

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #518
NOVEMBER 9, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING

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

Dial-in Number: 669-900-6833

Meeting ID: 921 6800 6626

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 #518 – November 9, 2022 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #517 – October 12, 2022 ACTION

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

VI. NEW BUSINESS

Public hearing to consider the Joint Appointee, Mr. Rod Adams, to the Personnel Commission is scheduled for the location, date and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are invited to comment.

Location:	Santa Clara County Office of Education	Date:	November 9, 2022
	Zoom Virtual Meeting (See above link)	Time:	10:00 a.m.

Open Hearing at: _____ a.m.	Motion: _____
	Second: _____
	Vote: _____

Close Hearing at: _____ a.m.	Motion: _____
	Second: _____
	Vote: _____

A. Appointment of the Joint Appointee to the Personnel Commission ACTION

- a. It is moved the Personnel Commission publicly announce and appoint the Joint Appointee to the Personnel Commission, initiating in December 2022 for a three-year term.

- b. Oath of Office – Mr. Rod Adams

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.

- B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Senior Legislative and Policy Analyst, Range 8 - LT
- C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Supervisor – Inclusion Collaborative Operations, Range 8 - LT
- D. Approval of Classification Retitling, Revision, Salary Range and Position Reallocation ACTION
 - a. Educator Preparation Program Analyst, Range 9 – LT
- E. Approval of Classification Retitling, Revision, Salary Range and Position Reallocation ACTION
 - a. Custodian
- F. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- G. Monthly Vacancy Status Report INFORMATION
- H. Personnel Commission Annual Report 2021-2022 (First Draft) INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: December 14, 2022)

IX. ADJOURNMENT

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

**PERSONNEL COMMISSION
REGULAR MEETING #517
OCTOBER 12, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

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

Dial-in Number: 669-900-6833

Meeting ID: 921 6800 6626

UNAPPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by Vice-President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, Vice-President Rod Adams, Member	Marisa Perry Yasmeen Husain Yolanda Anguiano Alice Serraon

OTHERS PRESENT	
Larry Oshodi Jennifer Ann Angela Ballou	Marcela Miranda Kris Schmersey David Wu

III. APPROVAL OF AGENDA

MOTION #517-1: The Commission approved Agenda #517, October 12, 2022, with the removal of Item VI-A. Larry Oshodi-Information, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #517-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #516, September 14, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #517-3 The Commission approved revising the classification specification for the position of Manager – Web Services & Applications Development, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-3: carried unanimously.

B. Approval of Classification Specification Revision

MOTION #517-4 The Commission approved revising the classification specification for the position of Administrative Interpreter, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-4: carried unanimously.

C. Announcement of the Intended Joint Appointee to the Personnel Commission

Director Perry provided background information on the Personnel Commission and the recruitment details. Vice-President Gervase announced Mr. Rod Adams as the intended Joint Appointee to the Personnel Commission. The public hearing for the appointment will be on November 9, 2022.

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

MOTION #517-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #517, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-5: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLES	# OF RANKS
1	Student Data Specialist	09/09/22	OTBS	1	1
2	Applications Systems Analyst	09/13/22	OTBS	7	6
3	Custodian	09/14/22	OSS	5	4
4	Manager - Behavioral Health Systems	09/14/22	LT	2	2
5	Supervisor - Administrative Services	09/16/22	LT	8	5
6	Human Resources Specialist I/II	09/19/22	OTBS	11	6
7	Paraeducator - Special Education	09/21/22	AIDES	6	Unranked
8	Paraeducator - Opportunity Youth Academy	09/22/22	AIDES	2	2
9	Manager - Research Evaluation & Planning	09/22/22	LT	5	5
10	Supervisor - Payroll Services	09/26/22	LT	2	2
11	Administrative Data Technician	09/28/22	OTBS	0	0
12	Accounting Specialist I/II	09/29/22	OTBS	5	4
13	Migrant Education Program Recruiter - Lead	09/29/22	OTBS	2	2
14	Supervisor - SELPA	09/30/22	LT	2	2
15	Teacher Assistant II	10/04/22	AIDES	1	1

E. Monthly Vacancy Status Report – October 12, 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:

- Alice Serranon was introduced as the new Executive Assistant.
- Recruitment for a new Classified Personnel Specialist will begin soon.
- Marisa Perry, Director III – Classified Personnel Services, and Yasmeen Husain, Supervisor – Classification & Recruitment, attended the Northern California CSPCA Conference.
- CPS staff is scheduled to attend job fairs this month.
- Yasmeen Husain is presenting to a class at Mission College together with James Howarth, Assistant Director-Special Education.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, November 9, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:22 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS - ACTION)

**PUBLIC HEARING AND APPOINTMENT
FOR THE JOINT APPOINTEE TO THE PERSONNEL COMMISSION**

BACKGROUND

The Personnel Commission is comprised of three members, which are appointed positions. The three appointed positions are: the Board Appointee, appointed by the Board; the Classified Employee Appointee, appointed by the classified union with the greatest membership; and the Joint Appointee, appointed by the Board Appointee and Classified Employee Appointee.

The Personnel Commissioner terms are for three years. Thus, each year, one Personnel Commission position becomes open for appointment or reappointment.

This year, the Joint Appointee position is open for appointment or reappointment. Pursuant to the Education Code and the Merit System Rules, the Board Appointee and the Classified Employee Appointee must appoint the Joint Appointee. This is done in a two-step process. (1) At the October Personnel Commission Meeting, the Board Appointee and Classified Employee Appointee announced their intended Joint Appointee, Mr. Rod Adams. (2) Then, 30 days, or more, later, a public hearing is held to consider the intended appointee. At the conclusion of the public hearing, the Personnel Commissioners appoint the Joint Appointee.

Mr. Rod Adams is a retired employee of Santa Clara Unified School District and has served in various roles including Teacher, Principal, Human Resources Director, and Superintendent of Schools.

RECOMMENDATION

It is recommended the Personnel Commission hold the Public Hearing to consider the intended Joint Appointee to the Personnel Commission. Then, at the close of the Hearing, appoint the Joint Appointee to the Personnel Commission for a term of three years.

1. The appointment shall be effective December 2022.

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 Senior Legislative and Policy Analyst to support in identifying, monitoring, and analyzing education policies, funding, legislation, and regulations that impact public education and the whole child. The work of the Government Relations department has grown in its support of grants, program implementation, advocacy and engagement. It has also increased activity related to growing partnerships. The addition of the Senior Legislative and Policy Analyst position will allow the office to better reach its goals in the above-mentioned areas.

Based on the concept of the classification and an audit of similar positions, to ensure a robust internal structure, the salary range for Senior Legislative and Policy Analyst is recommended at Range 8.

A copy of the classification specification is enclosed.

TITLE	RANGE	ANNUAL SALARY	EDUCATION	EXPERIENCE
Senior Legislative and Policy Analyst	LT-8	\$100,356.84 - \$128,083.68	BA	3 YRS
Supervisor - Child Care Resource & Referral Specialist	LT-8	\$100,356.84 - \$128,083.68	BA	3 YRS
Supervisor - Tobacco Use Prevention Education	LT-8	\$100,356.84 - \$128,083.68	BA	3 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Senior Legislative and Policy Analyst
2. Recommend the following salary Range for the following classification:
 - a. Senior Legislative and Policy Analyst, Range 8
3. Approval shall be effective November 9, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR LEGISLATIVE AND POLICY ANALYST

BASIC FUNCTION:

Under the supervision of an assigned administrator, the Senior Legislative and Policy Analyst supports in identifying, monitoring, and analyzing education policies, funding, activities, legislation, and regulations that impact public education and the whole child, such as health, behavioral health, early learning and childcare, nutrition, transportation, and housing; conducts research and writes analyses, briefs, letters, and summaries of legislation and policy; helps create communication tools that summarize policy and legislation, including slides, graphics, and flyers; arranges and attends meetings with local, regional, state, and federal elected officials; provides public comment at hearings and meetings upon request; helps develop and maintain relationships with key city and county agencies and organizations; upholds the SCCOE's vision and mission.

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:

Coordinates communication and helps build partnerships with key city and county community-based organizations and government agencies.

Reviews, analyzes, and creates summaries of city and county board and committee agendas, proposed actions, referrals, and budget allocations to identify measures affecting public education and the whole child.

Reviews, analyzes, and creates summaries of state legislation to identify measures affecting public education and the whole child.

Tracks the progress of legislation, policies, actions, and referrals that impact SCCOE and provides regular updates to the Government Relations Department.

Monitors the budget process of city, county, state, and federal government agencies and departments and helps identify opportunities for advocacy.

Attends or monitors hearings and meetings and provides written or verbal comments upon request.

Writes letters conveying the position of SCCOE on legislation, policies, proposed projects and budget actions, and referrals.

Assists in drafting bill mockups, writing summaries and fact sheets, identifying communications strategy, creating graphics, and putting together flyers and slides on SCCOE sponsored legislation.

Schedules meetings with local, state, and federal elected officials, government agency staff, and other key organizations.

Conducts research and collects quantitative and qualitative data that is relevant to legislation, policy, referrals, and proposed projects and budget actions.

Responds to inquiries and shares out relevant information about SCCOE programs and projects.

Works with various SCCOE departments to provide information and resources in response to constituent inquiries.

Assists in drafting the agenda, slides, talking points, and materials for the SCCOE Joint Legislative Advisory Committee (JLAC).

Prepares and files lobbying reports with the Fair Political Practices Commission (FPPC) for the purpose of ensuring compliance.

Coordinates contracts related to Government Relations including scheduling meetings and helping to supervise activities, deliverables, and projects.

Assists in planning and organizing lobby days at the local, state, and federal level, including helping to schedule, develop materials and talking points, and create graphics and flyers that will be used.

Drafts talking points and helps prepare the Executive Director of Government Relations and the County Superintendent for meetings.

Coordinates with the Public Affairs Department on press releases, alerts, and conferences related to legislation, projects, and policy priorities.

Supports development and implementation of special projects and priority initiatives.

Maintains the SCCOE “brand” and honors the mission and vision of the organization.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

City and county policy and referral processes, deadlines, and rules.

State legislative process, deadlines, and rules.

City, county, state, and federal budget process, deadlines, and rules.

Principles and practices of developing and maintaining effective public community, intergovernmental, media, and school relations.

Educational and social issues and their impact on public education.

Oral and written communication skills, including persuasive, informative or expository, and technical writing.

Diplomacy skills using tact, patience and courtesy.

Operation of a computer and assigned software, including PowerPoint, excel, and use of graphic design templates.

Development of policy proposals and general political strategy.

Educational and social issues and their impact on schools, youth, and public education.

Educational equity goals and an ability to work with persons from diverse backgrounds, including school district personnel, families, teachers, and government leaders.

ADVANCED SKILL IN:

Organization of multiple projects and ability to manage and meet critical deadlines.

Prioritizing tasks based on deadlines and their importance to the County Superintendent and Executive Director of Government Relations.

Strategic thinking and planning.

Concise writing and verbal communication.

Using quantitative and qualitative data to persuade.

Researching policies, legislation, and studies related to public education and whole child issues.

Relationship management and development.

ABILITY TO:

Manage multiple projects and deadlines.

Engage in critical listening to understand priorities and directions.

Work independently while maintaining regular contact with the Executive Director of Government Relations.

Maintain regular communication and positive working relationships with key government agency and community-based partners.

Communicate effectively both verbally and in writing.

Read and understand legislation and policy.

Engage in critical thinking and analysis of proposed legislation and policies.

Establish and maintain cooperative and effective working relationships with others.

Articulate and summarize complex information in a way that is concise and accurate.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work well under pressure.

Maintain confidentiality.

Occasionally travel long distances to attend meetings and public hearings.

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:

Bachelor’s degree in education, educational leadership, government, public policy, communications, public affairs, or related field and three years of increasingly responsible experience directly related to this position, at a government agency, nonprofit organization, school district, county office of education, or business that is directly engaged in education or health policy making.

LICENSES AND OTHER REQUIREMENTS:

- Fluency in Spanish or Vietnamese a plus, but not required.
- Valid California driver’s license.
- Ability to meet California state requirements to become a registered lobbyist.

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: November 9, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Equity & Educational Progress Division proposes establishing the Supervisor – Inclusion Collaborative Operations to oversee the day-to-day operations of the Inclusion Collaborative department. The individual in this position, among other duties, will represent the department to internal and external partners, oversee the development of multiple budgets, manage grant activities, and lead project management. The addition of this classification will allow the Director – Inclusion Collaborative, among other duties, to focus on sustaining and growing both internal and external partnerships.

Based on the concept of the classification and an audit of similar positions, to ensure a robust internal structure, the salary range for Supervisor – Inclusion Collaborative Operations is recommended at Range 8.

A copy of the classification specification is enclosed.

TITLE	RANGE	ANNUAL SALARY	EDUCATION	EXPERIENCE
Supervisor - Child Care Resource & Referral Specialist	LT-8	\$100,356.84 - \$128,083.68	BA	3 YRS
Supervisor - Inclusion Collaborative Operations	LT-8	\$100,356.84 - \$128,083.68	BA	3 YRS
Supervisor - Tobacco Use Prevention Education	LT-8	\$100,356.84 - \$128,083.68	BA	3 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Supervisor – Inclusion Collaborative Operations
2. Recommend the following salary Range for the following classification:
 - a. Supervisor – Inclusion Collaborative Operations, Range 8
3. Approval shall be effective November 9, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - INCLUSION COLLABORATIVE OPERATIONS

BASIC FUNCTION:

Under the direction of an assigned administrator, the Supervisor – Inclusion Collaborative Operations is responsible for oversight of the day-to-day operations of the Inclusion Collaborative department; serves as a technical resource with decision making authority; represents the department, often serving as the Director’s appointee while supervising, coordinating, and organizing office operations, projects and staff; performs highly complex, confidential and detailed administrative operations; administers budgetary oversight of multiple funding streams, including, but not limited to, private donations, inter-agency and non-agency agreements, state and local grants, fee for service operations, fundraising activities and large scale events.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Oversees the development, implementation and monitoring of multiple budgets from varied sources; manages and tracks multiple contract and grant policies; provides comprehensive reporting to funders; interprets grant compliance requirements and gathers pertinent results.

Reviews and analyzes financial statements, records and reports to provide input for the strategic financial planning decisions of the Inclusion Collaborative; implements customized program improvements.

Establishes and maintains department procedures, rules, regulations, and policies; assures department activities comply with established Santa Clara County Office of Education (SCCOE) codes, rules, regulations, policies and procedures; maintains department timelines and priorities; meets department and office needs as assigned.

Leads and advises committees of SCCOE staff and partner agency representatives to develop procedures to effectively implement required operations and other related assistance.

Trains and supervises assigned personnel; assists with resolving staff issues; enforces standards and expectations of performance; provides work direction and guidance, including delegating, distributing, prioritizing and reviewing work; counsels assigned staff.

Displays and maintains a high degree of judgment, discretion and confidentiality when dealing with highly sensitive matters; analyzes situations accurately with good judgment and adopts and recommends effective courses of action.

Actively participates in SCCOE committees; researches, prepares, and presents on specific focus areas.

Independently composes correspondence on a variety of matters including those of a confidential nature; designs and creates content for various communications, contracts, statistical data, fiscal reports, personnel records and other materials as directed; prepares, formats, edits, proofreads and revises written materials.

Coordinates, develops and delivers training for staff; attends and participates in relevant conferences and meetings.

Researches, prepares and contributes to meetings and trainings; prepares related communications, reports, presentations and agendas; records meeting notes, prepares and distributes notes with action items, updated records, documents and follows up on action items with appropriate personnel.

Develops, implements and manages an ongoing multilingual Fee for Service program in coordination with Inclusion Training Specialists; provides operation management and oversight of multiple areas, including the supervision of the development of services offered, creation of quotes, writing content for and processing of Memorandum of Understanding (MOUs)/contracts/internal service agreements, ensuring service completion, develops, researches, prepares, and maintains highly complex qualitative and quantitative data collection and analysis.

Collaborates with managers and administrators, SCCOE personnel and outside agencies in the development and implementation of external and internal contracts for department projects and services.

Performs special projects and prepares various forms and reports on behalf of the Director; attends to administrative details as assigned; performs varied duties related to the Director's multiple areas of responsibility and programs.

Supervises and directs department operations to ensure accurate and timely completion of specialized and technical administrative assignments to meet all SCCOE fiscal deadlines as assigned.

Collaborates with internal partners regarding the marketing and promotion of Inclusion Collaborative services and activities; provides creative input, develops layout concepts and supports maintenance of up-to-date content on the Inclusion Collaborative website; maintains close working relationship with SCCOE Webmaster.

Directs the preparation and maintenance of a variety of reports (i.e. evaluation, statistical data, agency compliance, and narration), records and files related to assigned activities for multiple audiences.

Leads the planning and management of large scale in-person and/or virtual events with substantial budgets; develops programs that are academically appropriate, applicable and relevant to audience; establishes event goals that are aligned with the mission, vision, values, and goals of the department and SCCOE; assists with the procurement and coordination of event speakers; manages purchase of supplies, equipment and services.

Manages multiple digital platforms to execute the timing, program and content for department sponsored events; provides consistent, on-going communication and maintains strong public relations

with stakeholders, including administrators, personnel, outside agencies and the public; resolves issues and conflicts; develops and implements marketing strategies and administers registration oversight.

Coordinates and schedules various appointments and meetings; makes travel arrangements; reserves facilities; prepares and assures proper completion of reimbursement forms; maintains and coordinates the calendar for assigned administrator; prepares and disseminates department level calendar of events; coordinates and arranges special events and activities as directed.

Provides research and support of grant activities for the Inclusion Collaborative, including research of funding streams, content area, fiscal supports, and budgeting collaboration with SCCOE accounting department staff.

Maintains adequate resource levels to meet growing department needs; coordinates purchase of supplies, equipment and services as necessary; arranges for equipment maintenance and replacement as needed; supervises and authorizes expenditures in accordance with established limitations.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Inclusion Collaborative department policies, procedures, initiatives, priorities.
Planning, organizing and administration of the Inclusion Collaborative.
Organizational management, data management and procedures related to Inclusion Collaborative.
Strategic level budget planning, preparation, monitoring, and control for multi-million-dollar budgets.
Finance and operations management.
Strategies and methods for developing agreements and partnerships.
State & Federal requirements as related to Inclusion Collaborative.
Oral and written communication skills.
SCCOE organization, operations, policies and objectives.
Principles and practices of administration, supervision and training.
Multiple computer software applications for reporting including Zoom, DocuSign, Office 365, Adobe Acrobat, Constant Contact, Eventbrite, SCHED, YouTube, Google suite of office applications.
Principles and methods of inclusive practices.
Inclusion Collaborative Mission, Vision and Values.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Analyze situations accurately and recommend effective courses of action.
Interpret SCCOE and Inclusion Collaborative department policies, procedures, initiatives, priorities.
Perform a variety of complex functions in coordinating the projects and staff of a department.
Execute all fiscal duties ensuring efficient flow of budgets, staffing and strategic planning.
Maintain a high degree of judgment, discretion and confidentiality of sensitive and privileged information, often while working under pressure.
Work strategically and collaboratively across departments.
Conduct comprehensive planning for program goals and objectives.

Communicate effectively both orally and in writing.
Work under pressure and complete assignments enduring many interruptions.
Perform difficult and complex department tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of department functions and SCCOE policies.
Meet schedules and timelines while working under pressure.
Work independently with little direction.
Plan, organize and prioritize work.
Operate a computer and assigned office equipment.
Prepare comprehensive narrative and Inclusion Collaborative statistical reports for the public.
Train and support assigned staff.
Establish and maintain working relationships with districts, community members, teachers, family members and others.
Conduct effective program evaluations.

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 Business Administration with major coursework in organization development, operations management, finance, marketing or related field, and three years increasingly responsible operations/finance management and program management experience. Instructional program management and knowledge of inclusive practices preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct business.

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 for extended periods of time.

Approved by the Personnel Commission: November 9, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

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

BACKGROUND

The Professional Learning & Instructional Support Division proposes revising the EPP Financial Analyst job description and retitling the position to Educator Preparation Program Analyst. These changes will address concerns brought forward by Internal Business Services related to the assignment of certain fiscal responsibilities within the organization, as well as to address duties that were not included in the original job description. As a result of the change in fiscal responsibilities, the minimum qualifications were also updated to allow for a broader candidate pool.

As a result of these changes, it is also recommended to reallocate this position from LT Range 10 to LT Range 9.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">EPP Financial Analyst	<ul style="list-style-type: none">Retitle to Educator Preparation Program AnalystDuty modification updateUpdate to minimum qualificationsRange reallocation

RECOMMENDATION

1. Approve retitling the following classification specification:
 - a. EPP Financial Analyst to Educator Preparation Program Analyst
2. Recommend the following salary Range for the following classification:
 - a. Educator Preparation Program Analyst, Range 9
3. Approval shall be effective November 9, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATOR PREPARATION PROGRAM ANALYST

BASIC FUNCTION:

Under the direction of the Executive Director, leads and participates in a variety of complex duties in support of the Educator Preparation Programs (EPP) department; assures the development and implementation of program components including the administration, coordination, and planning of the the development, allocation, and reporting of complex financial activities; advises and serves as an expert resource to EPP staff and leadership 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; analyzes data and anticipates the program needs.

Prepares and delivers verbal and written information related to 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.

Provides students with payment plans over the course of their program attendance; oversees student payments and the collection of tuition and fees; tracks student payments and coordinates the issuance of refunds as needed.

Analyzes CCTC certifications, grant budgets, EPP budget allocations, fiscal reports, and various revenue source reporting; coordinates with Internal Business Services to develop, prepare and update EPP revenue projections.

Provides strategic guidance to program leadership and staff regarding grant eligibility and fund development; creates grant related expenditure and projection reports; assists EPP program to align services with funding mandates and priorities.

Coordinates with Internal Business Services to ensure the distribution of grant funds to districts and IHEs as well as program students/candidates; prepares spreadsheets to track the distribution of 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.

Develops contract language for MOU partnerships; collaborates with appropriate SCCOE personnel to process 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.

Develops, monitors and revises budget based on program needs; analyzes, revenue projections and allocation plans, and advises school districts and students/candidates of financial implications; reconciles credit card statements; processes and codes purchase orders and invoices; arranges for billings and payments related to grant activity and revenue collection.

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

Analyzes program data to assist in the development and implementation of short-term and long-term plans to meet departmental financial goals; provides financial data for long-term planning in department; participates in decisions that frequently have major impact across EPP programs, and stakeholders.

Tracks grant-funded students as they leave the program to ensure they remain in teaching for their committed time period; follows-up with those who leave the profession to collect expended grant funds.

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:

Recent developments, current literature, and sources of information regarding budgeting and financial record systems.

Federal, State and grantor regulations relevant to program operations.

Preparation methods for reports, summaries, and presentations.

Budget, and business functions of an educational organization.

Financial and statistical record-keeping techniques.

Basic math.

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:

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 and monitor various program records and 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 projected revenue and expenditures to assist in budget development.
Maintain accurate records.
Analyze financial data and prepare reports, forecasts, and recommendations.
Apply basic mathematical skills.
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 business administration or related field and three years administrative experience performing duties related to budgeting and the preparation and analysis of financial reports.

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

Revised: 11/9/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~EPP FINANCIAL~~ EDUCATOR PREPARATION PROGRAM ANALYST

BASIC FUNCTION:

Under the direction of the Executive Director, leads and participates in a variety of complex duties in support of the Educator Preparation Program (EPP) department; assures the development and implementation of program components including the ~~administrators,~~ coordination ~~es,~~ and planning of the 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 staff and leadership 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; analyzes data and anticipates the program needs, ~~County school districts, and program candidates.~~

Prepares and delivers verbal and written information related to 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.

Provides students with payment plans over the course of their program attendance; oversees student payments and the collection of tuition and fees; tracks student payments and coordinates the issuance of refunds as needed.

Analyzes CCTC certifications, grant budgets, EPP budget allocations, fiscal reports, and various revenue source reporting; coordinates with Internal Business Services to ~~develops,~~ prepares and updates EPP revenue projections.

Provides strategic guidance to program leadership and staff regarding grant eligibility and fund development; creates grant related expenditure and projection reports; assists EPP program to align services with funding mandates and priorities.

Coordinates with Internal Business Services to ensure the ~~D~~ distributions of grant funds to districts and IHEs as well as program students/candidates; prepares spreadsheets to ~~allocate and track the~~ distribution of 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~~ Develops contract language for MOU partnerships; ~~collaborates with appropriate SCCOE personnel to process~~ 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.

~~Develops, monitors and revises budget based on program needs; analyzes~~ ~~Prepares, distributes, and monitors budgets,~~ revenue projections, and allocation plans and advises school districts and students/candidates of financial implications; reconciles credit card statements; processes and codes purchase orders and invoices, arranges for billings and payments related to ~~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.

Analyzes program data to assist in the development and implementation of short-term and long-term ~~financial~~ plans to meet departmental financial goals; provides financial data for long-term planning in department; participates in decisions that frequently have major impact across EPP programs, and stakeholders.

Tracks grant-funded students as they leave the program to ensure they remain in teaching for their committed time period; follows-up with those who leave the profession to collect expended grant funds.

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.

~~Federal, State and grantor regulations relevant to program operations.~~

~~Pertinent federal, state, and local laws, codes, and regulations including those pertaining to educational financial record keeping and control activities within SCCOE.~~

~~Preparation methods for reports, summaries and presentations 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.

Basic math.

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.~~

Prepare and monitor various program records and 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 revenue and expenditures to determine assist in budget requirements development.~~

Maintain accurate ~~financial and statistical~~ records.

Analyze financial data and prepare reports, forecasts, and recommendations.

Apply basic mathematical skills.

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 administrative experience performing duties related to budgeting and the preparation and analysis of financial reports.~~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
 Director III – HR / Classified Personnel Services

Date: 9/14/22

AGENDA ITEM VI – E (NEW BUSINESS - ACTION)

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

BACKGROUND

The Santa Clara County Office of Education proposes revising the Custodian classification concept into an alternate classification series titled, Custodian I/II.

The creation of the alternate class series will better meet the needs of the department as added duties will address identified departmental needs and will support increased standards for the maintenance of classrooms and sites. This change will also provide a growth opportunity for Custodial staff as following one year of incumbency as a Custodian I, they will move to Custodian II upon demonstration of required skills.

Current Custodians with one year or more of incumbency will be reassigned to Custodian II following the completion of training related to added duties, which will be provided following the approval of these revisions. The Custodian I will remain at the current Range 36.5. The recommended Salary Range for Custodian II is 38.0.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">Custodian I/II	<ul style="list-style-type: none">Retitle from Custodian to Custodian I/IIAlternate Classification SpecificationMinimum qualificationsDuty modification updateSalary range reallocation

RECOMMENDATION

1. Approve reclassification, classification specification revision and retitling the following classification specification:
 - a. Custodian to Custodian I/II
2. Recommend the following salary Range for the following classification:
 - a. Custodian I/II, Range 36.5/38.0
3. Approval shall be effective November 9, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CUSTODIAN I/II

BASIC FUNCTION:

To clean and maintain assigned school facilities, group of buildings, office spaces and adjacent grounds, belonging to the Santa Clara County Office of Education, in a clean, orderly, and secure manner. Employees in the class receive direct to general supervision within a framework of standard policies and procedures. Employees in this class exercise responsibility for the general cleanliness of assigned location(s) and facilities.

DISTINGUISHING CHARACTERISTICS:

Custodian I is the entry-level class in the alternate class series. This class is distinguished from the Custodian II by the performance of the more routine tasks and duties assigned to the position. Employees in this class receive direct to general supervision within a framework of standard policies and procedures.

Custodian II is the advanced classification within the alternate class series. Employees in this class are distinguished from the Custodian I by the performance of the full range of duties as assigned, including advanced floorcare on a consistent basis, HEPA filter maintenance and replacement for air purifiers, and the monthly inspection of fire extinguishers. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the duties described below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities of this class, but is intended to accurately reflect the principal job elements.

ESSENTIAL DUTIES:

Performs routine janitorial and custodian functions at assigned site.

Cleans and sanitizes restrooms, locker rooms, showers, swimming pool deck areas, sinks, wash bowls, and urinals.

Sweeps, scrubs, strips, mops, cleans, and apply finish to concrete, linoleum tile, and wood floors of rooms, hallways, stairs, and fire escapes.

Performs advanced floorcare, including floor restoration and the use of carpet extraction equipment, such as bonneting and ride-on carpet extractors.

Vacuums and shampoos rugs and carpeted areas.

Cleans ceilings, walls, window blinds and window coverings including drapes and blinds; washes windows.

Clears and removes paper and other debris from school or facility grounds, entrances, stairwells, walkways, and adjacent landscaped areas as assigned.

Dusts, washes, and polishes SCCOE-owned furniture and woodwork.

Sweeps adjacent concrete and asphalt areas as assigned.

Empties and cleans waste receptacles including trash barrels.

Polishes metal work; cleans chalkboards, whiteboards and other writing surfaces.

Refills paper/soap dispensers in restrooms and kitchen areas.

Operates equipment such as vacuums, floor cleaning and polishing machines, and scrubbers.

May raise and lower flags; ensures security of assigned areas; locks and unlocks gated areas, doors, and activates/deactivates security systems as assigned.

Performs emergency clean-up service resulting from clogged drains, breakage, vandalism, spilling, and illness including bodily fluids.

May assist with simple setup, moves, and arrangement of furniture and equipment for assemblies, meetings, or other special events upon request.

Maintains assigned equipment and materials used in the course of work.

Inventories cleaning supplies, materials, and equipment; makes requests for needed supplies.

Performs routine maintenance, non-technical and minor repairs such as ensuring fire extinguishers are in good working order monthly and changing filters on SCCOE-owned air purifiers.

Notifies management concerning the need for major repairs or additions.

Eliminates and/or reports safety, sanitary, and fire hazards to the appropriate authority.

Maintains routine records related to job functions assigned.

Acts a part of the emergency response team in the event of electrical, water, or gas emergency.

OTHER DUTIES:

Perform other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods, techniques, tools, and equipment.
Proper materials and procedures used for cleaning purposes.
Safe work practices related to equipment operation and chemicals used in janitorial and custodial work.

ABILITY TO:

Read at a level sufficient to successfully perform required duties.
Understand and follow oral and written instructions.
Safely use and apply custodial cleaning agents, equipment, and materials.
Effectively maintain the security of assigned areas.
Meets the physical requirements necessary to perform required duties in a safe and effective manner.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

CUSTODIAN I: Generally, any combination of training and/or experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- One year of custodial work experience or completion of a custodial training program.

CUSTODIAN II: At least one year incumbency as a Custodian I at SCCOE and the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- Proficiency in the use of carpet extraction equipment from bonneting to ride-on carpet extractors.
- Proficiency in the use of equipment/chemicals that allow a floor to be restored to a high shine and/or stripped and re-finished.
- Ability to inspect fire extinguishers on a monthly basis to ensure good operating condition, and report those that are in need of a repair immediately.
- Ability to change HEPA filters in various air purifiers to ensure the air purifier operates effectively and to report those that may need repairing or replacing.
- Ability to work independently with little to no direct Supervision.

LICENSES AND OTHER REQUIREMENTS:

A valid and appropriate California Driver's License.
A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

While performing the duties of this job, the employee works in an indoor and outdoor environment. The employee is occasionally exposed to variances in temperature, dust, chemicals, bloodborne pathogens, wet and/or humid conditions; moving mechanical parts, work on ladders, fumes, or airborne particles, toxic, or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand; walk, including walking on gravel or uneven surfaces; bend at the neck or waist; use hands to finger, handle, or feel;

reach with hands and arms; and talk to hear. The employee is occasionally required to push, pull, squat, stoop, kneel, twist, crouch, or crawl. The employee must occasionally lift, carry, maneuver, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Personnel Commission Approval: 08/27/84
Revised: 06/91; 5/22/03; 01/27/05; 11/9/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22

**SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLES: Custodian I/II
~~Custodian - Restricted~~

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

—To clean and maintain assigned school facilities, group of buildings, office spaces and adjacent grounds, belonging to the Santa Clara County Office of Education, in a clean, orderly, and secure. Employees in the class receive direct to general supervision within a framework of standard policies and procedures. Employees in this class exercise responsibility for the general cleanliness of assigned location(s) and facilities.

DISTINGUISHING CHARACTERISTICS

Custodian I is the entry-level class in the alternate class series. This class is distinguished from the Custodian II by the performance of the more routine tasks and duties assigned to the position. Employees in this class receive direct to general supervision within a framework of standard policies and procedures.

Custodian II is the advanced classification within the alternate class series. Employees in this class are distinguished from the Custodian I by the performance of the full range of duties as assigned, including advanced floorcare on a consistent basis, HEPA filter maintenance and replacement for air purifiers, and the monthly inspection of fire extinguishers. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures.

ESSENTIAL TYPICAL DUTIES (Incumbents may perform any combination of the duties described below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities of this class, but is intended to accurately reflect the principal job elements.)

Performs routine janitorial and custodian functions at assigned site

Cleans and sanitizes restrooms, locker rooms, showers, swimming pool deck areas, sinks, wash bowls, and urinals

Sweeps, scrubs, strips, mops, cleans, and apply finish to concrete, linoleum tile, and wood floors of rooms, hallways, stairs, and fire escapes

Performs advanced floorcare, including floor restoration and the use of carpet extraction equipment, such as bonneting and -ride-on carpet extractors.

Vacuums and shampoos rugs and carpeted areas

Cleans ceilings, walls, window blinds and window coverings including drapes and blinds; washes windows

Clears and removes paper and other debris from school or facility grounds, entrances, stairwells, walkways, and adjacent landscaped areas as assigned

Dusts, washes, and polishes SCCOE owned furniture and woodwork

Sweeps adjacent concrete and asphalt areas as assigned

Empties and cleans waste receptacles including trash barrels

Polishes metal work; cleans chalkboards, whiteboards and other writing surfaces

Refills paper/soap dispensers in restrooms and kitchen areas

Operates equipment such as vacuums, ~~lawn mowers, floor cleaning and polishing machines, and scrubbers~~

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May raise and lower flags; ensures security of assigned areas; locks and unlocks gated areas, doors, and activates/deactivates security systems as assigned

Performs emergency ~~clean-up~~clean-up service resulting from clogged drains, breakage, vandalism, spilling, and illness including bodily fluids

May assist with simple sets up, moves, and arrangement ~~ofs~~ furniture and equipment for assemblies, meetings, or other special events upon request

Maintains assigned equipment and materials used in the course of work

Inventories cleaning supplies, materials, and equipment, making requests for needed supplies

Performs routine maintenance, non-technical and minor repairs such as ~~replacing light bulbs, ensuring fire extinguishers are in good working order monthly and, changing filters on SCCOE-owned air purifiers and adjusting desks and tables~~

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Notifies management concerning the need for major repairs or additions

Eliminates and/or reports safety, sanitary, and fire hazards to the appropriate authority

Maintains routine records related to job functions assigned

Acts a part of the emergency response team in the event of electrical, water, or gas emergency

Perform other duties as required.

EMPLOYMENT STANDARDS

Possession of:

A valid and appropriate California Driver's License

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

Knowledge of:

Modern cleaning methods, techniques, tools, and equipment

Proper materials and procedures used for cleaning purposes

Safe work practices related to equipment operation and chemicals used in janitorial and custodial work

Ability to:

Read at a level sufficient to successfully perform required duties

Understand and follow oral and written instructions

Safely use and apply custodial cleaning agents, equipment, and materials

Effectively maintain the security of assigned areas

Meets the physical requirements necessary to perform required duties in a safe and effective manner

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

TRAINING AND EXPERIENCE

CUSTODIAN I

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

- One year of custodial work experience or completion of a custodial training program.

CUSTODIAN II

At least one year incumbency as a Custodian I at SCCOE and the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- Proficiency in the use of carpet extraction equipment from bonneting to ride-on carpet extractors.
- Proficiency in the use of equipment/chemicals that allow a floor to be restored to a high shine and/or stripped and re-finished.
- Ability to inspect fire extinguishers on a monthly basis to ensure good operating condition, and report those that are in need of a repair immediately.
- Ability to change -HEPA filters in various air purifiers to ensure the air purifier operates effectively and to report those that may need repairing or replacing.
- Ability to work independently with little to no direct supervision.

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BARGAINING UNIT: Operations Support Services (OSS) Unit

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand; walk including walking on gravel or uneven surfaces; bend at the neck or waist, use hands to

finger, handle, or feel; reach with hands and arms; ~~and~~, and talk to hear. The employee is occasionally required to push, pull, squat, stoop, kneel, twist, crouch, or crawl. The employee must occasionally lift, carry, maneuver, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee works in an indoor and outdoor environment. The employee is occasionally exposed to variances in temperature, dust, chemicals, ~~blood borne~~ bloodborne pathogens, wet and/or humid conditions; moving mechanical parts, work on ladders, fumes, or airborne particles, toxic, or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

Personnel Commission Approval: ~~08/27/84~~
Revised: 06/91; 5/22/03 (~~Added Restricted Class~~); ~~01/27/05~~

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**AGENDA ITEM VI – F (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 ELIGIBLES	# OF RANKS
1	Early Learning Services Specialist	10/04/22	OTBS	5	4
2	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Vietnamese	10/04/22	OTBS	1	1
3	Wellness Center Liaison	10/05/22	OTBS	7	7
4	Administrative Assistant IV	10/07/22	OTBS	4	4
5	Manager - Grants and Partnerships	10/12/22	LT	2	2
6	Overnight Program Specialist	10/13/22	OTBS	2	2
7	Administrative Research Assistant	10/19/22	OTBS	2	2
8	Facilities Maintenance and Construction Coordinator	10/20/22	OTBS	3	3
9	Home Visiting Specialist - Lead	10/20/22	OTBS	2	2
10	Administrative Data Technician - Senior	10/21/22	OTBS	2	2
11	Paraeducator - Special Education	10/21/22	AIDES	13	Unranked
12	Foster & Homeless Youth Services Specialist	10/24/22	OTBS	4	4
13	Associate Teacher - Restricted	10/25/22	AIDES	6	6
14	Print Support Technician	10/26/22	OTBS	4	3
15	Accountant I/II	10/28/22	OTBS	7	5
16	Physical Therapist	10/29/22	OTBS	2	2
17	School Health Systems Specialist	11/01/22	OTBS	4	4
18	Education Program Analyst	11/03/22	OTBS	3	3
19	Technology Support Analyst	11/03/22	OTBS	8	7

AGENDA ITEM VI – G (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: October 12, 2022 to November 9, 2022
 Report Date: 11/4/2022

#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Filled	11/02/22
2	Administrative Assistant IV	Workforce Development and Organization	Kathy	Filled	11/04/22
3	Administrative Data Technician - Senior	Foster and Homeless Youth Educational Services	Kathy	Filled	11/21/22
4	Bus Driver	Transportation Services	Yasmeen	Filled	11/24/22
5	Disability Services Specialist	Head Start/ Early Head Start	Yasmeen	Filled	11/14/22
6	Early Learning Services Specialist	Office of the Superintendent	Kathy	Filled	11/11/22
7	Employee Benefits Specialist I/II	Human Resources	Yolanda	Filled	10/31/22
8	Family Advocate - Restricted - Bilingual Spanish Required	Head Start / Administration	Yasmeen	Filled	11/15/22
9	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Vietnamese	Early Learning Services / Administration	Yasmeen	Filled	11/11/22
10	Human Resource Specialist I/II	Human Resources	Yolanda	Filled	11/23/22
11	Human Resource Specialist I/II	Human Resources	Yolanda	Filled	11/08/22
12	Human Resources Specialist I/II	Employment Services	Yolanda	Filled	11/03/22
13	Manager - Grants and Partnerships	Office of the Superintendent	Yasmeen	Filled	11/16/22
14	Manager - Research Evaluation & Planning	Research and Evaluation	Marisa	Filled	11/01/22
15	Manager - Research, Evaluation and Planning	Integrated Data, Research and Evaluation	Marisa	Filled	11/09/22
16	Migrant Education Program Recruiter - Lead	Migrant Education	Yolanda	Filled	11/01/22
17	Migrant Education Program Recruiter - Lead	Migrant Education	Yolanda	Filled	11/01/22
18	Physical Therapist	Special Education Administration	Marisa	Filled	11/21/22
19	Research Analyst, Associate	Office of the Superintendent	Marisa	Filled	11/16/22
20	Specialized Physical Health Care (SPHC) Assistant	Special Education / Monta Vista	Yolanda	Filled	11/03/22
21	Staffing Specialist, HR I/II	Resource Support Services	Yolanda	Filled	11/24/22
22	Supervisor - Payroll Services	Payroll Services	Yasmeen	Filled	11/01/22
23	Supervisor - SELPA	SELPA	Marisa	Filled	10/31/22
24	Wellness Center Liaison	Youth Health and Wellness/ Sunnyvale	Yolanda	Filled	11/15/22
25	Accountant I/II	Internal Business Services	Kathy	Certified	
26	Administrative Research Assistant	Early Care and Education Initiatives	Kathy	Certified	
27	Administrative Research Assistant	Office of the Superintendent	Kathy	Certified	
28	Applications Systems Analyst	Business, Enterprise Systems Technologies	Yasmeen	Certified	
29	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Certified	
30	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Certified	
31	Foster & Homeless Youth Services Specialist	Foster & Homeless Youth Services	Yasmeen	Certified	
32	Overnight Program Specialist	Walden West	Yasmeen	Certified	
33	Wellness Center Liaison	Youth Health and Wellness/ Cupertino HS	Yolanda	Certified	
34	Wellness Center Liaison	Youth Health and Wellness/ Leyva	Yolanda	Certified	
35	Wellness Center Liaison	Youth Health and Wellness/ Leroy Anderson	Yolanda	Certified	
36	Wellness Center Liaison	Youth Health and Wellness/ Lakewood	Yasmeen	Certified	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: October 12, 2022 to November 9, 2022
 Report Date: 11/4/2022

#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
37	Administrative Assistant II	iSTEAM	Alice	Testing/Orals	
38	Administrative Assistant II	Employee Benefits	Alice	Testing/Orals	
39	Administrative Assistant III	State Preschool / Ridder Park	Alice	Testing/Orals	
40	Administrative Assistant IV	Ridder Park	Alice	Testing/Orals	
41	Administrative Assistant IV	Educator Preparation Programs	Alice	Testing/Orals	
42	Administrative Assistant IV	Youth Health and Wellness/ Lakewood	Alice	Testing/Orals	
43	Administrative Data Technician	California Collaborative for Learning Acceleration	Yasmeen	Testing/Orals	
44	Administrative Data Technician	California Collaborative for Learning Acceleration	Yasmeen	Testing/Orals	
45	Administrative Data Technician	CCLA	Yasmeen	Testing/Orals	
46	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
47	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Marisa	Testing/Orals	
48	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Marisa	Testing/Orals	
49	Associate Teacher - Restricted	Head Start / Luther Burbank	Marisa	Testing/Orals	
50	Associate Teacher - Restricted	Head Start / Anne Darling	Marisa	Testing/Orals	
51	Associate Teacher - Restricted	Head Start/Wool Creek	Marisa	Testing/Orals	
52	Associate Teacher - Restricted	Head Start / Lyndale	Marisa	Testing/Orals	
53	Associate Teacher - Restricted	Head Start / Stonegate	Marisa	Testing/Orals	
54	Associate Teacher - Restricted	Early Learning Services / Foothill	Marisa	Testing/Orals	
55	Associate Teacher - Restricted	Head Start / Wool Creek	Marisa	Testing/Orals	
56	Associate Teacher - Restricted	Early Learning Services / Rouleau	Marisa	Testing/Orals	
57	Classified Personnel Specialist I/II	Classified Personnel Services	Yolanda	Testing/Orals	
58	Community Engagement/Public Relations Specialist	Media and Communications	Kathy	Testing/Orals	
59	DevOps Engineer	Data and Analytics Development	Yasmeen	Testing/Orals	
60	Education Program Analyst	SELPA	Kathy	Testing/Orals	
61	Educator Preparation Program Advisor	Educator Preparation Programs	Kathy	Testing/Orals	
62	Graphic Designer	Media and Communications	Kathy	Testing/Orals	
63	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Testing/Orals	
64	Home Visiting Specialist - Lead	Early Learning Services	Yasmeen	Testing/Orals	
65	Manager - Strategy & Implementation	Office of the Superintendent	Marisa	Testing/Orals	
66	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy / Conxion	Yolanda	Testing/Orals	
67	Payroll Services Specialist -Lead	Payroll Services	Yasmeen	Testing/Orals	
68	Print Support Technician	Print Services	Yolanda	Testing/Orals	
69	Print Support Technician	Print Services	Yolanda	Testing/Orals	
70	School Health Systems Specialist	Youth Health and Wellness	Yasmeen	Testing/Orals	
71	Specialized Physical Health Care (SPHC) Assistant	Special Education/ McCollam	Yolanda	Testing/Orals	
72	Specialized Physical Health Care (SPHC) Assistant	Special Education / Westmont	Marisa	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: October 12, 2022 to November 9, 2022
Report Date: 11/4/2022

#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
73	Technology Support Analyst	Technology Infrastructure & Support Services	TBD	Testing/Orals	
74	Associate Teacher - Restricted	Head Start / Luther Burbank	Marisa	Hold	
75	Associate Teacher - Restricted	Head Start / Foothill	Marisa	Hold	
76	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Hold	
77	Teacher Assistant I	State Preschool/ Snell	Marisa	Hold	
78	Teacher Assistant I	Early Learning Services / K.R. Smith	Marisa	Hold	
79	Teacher Assistant I	Early Learning Services / McKinley - State Preschool	Marisa	Hold	
80	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Repost	
81	Director III - General Services	General Services	Marisa	Repost	
82	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
83	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
84	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
85	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
86	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
87	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
88	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
89	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
90	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
91	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
92	Manager - Behavioral Health Systems	Youth Health and Wellness	Yasmeen	Repost	
93	Manager - Risk and Liability	Risk Management	Yasmeen	Repost	
94	Teacher Assistant II	McKinley-State Preschool	Marisa	Repost	
95	Paraeducator - Special Education	Special Education / Eligibility List			

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0552	Paraeducator-Special Education	Toyon***	Yolanda	Filled	11/17/22
2	2896	Paraeducator-Special Education	Leyva	Yolanda	Filled	11/21/22
3	3454	Paraeducator-Special Education	Monta Vista	Yolanda	Filled	11/17/22
4	3819	Paraeducator-Special Education	Hester	Yolanda	Filled	11/21/22
5	3878	Paraeducator-Special Education	Hester	Yolanda	Filled	11/17/22
6	5902	Paraeducator-Special Education	Blackford	Yolanda	Filled	11/04/22
7	6114	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Filled	11/17/22
8	6070	Paraeducator-Special Education ASL	Oster	Yolanda	Filled	11/11/22
9	5871	Paraeducator-Special Education	Nordwood Creek	Yolanda	Certified	
10	3583	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Certified	
11	3563	Paraeducator-Special Education	Piedmont Hills HS	Yolanda	Testing/Orals	
12	0654	Paraeducator-Special Education	Wilcox HS	Yolanda	Testing/Orals	
13	2067	Paraeducator-Special Education	Argonaut	Yolanda	Testing/Orals	
14	1093	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Testing/Orals	
15	3572	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
16	3593	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
17	3617	Paraeducator-Special Education	Santa Teresa	Yolanda	Testing/Orals	
18	3639	Paraeducator-Special Education	Hester MS	Yolanda	Testing/Orals	
19	3701	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
20	4067	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	
21	4390	Paraeducator-Special Education	Toyon***	Yolanda	Testing/Orals	
22	4392	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
23	4708	Paraeducator-Special Education	Oster	Yolanda	Testing/Orals	
24	6083	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
25	6085	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
26	6086	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
27	6112	Paraeducator-Special Education	Independence HS	Yolanda	Testing/Orals	
28	4066	Paraeducator-Special Education ASL	Argonaut	Yolanda	Testing/Orals	
29	0152	Paraeducator-Special Education	Blue Ridge***	Yolanda	HOLD	
30	0728	Paraeducator-Special Education	Country Lane	Yolanda	Transfer Hotline	
31	1388	Paraeducator-Special Education	Chandler Tripp	Yolanda	Transfer Hotline	
32	2510	Paraeducator-Special Education	Country Lane	Yolanda	Transfer Hotline	
33	3822	Paraeducator-Special Education	Carolyn Clark	Yolanda	Transfer Hotline	
34	3892	Paraeducator-Special Education	Gateway	Yolanda	Transfer Hotline	
35	4378	Paraeducator-Special Education	Chandler Tripp	Yolanda	Transfer Hotline	
36	4379	Paraeducator-Special Education	Buchser	Yolanda	Transfer Hotline	
37	4763	Paraeducator-Special Education	Monta Vista	Yolanda	Transfer Hotline	
38	5905	Paraeducator-Special Education	Hester	Yolanda	Transfer Hotline	
39	5938	Paraeducator-Special Education ASL	Oster	Yolanda	Transfer Hotline	

AGENDA ITEM VIII – H (NEW BUSINESS – INFORMATION)

PERSONNEL COMMISSION ANNUAL REPORT 2020-2021

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is a draft of the Annual Report for 2021-2022, for Commissioner review. The final version of the Annual Report will be presented at the December 2022 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment, and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the draft Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission review the Annual Report draft for 2021-2022, for approval at the December 2022 Personnel Commission meeting.

OPENING STATEMENT

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2021-2022 fiscal year.

ABOUT THE PERSONNEL COMMISSION

The Merit System was established and enacted into law in 1935 to provide statutory protection to classified employees through the Education Code against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973, when the County Office of Education formally separated from the County Board of Supervisors and the County of Santa Clara.

The Merit System is a personnel system of rules and procedures administered by the Personnel Commission. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Merit System ensures fair and equitable treatment in all personnel management matters without regard to race, color, age, ancestry, religion, political affiliation, disability, marital status, medical condition, sexual orientation, or gender and with proper regard for individual privacy and constitutional rights.

The Personnel Commission establishes, amends and interprets rules and regulations to ensure the efficiency of the classified service, conducts recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill, provides for the selection and retention of classified employees upon a basis of merit and fitness, and maintains a classification plan that allocates positions into classes on the basis of duties and responsibilities assigned by the County Superintendent of Schools.

MEMBERS OF THE PERSONNEL COMMISSION

The Personnel Commission is an independent body comprised of three persons appointed for three-year terms. Commissioners must be residents and registered voters of the County of Santa Clara, and, also, be known adherents to the principles of merit. Each member is appointed in a different manner.

- **Nicholas R. Gervase, President**, is retired from the Santa Clara Unified School District and serves as the Board's appointee to the Commission. During his 38-year career in public education, Commissioner Gervase served in both teaching and administrative positions including, District Superintendent and Associate Superintendent - Personnel/Employee Relations for the Santa Clara Unified School District.

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires in December 2024.

- **Libby Spector, Vice President**, is a retired Field Representative from the Service Employees' International Union (SEIU), Local 521 and serves as the classified employees' appointee to the Commission. In addition to her Commission responsibilities, Commissioner Spector is a past member of the Personnel Board for the County of Santa Clara.

Commissioner Spector was originally seated on the Commission in March 1996. Her current term expires in December 2023.

- **Rod Adams, Member**, is a retired employee of the Santa Clara Unified School District and serves as the Commission's Joint Appointee. Meaning, the Board's Commission appointee, and the classified employees' Commission appointee, jointly appoint this Commissioner position. Through his career, Commissioner Adams has also held various roles including Teacher, Principal, Human Resources Director, and Superintendent of Schools.

Commissioner Martin was originally seated on the Commission in December 2021. His current term expires in December 2022.

PERSONNEL COMMISSION DIRECTOR AND STAFF

The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director serves as secretary and executive officer to the Personnel Commission, supervises commission staff, and oversees all other activities relating to recruitment, selection, classification, compensation, and disciplinary appeal hearings for the classified service of the Santa Clara County Office of Education.

- Director III - Human Resources/Classified Personnel Services: Marisa Perry
- Supervisor - Classification & Recruitment: Yasmeen Husain
- Executive Assistant: Linda Gore
- Classified Personnel Specialist II: Yolanda Anguiano
- Classified Personnel Specialist II: Meipo Flores
- Classified Personnel Specialist II: Kathy Jalaan

MERIT SYSTEM RULES OF THE PERSONNEL COMMISSION, SCCOE

- Ensure employees are hired in accordance with Commission Rules and Merit System law based on merit and fitness, without favoritism.
- Protect applicants and employees from discriminatory job requirements.
- Ensure objective, job-related tests.
- Provide for the establishment of eligibility lists.
- Provide for the announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Investigate and hear appeals of permanent employees who have been suspended, demoted, or dismissed.

RECRUITMENT AND STAFFING

EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2021 – June 30, 2022

	2019/ 2020	2020/ 2021	2021/ 2022	HIGHLIGHTS
Classified Service				
Classified Employees	1072	1,063	1,064	
Examinations				
Position Postings	94	75	122	
Applications Received	2,174	1,913	3,079	
Examinations	239	104	199	
Eligibility Lists	86	70	116	
Positions Filled				
New Hires	110	55	173	
Promotions	38	23	37	
Reemployment	1	10	5	
Reinstatements	1	0	3	
Transfers (Lateral)	69	7	138	
Demotions	0	2	3	
Total Positions Filled	219	97	359	
Other Status Changes				
Alternate Class Series Changes	5	9	3	
Separations				
Resignations	68	38	88	
Retirements	28	23	30	
Deaths	1	2	6	
Released/Termination	13	2	6	
Layoffs/Reemployment List	68	12	10	
Total Separations	178	78	140	

- The year saw a significant increase in recruitment activity with the number of postings up 38% from the previous year.
- Challenges initially brought on by COVID-19 continued this year, with smaller applicant pools and more difficulty finding qualified candidates. However, the team has continued to work hard and has been successful in filling positions with an average of 28 positions filled per month.
- In 2021-2022, Classified Personnel Services received 3,079 applications, up from the previous year. This is expected due to the significant increase of positions posted. Every application received requires CPS staff to review, analyze, and collect information, as well as communicate to applicants and respond to inquiries.
- SCCOE continues to be successful in promoting from within, with 37 employee promotions during the year.

JOB CLASSIFICATION

POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2021 – June 30, 2022

	2019/ 2020	2020/ 2021	2021/ 2022	HIGHLIGHTS
Job Classifications				<ul style="list-style-type: none"> • Classifications established during the 2021-2022 fiscal year. <ul style="list-style-type: none"> • Administrative Interpreter • Digital Communication Specialist • Disability Services Specialist • Education Navigator - Alternative Education • Home Visiting Specialist, Lead - Early Head Start – Restricted • IT Help Desk Support Specialist – Senior • Licensed Vocational Nurse • Manager - Behavioral Health Systems • Manager - Positive Behavioral Interventions and Supports • Mental Health Services Specialist • Paraeducator Trainer - Special Education • Paraeducator, Special Education – ASL • ServiceNow Administrator • Teacher Assistant II – Restricted
Paraprofessionals	24	26	29	
Clerical/Technical (OTBS)	134	138	146	
Management/Confidential	102	77	80	
Service Workers (OSS)	20	18	18	
Total Job Classifications	280	259	273	
Class Changes				
Classes Added	16	13	14	
Classes Eliminated	0	0	0	
Classes Revised	9	13	19	
Total Job Class Changes	25	26	33	
Position Studies				
Positions Reallocated/Reclassified	2	1	3	
Positions Under Study	0	0	0	
Total Positions Studied	2	1	3	

○

COMMISSION ADMINISTRATION

APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2021 – June 30, 2022

	2019/ 2020	2020/ 2021	2021/ 2022	HIGHLIGHTS
Applicant Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none"> During the 2021-2022 fiscal year, there were no applicant appeals filed. Additionally, during the 2021-2022 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service.
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Examination Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none"> During the 2021-2022 fiscal year, no disciplinary appeal hearings were filed.
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Disciplinary Hearings				
Filed/Received	3	0	0	
Settled/Withdrawn	3	0	0	
Forwarded to Commission	0	0	0	

CLASSIFIED PERSONNEL SERVICES
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 PH 408.453.6845