regarding Department activities, projects, needs and issues; assists in the formulation and development of policies, procedures and programs.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions; develops employee schedules, coordinates subordinate work assignments and reviews work to assure compliance with established requirements and procedures; coordinates and oversees the work of outside contractors.

Coordinates and directs communications, personnel and resources to meet County Office needs and assure smooth and efficient Department activities; directs and participates in prioritizing and coordinating response to work orders and scheduling, developing and implementing Department projects and activities.

Plans, organizes, and directs the development of construction contracts; adherence and approval of contracts as to form; in conjunction with Internal Business Services~~Risk Management~~, reviews ~~of~~ contracts for exposure to loss and acceptability of insurance and indemnification requirements; recommends necessary revisions; and ensures compliance with applicable State, Federal and local laws and regulations.

Plans, organizes and implements long and short-term programs and activities designed to develop General Services programs and services, including the review and maintenance of ~~approve~~ facilities ~~and purchasing contracts;~~ forecast trends and plan direction for Office and/or participates in planning for external agencies.

Directs the planning, development, scheduling, design and implementation of construction, modernization and remodeling projects; prepares and develops plans and specifications; coordinates construction and renovation projects with personnel, outside contractors, architects, school districts, project managers, governmental agencies and others.

Plans, organizes, controls ~~and~~ directs ~~operations and activities involved in the purchasing of supplies, equipment and services for the County Office and designated school districts; direct~~ and monitor the bidding process for supplies, equipment and construction and maintenance projects; prepare related bidding documents; approve purchase orders as appropriate.

Estimates and assures adequate personnel, materials, contractors and equipment needed for planning, construction, maintenance, repair and custodial~~warehouse~~ functions; compiles and prepares cost estimates; monitors and assures adequate inventory levels of equipment and supplies; ~~maintain fixed asset inventory; direct warehouse and mail shipping, receiving and delivery functions.~~

~~Plan, organize, control and direct food service operations and programs; develop and implement goals, objectives, policies and procedures related to food service programs; communicate with other administrators, personnel, vendors, students, parents and outside organizations to coordinate food service activities and programs, resolve issues and conflicts and exchange information.~~

Plans, organizes, controls and directs activities to assure facilities are cleaned and maintained in a safe and orderly condition; coordinates, directs and participates in the inspection of County Office buildings, grounds and facilities to identify maintenance and repair needs; directs preventative maintenance functions; coordinates and directs response to emergency custodial and maintenance needs.

Coordinates and directs cleaning and installation, maintenance and repair projects in areas such as electrical work, plumbing, carpentry, HVAC and painting; monitors progress of projects; inspect projects completed by County Office personnel and outside contractors for accuracy, completeness and compliance with established plans, standards, requirements and specifications.

Directs and participates in inspection programs and activities to assure proper identification and resolution of fire, safety, security and sanitary hazards; coordinates and directs inspections and Department activities assure buildings and systems comply with established codes and permit specifications; oversee and participate in conducting regular and periodic safety inspections.

Directs and participates in the preparation and maintenance of a variety of records, reports and files related to projects, ~~purchasing,~~ inventory, plans and assigned activities; oversees the maintenance and storage of architectural drawing, project manuals, detail designs and other documents; oversee the filing, storage, computer and inventory functions.

Develops and prepares the annual preliminary budget for the General Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Communicates with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns; provedides technical information and resources to school districts related to areas of responsibility.

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 assigned.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities and equipment.
State School Construction Programs and State Contract Compliance laws and regulations.
California Environmental Quality Act.
Health and safety regulations and procedures.
California Uniform Public Construction Cost Accounting Act Policies and Procedures
California Education Code and other applicable laws, codes, rules, regulations, policies and procedures related to construction, maintenance and related activities.
Architectural and engineering plans and specifications.
~~Legal requirement related to sanitation standards for food production operations.~~
Applicable building codes, ordinances, requirements, regulations and safety precautions.
Requirements of maintaining County Office buildings, facilities, grounds and equipment in a safe, clean and orderly condition.
Health and safety regulations and procedures.
Methods, practices and procedures of pupil transportation, purchasing, bid processes, contract administration ~~and warehouse activities.~~
Management and leadership techniques.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities and equipment.
Coordinate and direct communications, personnel, projects, planning functions, purchasing activities, contract administration, and resources to meet County Office needs and assure smooth

and efficient Department activities.
Supervise and evaluate the performance of assigned staff.
Coordinate and direct communications, personnel, projects, property acquisition and management functions, facilities planning activities and resources to meet County needs and assure smooth and efficient Department activities.
Direct and participate prioritizing and coordinating response to work orders and scheduling, developing and implementing Department projects and activities.
Read and interpret construction documents including blueprints, plans and specifications.
Participate in the design, development and implementation of construction and renovation projects.
Inspect projects completed by contractors and personnel for accuracy, completeness and compliance with established standards, requirements and procedures.
Direct the planning, development, scheduling, design and implementation of construction, modernization and remodeling projects.
Estimate and assure adequate personnel, materials, contractors and equipment needed for planning, construction, maintenance, repair, and custodial~~warehouse~~ functions.
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 time-lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports and presentations.
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: Master's degree in business administration or related field and eight years increasingly responsible procurement processes, maintenance and operations, real property negotiations, construction and modernization experience including five years in a supervisory capacity.

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.

Approved by Personnel Commission: June 23, 2011
Revised 5/9/12, 9/14/22

~~May 9, 2012~~

~~Philip J. Gordillo~~ ~~Date~~
~~Executive Director of Human Resources~~

~~Approved by Personnel Commission: June 23, 2011; Revised 5/9/12~~

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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	Custodian	08/03/22	OSS	2	2
2	College Liaison	08/04/22	OTBS	15	11
3	Manager - Positive Behavioral Interventions and Supports	08/10/22	LT	1	1
4	Family Advocate - Restricted - Bilingual Spanish Required	08/12/22	OTBS	11	9
5	Research Analyst, Associate	08/15/22	OTBS	4	3
6	Bus Driver	08/18/22	OSS	4	3
7	Occupational Therapist I/II	08/18/22	OTBS	2	2
8	Migrant Education Program Recruiter	08/19/22	OTBS	5	4
9	Manager - Media and Marketing	08/22/22	LT	2	2
10	Site Coordinator	08/23/22	OTBS	7	7
11	Human Resources Specialist - Lead	08/25/22	OTBS	3	3
12	Executive Assistant	08/30/22	LT	6	6
13	Paraeducator - Special Education	08/30/22	AIDES	9	Unranked
14	Web Developer/ Programmer	08/31/22	OTBS	3	3
15	Administrative Assistant II	09/07/22	OTBS	6	4

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: August 10, 2022 to September 14, 2022
Report Date: 9/8/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0696	Accounting Technician / Accounting Technician - Senior	Accounting Services	Kathy	Filled	09/12/22
2	6012	Accounting Technician / Accounting Technician - Senior	Accounting Services	Kathy	Filled	09/12/22
3	0690	Administrative Assistant IV	General Services	Linda	Filled	09/01/22
4	4111	Administrative Assistant IV	Technology Infrastructure & Support Services	Linda	Filled	09/05/22
5	5079	Associate Teacher - Educare (Bilingual Spanish or Vietname	Educare - State Preschool	Marisa	Filled	09/20/22
6	4346	Associate Teacher - Restricted	Head Start/ Lyndale	Marisa	Filled	09/01/22
7	3706	Bus Driver	Transportation Services	Meipo	Filled	09/12/22
8	5553	College Liaison	Opportunity Youth Academy / Snell	Meipo	Filled	09/09/22
9	6024	College Liaison	Alternative Education / Osborne	Meipo	Filled	09/19/22
10	5867	Custodian	Maintenance and Operations	Yasmeen	Filled	08/16/22
11	5993	Disability Services Specialist	Head Start/ Early Head Start	Yasmeen	Filled	08/09/22
12	1387	Executive Assistant	Classified Personnel Services	Meipo	Filled	09/29/22
13	5633	Family Advocate - Restricted - Bilingual Spanish Required	Head Start Administration	Yasmeen	Filled	09/29/22
14	0018	Maintenance Person I/II	Maintenance and Operations	Kathy	Filled	09/08/22
15	6021	Manager - Positive Behavioral Interventions and Supports	PBIS	Yasmeen	Filled	09/08/22
16	5269	Migrant Education Program Recruiter	Migrant Education Program	Kathy	Filled	09/28/22
17	3241	Occupational Therapist I/II	Special Education Administration	Marisa	Filled	08/17/22
18	3491	Occupational Therapist I/II	Special Education Administration	Marisa	Filled	09/19/22
19	5525	Research Analyst, Associate	Office of the Superintendent	Meipo	Filled	09/27/22
20	5603	Research Analyst, Senior	Office of the Superintendent	Kathy	Filled	09/27/22
21	3531	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Moreland	Marisa	Filled	08/31/22
22	3542	Specialized Physical Health Care (SPHC) Assistant	Special Education / Wilcox High School	Marisa	Filled	09/05/22
23	3546	Specialized Physical Health Care (SPHC) Assistant	Special Education / Carolyn Clark	Marisa	Filled	08/26/22
24	TBD	Specialized Physical Health Care (SPHC) Assistant	Speciali Education / Orchard	Marisa	Filled	08/16/22
25	6018	Warehouse Person/ Delivery Driver	Internal Business Services	Yasmeen	Filled	09/13/22
26	5426	Family Advocate - Restricted - Bilingual Spanish Required	Head Start Administration	Yasmeen	Certified	
27	5528	Human Resources Specialist - Lead	Employment Services	Kathy	Certified	
28	5788	Manager - Media and Marketing	Media and Communications	Yasmeen	Certified	
29	5860	Site Coordinator	General Services Admin	Kathy	Certified	
30	3305	Web Developer/ Programmer	Applications and Web Development	Kathy	Certified	
31	6033	Wellness Center Liaison	Youth Health and Wellness/ Lakewood	Yasmeen	Certified	
32	6034	Wellness Center Liaison	Youth Health and Wellness/ Leroy Anderson	Yasmeen	Certified	
33	6035	Wellness Center Liaison	Youth Health and Wellness/ Levya	Yasmeen	Certified	
34	6048	Wellness Center Liaison	Youth Health and Wellness/ Cupertino HS	Meipo	Certified	
35	6049	Wellness Center Liaison	Youth Health and Wellness/ Sunnyvale	Meipo	Certified	
36	6058	Wellness Center Liaison	Youth Health and Wellness/ Lakewood	Meipo	Certified	
37	6069	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: August 10, 2022 to September 14, 2022
Report Date: 9/8/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	2856	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Testing/Orals	
39	6000	Administrative Assistant II	Internal Business Services	Yolanda	Testing/Orals	
40	6075	Administrative Assistant III	State Preschool / Ridder Park	Kathy	Testing/Orals	
41	6041	Administrative Assistant IV	Youth Health and Wellness	Kathy	Testing/Orals	
42	6073	Administrative Assistant IV	Educator Preparation Programs	Kathy	Testing/Orals	
43	6059	Administrative Data Technician	California Collaborative for Learning Acceleration	Yasmeen	Testing/Orals	
44	6074	Administrative Data Technician - Senior	Foster and Homeless Youth Educational Services	TBD	Testing/Orals	
45	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
46	5748	Administrative Research Assistant	Office of the Superintendent	Yolanda	Testing/Orals	
47	5225	Applications Systems Analyst	Applications, Business & Web Systems Development	Yasmeen	Testing/Orals	
48	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals	
49	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals	
50	2383	Associate Teacher - Restricted	Early Learning Services / Rouleau	Marisa	Testing/Orals	
51	2740	Associate Teacher - Restricted	Head Start / Wool Creek	Marisa	Testing/Orals	
52	5624	Associate Teacher - Restricted	Head Start / Calavaras	Marisa	Testing/Orals	
53	6060	Associate Teacher - Restricted	Head Start / Stonegate	Marisa	Testing/Orals	
54	6062	Associate Teacher - Restricted	Head Start/ Lyndale	Marisa	Testing/Orals	
55	6063	Associate Teacher - Restricted	Head Start/Wool Creek	Marisa	Testing/Orals	
56	6064	Associate Teacher - Restricted	Head Start/ Anne Darling	Marisa	Testing/Orals	
57	6066	Associate Teacher - Restricted	Head Start/ Hollister	Marisa	Testing/Orals	
58	6067	Associate Teacher - Restricted	Head Start/ Luther Burbank	Marisa	Testing/Orals	
59	4812	Custodian	General Services/ Gateway	Yolanda	Testing/Orals	
60	5287	Custodian	General Services/ Hester SPED Second Shift	Yolanda	Testing/Orals	
61	2847	Director III - General Services	General Services	Marisa	Testing/Orals	
62	5997	Early Learning Services Specialist	Office of the Superintendent	Kathy	Testing/Orals	
63	4030	Employee Benefits Specialist I/II	Human Resources	TBD	Testing/Orals	
64	5551	Facilities Maintenance and Construction Coordinator	General Services	TBD	Testing/Orals	
65	6026	Facilities Maintenance and Construction Coordinator	General Services	TBD	Testing/Orals	
66	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Testing/Orals	
67	5317	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Vietnamese	Early Learning Services / Administration	Yasmeen	Testing/Orals	
68	5916	Home Visiting Specialist - Lead	Early Learning Services	TBD	Testing/Orals	
69	6032	Manager - Behavioral Health Systems	Youth Health and Wellness	Yasmeen	Testing/Orals	
70	6078	Manager - Grants and Parnerships	Office of the Superintendent	TBD	Testing/Orals	
71	5725	Manager - Research Evaluation & Planning	Research and Evaluation	Marisa	Testing/Orals	
72	6076	Migrant Education Program Recruiter - Lead	Migrant Education	Yolanda	Testing/Orals	
73	6077	Migrant Education Program Recruiter - Lead	Migrant Education	Yolanda	Testing/Orals	
74	5157	Overnight Program Specialist	Walden West	Meipo	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: August 10, 2022 to September 14, 2022
Report Date: 9/8/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
75	5516	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/ The Hub	Yolanda	Testing/Orals	
76	5880	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/ Conxion	Yolanda	Testing/Orals	
77	2828	Physical Therapist	Special Education Administration	Marisa	Testing/Orals	
78	6079	School Health Systems Specialist	Youth Health and Wellness	TBD	Testing/Orals	
79	5282	Student Data Specialist	Data Services	Kathy	Testing/Orals	
80	6050	Supervisor - Administrative Services	Child Care Resources and Referral Program	Marisa	Testing/Orals	
81	6025	Supervisor - Environmental Education	Walden West	Marisa	Testing/Orals	
82	6037	Supervisor - Payroll Services	Payroll Services	Yasmeen	Testing/Orals	
83	6081	Supervisor - SELPA	SELPA	TBD	Testing/Orals	
84	2369	Teacher Assistant II	McKinley-State Preschool	Meipo	Testing/Orals	
85	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
86	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
87	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
88	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
89	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
90	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
91	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
92	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
93	5490	Manager - Risk and Liability	Risk Management	Yasmeen	Repost	
94	6065	Associate Teacher - Restricted	Head Start/ Foothill	Marisa	Hold	
95	6068	Associate Teacher - Restricted	Head Start / Luther Burbank	Marisa	Hold	
96	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Hold	
97	1632	Teacher Assistant I	Early Learning Services / McKinley - State Preschool	Marisa	Hold	
98	5525	Teacher Assistant I	Early Learning Services / K.R. Smith	Marisa	Hold	
99	5575	Teacher Assistant I	State Preschool/ Snell	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3892	Paraeducator - Special Education ASL	Leigh HS	Yolanda	Filled	8/11/22
2	5995	Paraeducator - Special Education ASL	Oster	Yolanda	Filled	9/12/22
3	1426	Paraeducator-Special Education	Hester	Yolanda	Filled	9/29/22
4	1466	Paraeducator-Special Education	Seven Trees	Yolanda	Filled	8/30/22
5	2106	Paraeducator-Special Education	Campbell Community	Yolanda	Filled	8/30/22
6	2372	Paraeducator-Special Education	Hester	Yolanda	Filled	9/20/22
7	2415	Paraeducator-Special Education	Connect West	Yolanda	Filled	9/13/22
8	2506	Paraeducator-Special Education	Country Lane	Yolanda	Filled	9/20/22
9	2622	Paraeducator-Special Education	Hester Middle School	Yolanda	Filled	9/22/22
10	2790	Paraeducator-Special Education	Buchser	Yolanda	Filled	8/30/22
11	2808	Paraeducator-Special Education	Hester	Yolanda	Filled	9/20/22
12	2892	Paraeducator-Special Education	Country Lane	Yolanda	Filled	9/5/22
13	3417	Paraeducator-Special Education	Fisher MS	Yolanda	Filled	8/30/22
14	3619	Paraeducator-Special Education	Hubbard	Yolanda	Filled	8/30/22
15	3639	Paraeducator-Special Education	Hester MS	Yolanda	FIlled	9/5/22
16	3645	Paraeducator-Special Education	Del Mar High School	Yolanda	Filled	9/29/22
17	4061	Paraeducator-Special Education	Chandler Tripp Preschool	Yolanda	Filled	9/13/22
18	4067	Paraeducator-Special Education	Hester Middle School	Yolanda	Filled	9/29/22
19	152	Paraeducator-Special Education	Osborne	Yolanda	Certified	
20	654	Paraeducator-Special Education	Wilcox HS	Yolanda	Certified	
21	2067	Paraeducator-Special Education	Argonaut	Yolanda	Certified	
22	3124	Paraeducator-Special Education	Blackford	Yolanda	Certified	
23	3454	Paraeducator-Special Education	Monta Vista	Yolanda	Certified	
24	3572	Paraeducator-Special Education	Moreland	Yolanda	Certified	
25	4372	Paraeducator-Special Education	Independence HS	Yolanda	Certified	
26	1388	Paraeducator-Special Education	Argonaut**	Yolanda	Testing/Orals	
27	3693	Paraeducator-Special Education	Oster	Yolanda	Testing/Orals	
28	3819	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
29	3824	Paraeducator-Special Education	Seven Trees	Yolanda	Testing/Orals	
30	4391	Paraeducator-Special Education	Blackford	Yolanda	Testing/Orals	
31	4708	Paraeducator-Special Education	Oster	Yolanda	Testing/Orals	
32	4066	Paraeducator-Special Education ASL	Argonaut	Yolanda	Testing/Orals	
33	1440	Paraeducator - Special Education	Norwood Creek	Yolanda	Transfer Hotline	
34	0173	Paraeducator-Special Education	Gateway	Yolanda	Transfer Hotline	
35	1093	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Transfer Hotline	
36	1413	Paraeducator-Special Education	Moreland	Yolanda	Transfer Hotline	
37	1828	Paraeducator-Special Education	Seven Trees	Yolanda	Transfer Hotline	
38	3486	Paraeducator-Special Education	Piedmont Hills HS	Yolanda	Transfer Hotline	
39	3559	Paraeducator-Special Education	Silver Creek HS	Yolanda	Transfer Hotline	

40	3641	Paraeducator-Special Education	Buchser Middle School	Yolanda	Transfer Hotline	
41	4376	Paraeducator-Special Education	Seven Trees	Yolanda	Transfer Hotline	
42	4390	Paraeducator-Special Education	McCollam	Yolanda	Transfer Hotline	
43	4392	Paraeducator-Special Education	Hester	Yolanda	Transfer Hotline	
44	5902	Paraeducator-Special Education	Blackford	Yolanda	Transfer Hotline	
45	6070	Paraeducator-Special Education ASL	Oster	Yolanda	Transfer Hotline	
46	6071	Paraeducator-Special Education ASL	Leigh HS	Yolanda	Transfer Hotline	
47	6072	Paraeducator-Special Education ASL	Carson	Yolanda	Transfer Hotline	