Santa Clara County Office of Education

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #519
DECEMBER 14, 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 #519 – December 14, 2022 ..... ACTION

IV. APPROVAL OF MINUTES
A. Regular Meeting #518 – November 9, 2022 ..... ACTION

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

VI. NEW BUSINESS

A. Approval / Ratification of Classification Specification Revision, Retitling, and Range Modification ..... ACTION
   a. Custodian

B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION
   a. Environmental Education Garden Specialist, Range 40.0

C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION
   a. Director II – School Health Systems and Medical Billing, Range 14

D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION
   a. School Health Billing Specialist, Range 8

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

F. Monthly Vacancy Status Report ..... INFORMATION

G. Personnel Commission Annual Report 2021-2022 ..... ACTION

VII. SECRETARY'S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: January 11, 2023)

IX. ADJOURNMENT

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

Santa Clara County Office of Education

PERSONNEL COMMISSION
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
UNAPPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:06 a.m.

II. ROLL CALL

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

OTHERS PRESENT	
Larry Oshodi	Sandya Lopez
Stephanie Gomez	Angela Ballou
Amanda Dickey	Tammy Dhanota
Adora Fisher	Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #518-1: The Commission approved Agenda #518, November 9, 2022, with the removal of Item VI-E. Classification Retitling, Revision, Salary Range and Position Reallocation: Custodian, pending more information, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #518-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #518-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #517, October 12, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #518-2: carried unanimously.

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

None

VI. NEW BUSINESS

Public Hearing to Consider the Joint Appointee, Mr. Rod Adams, to the Personnel Commission
A public hearing on the Personnel Commission's intended Joint Appointee was held at the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

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

Open Hearing at:	10:07 a.m.	Motion:	N. Gervase
		Second:	L. Spector
		Vote:	Approved
Close Hearing at:	10:09 a.m.	Motion:	N. Gervase
		Second:	L. Spector
		Vote:	Approved

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

MOTION #518-3: The Commissioners appointed and publicly announced the Joint Appointee, Mr. Rod Adams, to the Personnel Commission, initiating in December 2022 for a three-year term, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.
MOTION #518-3: carried unanimously.

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Mr. Rod Adams. A signed copy of the Oath of Office is on file. Mr. Adams thanked the commissioners and shared some comments about his appointment.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #518-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #518-4: carried unanimously.

Classification

- **Senior Legislative and Policy Analyst, Range 8**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #518-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #518-5: carried unanimously.

Classification

- **Supervisor – Inclusion Collaborative Operations, Range 8**

D. Approval of Classification Specification Retitling, Revision and Reallocation

MOTION #518-6: The Commission approved revising the classification specification, range modification and retitling the classification Educator Preparation Program Financial Analyst to Educator Preparation Program Analyst, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #518-6: carried unanimously.

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

MOTION #518-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #518, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #518-7: carried unanimously.

#	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

F. Monthly Vacancy Status Report – November 9, 2022

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

G. Personnel Commission Annual Report 2021-2022 (First Draft)

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. A draft of the 2021-2022 Annual Report was presented for Commission review. The final version of the Annual Report will be presented at the December 2022 Personnel Commission meeting.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Recruitment is ongoing for the Classified Personnel Specialist vacancy.
- Alice Serraon, Executive Assistant, has started taking recruitments for some positions.
- The team continues to attend job fairs as they become available.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 10:46 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION, 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
• Custodian I/II	• Retitle from Custodian to Custodian I/II • Alternate Classification Specification • Minimum qualifications • Duty modification update • Salary 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 December 14, 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; 12/14/22

Marisa Perry
Director III – HR / Classified Personnel Services

Date: 12/14/22

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 ~~an~~ 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~~epa~~ 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~~s~~, 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

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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 s~~S~~et~~s~~ up, moves, and arrangement of~~s~~ 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

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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~~epa~~ 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

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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 – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Educational Services Division proposes establishing the Environmental Education Garden Specialist to better serve the program. The Environmental Education Garden Specialist will maintain and design the garden space to prepare and implement lessons for science and environmental education activities.

Based on the concept of the classification and an audit of similar positions, to ensure a robust internal structure, the salary range for Environmental Education Garden Specialist is recommended at Range 40.0 of the Paraprofessional Unit salary schedule.

A copy of the classification specification is enclosed.

TITLE	RANGE	HOURLY PAY	EDUCATION & EXPEREINCE
Environmental Education Garden Specialist	**PARA - 40.0**	**$25.20 - $29.81**	**Combination for education and experience equivalent to 4 years.**
Environmental Education Specialist	PARA - 40.0	$25.20 - $29.81	Combination for education and experience equivalent to 4 years.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
    a. Environmental Education Garden Specialist
2. Recommend the following salary Range for the following classification:
    a. Environmental Education Garden Specialist, Range 40.0
3. Approval shall be effective December 14, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ENVIRONMENTAL EDUCATION GARDEN SPECIALIST

BASIC FUNCTION:

The Environmental Education Garden Specialist maintains and designs the garden space to prepare and implement lessons for science and environmental education activities. Performs and coordinates a variety of related duties for an effective outdoor learning environment; provides responsible instructional and operational assistance to assigned teachers/students/volunteers in implementing the educational and social objectives of assigned programs.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Plans, plants and maintains garden using environmentally sound and sustainable practices; creates garden features that are engaging and aesthetically inviting; ensures that all cultivated spaces are safe, highly productive, and visually appealing.

Plans, conducts and delegates general maintenance tasks such as planting, weeding, mulching, pest and disease management, seed saving, composting, watering and upkeep of garden tools, storage spaces and green house.

Participates in the garden committee and organizes volunteer workdays to keep the garden maintained and planted.

Prepares and implements lessons and materials for science and environmental education activities in conduction with well-defined and structured objectives.

Coordinates and conducts the instruction of students in outdoor classrooms with a greater degree of independence than would be found in traditional classrooms.

Adjusts lesson plans to accommodate students with special needs and/or with limited English.

Provides training, support, and guidance to volunteers; assists in training and in the supervision of living units.

Organizes and leads recreational activities such as, but not limited to art, music, campfires, hikes, storytelling, games, and slide shows.

Orchestrates and coordinates the activities for large and small student groups, which may require driving to a variety of locations.

Enforces established rules and standards, supporting students experiencing emotional illness and noting behavioral problems; applies approved disciplinary procedures, working with teachers and contacting parents when necessary.

Provides necessary first aid for student illnesses and/or injuries.

Attends and participates in meetings, trainings, communities of practice and other staff in-service activities, which may require driving to a variety of locations.

Monitors and evaluates student progress in assigned learning areas.

Supervises students during instructional, recreational and mealtime activities.

Assists in maintaining outdoor areas, trails and living area(s); ensures site is kept in a clean and orderly fashion; empties trash, picks up litter, and organizes furniture, including chairs.

Provides a variety of clerical support functions such as, but not limited to, taking attendance, recording test scores, and filing, in support of program objectives.

Operates audio-visual equipment, two-way radio, microphone, stereo, telescope, microscope, and other related equipment.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Natural, environmental science and garden-based education.
Environmentally sound and sustainable gardening practices.
Techniques for garden maintenance.
Irrigation and other landscaping equipment.
Effective child guidance practices and principles.
Student recreational activities involving sports, games, arts and crafts.
Pertinent academic areas and learning situations.
Effective record keeping methods and techniques.
Student safety and first aid for minor injuries.
Proper English usage, grammar, vocabulary, spelling, punctuation and sentence structure.

ABILITY TO:
Prepare and implement lessons and materials for science, garden-based and environmental education activities in conjunction with well-defined and structured objectives including fifth and sixth grade science standards.
Perform general garden maintenance.
Operate irrigation and other landscaping equipment.
Understand and carry out both oral and written instructions in an independent manner.

Understand the needs of students in difficult circumstances and effectively relate to these needs in a learning and/or recreational situation.
Communicate effectively with students in small and large group settings. Analyze situations accurately and adopt an effective course of action.
Effectively supervise large student groups in a variety of situations. Adjust lesson plans to accommodate students with special needs and/or with limited English.
Operate standard office/classroom equipment which may include computer, copy machine, tape recorder, projector, two-way radio, stereo, telescope and microscope.
Maintain effectiveness in stressful situations.
Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.
Meet the physical requirements necessary to safely and effectively perform the required duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Education and experience equivalent to four years in the natural sciences, environmental sciences, or a related field.

LICENSES AND OTHER REQUIREMENTS:

A valid first aid certificate and a cardiopulmonary resuscitation (CPR) certificate
A valid California Driver's License.
A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:
Outdoor environment.

PHYSICAL DEMANDS:
Strength, endurance and dexterity to participate in strenuous physical activities, including hiking on mountain trails and clearing chaparral and cutting tree branches.
Walking for extended periods of time; hearing and speaking to exchange information.
Seeing to read and prepare documents.
Sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment and assemble outdoor and garden equipment.
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.
Pushing, lifting and/or carrying heaving objects weighing up to 40 pounds.

Approved by Personnel Commission: December 14, 2022

Marisa Perry Date: 12/14/22
Director III – HR / Classified Personnel Services

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Professional Learning & Instructional Support Division proposes establishing the Director II – School Health Systems and Medical Billing position to direct and manage operations related to school health systems, including developing programs related to financing and sustaining school-based health programs. Statewide changes have created provisions for schools to bill Medi-Cal and Commercial health agencies for services provided to students at school at no cost to students and families. The SCCOE has been tasked with the responsibility to act as the State lead in this area and this position will allow the organization to put systems in place that will assist Local Education Agencies (LEA) throughout the State.

Based on the concept of the classification and an audit of similar positions, to ensure a robust internal structure, the salary range for Director II – School Health Systems and Medical Billing is recommended at Range 14 of the Leadership Team salary schedule.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Director II - School Health Systems and Medical Billing	**LT - 14**	**$11,207.37-$14,303.68**	**BA**	**4 YRS**
Director II - Child Care Planning and Support	LT - 14	$11,207.37-$14,303.68	BA	5 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
    a. Director II - School Health Systems and Medical Billing
2. Recommend the following salary Range for the following classification:
    a. Director II - School Health Systems and Medical Billing, Range 14
3. Approval shall be effective December 14, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II - SCHOOL HEALTH SYSTEMS & MEDICAL BILLING

BASIC FUNCTION:

Under the direction of the Executive Director - Youth Health & Wellness, the Director II – School Health Systems & Medical Billing researches and develops programs and provides training related to financing and sustaining school-based health programs; works in partnership with managed care plans, the Department of Behavioral Health Services, other government agencies, and districts to support blending and braiding of funds to support sustainable care on school campuses; provides technical, specialized, consultative, advisory and planning services in the area of claims submission and reimbursement for health services; serves as a resource to program representatives and school districts; and serves as the Santa Clara County Office of Education (SCCOE) lead for grants or grant projects as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Responsible for directing and managing the operations of the School Health Systems team, including strategic planning, personnel management, program evaluation and development of policy recommendation.

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

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

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

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

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

Writes and manages Youth Health & Wellness grants as assigned.

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

on assigned task forces and committees.

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

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

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

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

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

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Medicaid System
CPT and ICD-10 coding and billing requirements for public programs and third-party payers.
LEA Medi-Cal Billing Options, commercial and private health plans.
Managed care organizations and plans.
Public school environments.
Training methods, program planning, adult learning, and group facilitation and dynamics.
Collecting and assembling data and navigating assigned software systems.
Budget preparation and control.
Technical aspects of field of specialty.
Oral and written communication skills.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Direct and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Speak and present to groups, facilitate meetings, training programs, and development discussions.
Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results.
Interpret, apply and explain rules, regulations, policies and procedures.

Operate a computer and assigned office equipment.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work. Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:
Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in public health, healthcare administration, business administration, finance, accounting or related field and four (4) years of increasingly responsible experience overseeing the administration of health programs, including medical billing, budget oversight, policy and the supervision of staff.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

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

Approved by Personnel Commission: December 14, 2022

Marisa Perry Date: 12/14/22
Director III – HR / Classified Personnel Services

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

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

BACKGROUND

The Professional Learning & Instructional Support Division proposes establishing the School Health Billing Specialist position to work in partnership with County Offices of Education (COE), Local Education Agencies (LEA), Managed Care Plans, the Department of Behavioral Health Services, and other government agencies to support the development of sustainable health and wellness systems of care within schools. This position will provide technical assistance, including coaching and training related to funding and sustaining school health programs. Statewide changes have created provisions for schools to bill Medi-Cal and Commercial health agencies for services provided to students at school at no cost to students and families. This position will allow SCCOE to assist LEAs and COEs in this area.

Based on the concept of the classification and an audit of similar positions, to ensure a robust internal structure, the salary range for School Health Billing Specialist is recommended at Range 8 of the Leadership Team salary schedule.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
School Health Billing Specialist	**LT - 8**	**$8,363.07 - $10,673.64**	**BA**	**3 YRS**
Senior Legislative and Policy Analyst	LT – 8	$8,363.07 - $10,673.64	BA	3 YRS
Supervisor - Child Care Resource & Referral	LT - 8	$8,363.07 - $10,673.64	BA	3 YRS
Supervisor - Tobacco Use Prevention Education	LT - 8	$8,363.07 - $10,673.64	BA	3 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
    a. School Health Billing Specialist
2. Recommend the following salary Range for the following classification:
    a. School Health Billing Specialist, Range 8
3. Approval shall be effective December 14, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL HEALTH BILLING SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, the School Billing Health Specialist works in partnership with County Offices of Education (COE), Local Education Agencies (LEA), managed care plans, the Department of Behavioral Health Services, and other government agencies, to support the development of sustainable health and wellness systems of care within schools; provides technical assistance including coaching and training related to funding and sustaining school health programs; provides technical, specialized, consultative, advisory and planning services in the area of school health systems and opportunities for leveraging and maximizing services through claims submission; serves as a resource to program representatives and school districts.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Designs and implements training and coaching programs for County Offices of Education, Districts, Schools and partner agencies related to participation in school-based medical billing programs, including, but not limited to, LEA Billing Option Program, School Medi-Cal Administrative Activities, managed care plan and commercial health plan billing.

Supports assigned educational agencies with developing and evaluating school-based health programs, billing processes and procedures; analyzes data, develops a strategic plan with short- and long-term goals focused on building capacity to establish and sustain revenue generating health programs on school campuses.

Provides training, support, and technical assistance to County Offices of Education and districts regarding becoming contracted vendors with commercial and Medi-Cal managed care plans.

Supports educational agencies in developing Memoranda of Understanding with partner agencies that address participation in claims submission, documentation, and data sharing of health information.

Supports with the identification, development, and coordination of health partnerships with Social Services, Behavioral Health Services, managed care plans, commercial health providers and other agencies.

Works with the Department of Health Care Services, the Department of Health & Human Services, managed care plans, County Behavioral Health Services, districts, and other organizations to develop referral pathways and closed-loop referral systems to increase coordination of care in order to maximize federal Medicaid reimbursements.

Collaborates with third party claims submission vendors to ensure the proper processing of claims and generation of revenue.

Answers all inquiries regarding school billing in a timely and accurate manner.

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

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

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

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

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
The Medicaid System
CPT and ICD-10 coding and billing requirements for public programs and third-party payers.
LEA Medi-Cal Billing Options, commercial and private health plans.
Managed care organizations and plans.
Public school environments.
Training methods, program planning, adult learning, and group facilitation and dynamics.
Collecting and assembling data and navigating assigned software systems.
Budget preparation and control.
Technical aspects of field of specialty.
Oral and written communication skills.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Research, develop, coordinate, implement and assess staff development in accordance with State mandates.
Provide technical, specialized, consultative, advisory, and planning services in assigned area.
Process and train others on the Medicaid System and claims submission processes.
Provide training on participation in various Medi-Cal programs.
Serve as a resource to program representatives and the SCCOE.
Coordinate large professional development institutes and conferences.
Communicate effectively both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.

LEADERSHIP TEAM COMPETENCIES:
Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in public health, healthcare administration, business administration, finance, accounting, or related field and three (3) years of increasingly responsible experience participating in Medi-Cal billing, claims submission or school finance. Completion of a medical billing and coding training program is preferred and can be substituted for one year of required experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Medical billing and coding certification (preferred).

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

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

Approved by Personnel Commission: December 14, 2022

Marisa Perry Date: 12/14/22
Director III – HR / Classified Personnel Services

AGENDA ITEM VI – E (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Education Program Analyst	11/03/22	OTBS	3	3
2	Technology Support Analyst	11/03/22	OTBS	8	7
3	Paraeducator - Opportunity Youth Academy	11/04/22	AIDES	2	2
4	Licensed Vocational Nurse	11/08/22	OTBS	1	1
5	Administrative Interpreter	11/08/22	OTBS	1	1
6	Administrative Data Technician	11/09/22	OTBS	8	7
7	Administrative Assistant III	11/10/22	OTBS	10	8
8	Community Engagement/Public Relations Specialist	11/15/22	OTBS	4	4
9	Payroll Services Specialist -Lead	11/16/22	OTBS	2	2
10	Licensed Vocational Nurse	11/29/22	OTBS	2	2
11	Specialized Physical Health Care (SPHC) Assistant	11/30/22	AIDES	3	3
12	Paraeducator - Special Education	12/02/22	AIDES	7	Unranked
13	Administrative Assistant IV	12/06/22	OTBS	10	8

AGENDA ITEM VI – F (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: November 9 to December 14, 2022
Report Date: 12/8/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6069	Accountant I/II	Internal Business Services	Kathy	Filled	11/28/22
2	5527	Administrative Assistant II	Employee Benefits	Alice	Filled	11/18/22
3	6075	Administrative Assistant III	Early Learning Services	Alice	Filled	12/22/22
4	6116	Administrative Assistant IV	Ridder Park	Alice	Filled	12/01/22
5	6094	Administrative Data Technician	Youth Health and Wellness	Yasmeen	Filled	12/12/22
6	6059	Administrative Data Technician	CCLA	Yasmeen	Filled	12/14/22
7	6107	Administrative Research Assistant	Early Care and Education Initiatives	Kathy	Filled	12/01/22
8	0740	Applications Systems Analyst	Business, Enterprise Systems Technologies	Yasmeen	Filled	11/29/22
9	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Marisa	Filled	12/15/22
10	6063	Associate Teacher - Restricted	Head Start/Wool Creek	Marisa	Filled	12/01/22
11	5619	Associate Teacher - Restricted	Early Learning Services / Foothill	Marisa	Filled	11/28/22
12	0003	Community Engagement/Public Relations Specialist	Media and Communications	Kathy	Filled	01/03/23
13	6082	Education Program Analyst	SELPA	Kathy	Filled	12/28/22
14	6026	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Filled	11/29/22
15	5741	Foster & Homeless Youth Services Specialist	Foster & Homeless Youth Services	Yasmeen	Filled	12/12/22
16	6125	Licensed Vocational Nurse	Carson	Marisa	Filled	12/09/22
17	5909	Outdoor Recreation Specialist	Environmental Education/ Walden West	Marisa	Filled	12/15/22
18	5157	Overnight Program Specialist	Walden West	Yasmeen	Filled	11/07/22
19	5880	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy / Conxion	Yolanda	Filled	12/19/22
20	5349	Payroll Services Specialist -Lead	Payroll Services	Yasmeen	Filled	12/14/22
21	0648	Print Support Technician	Print Services	Yolanda	Filled	12/01/22
22	0527	Print Support Technician	Print Services	Yolanda	Filled	12/01/22
23	3807	Specialized Physical Health Care (SPHC) Assistant	Special Education/ McCollam	Yolanda	Filled	11/09/22
24	3705	Technology Support Analyst	Technology Infrastructure & Support Services	Yasmeen	Filled	11/29/22
25	6034	Wellness Center Liaison	Youth Health and Wellness/ Leroy Anderson	Yolanda	Filled	11/29/22
26	6033	Wellness Center Liaison	Youth Health and Wellness/ Lakewood	Yolanda	Filled	12/13/22
27	6073	Administrative Assistant IV	Educator Preparation Programs	Alice	Certified	
28	6095	Administrative Data Technician	Youth Health and Wellness	Yasmeen	Certified	
29	5950	Administrative Interpreter	Special Education Administration	Marisa	Certified	
30	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Certified	
31	5916	Home Visiting Specialist - Lead	Early Learning Services	Yasmeen	Certified	
32	6126	Licensed Vocational Nurse	Special Education Administration	Marisa	Certified	
33	2856	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Testing/Orals	
34	3969	Accounting Technician/Accounting Technician, Senior	Internal Business Services	Kathy	Testing/Orals	
35	5840	Administrative Assistant II	iSTEAM	Alice	Testing/Orals	
36	5893	Administrative Assistant IV	Youth Health and Wellness/ Lakewood	Alice	Testing/Orals	
37	6128	Administrative Data Technician	School Climate, Leadership & Instruct. Services	Yasmeen	Testing/Orals	

Reporting Period: November 4 to December 14, 2022
Report Date: 12/8/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Marisa	Testing/Orals	
39	6067	Associate Teacher - Restricted	Head Start / Luther Burbank	Marisa	Testing/Orals	
40	6064	Associate Teacher - Restricted	Head Start / Anne Darling	Marisa	Testing/Orals	
41	6062	Associate Teacher - Restricted	Head Start / Lyndale	Marisa	Testing/Orals	
42	6060	Associate Teacher - Restricted	Head Start / Stonegate	Marisa	Testing/Orals	
43	2740	Associate Teacher - Restricted	Head Start / Wool Creek	Marisa	Testing/Orals	
44	2383	Associate Teacher - Restricted	Early Learning Services / Rouleau	Marisa	Testing/Orals	
45	0841	Classified Personnel Specialist I/II	Classified Personnel Services	Yolanda	Testing/Orals	
46	4812	Custodian	General Services/Gateway	Yolanda	Testing/Orals	
47	2942	Custodian	General Services	Yolanda	Testing/Orals	
48	6123	DevOps Engineer	Data and Analytics Development	Yasmeen	Testing/Orals	
49	6120	Educator Preparation Program Advisor	Educator Preparation Programs	Kathy	Testing/Orals	
50	2397	Environmental Education Specialist	Environmental Education/ Walden West	Kathy	Testing/Orals	
51	5551	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Testing/Orals	
52	4033	Grant Writer/Research Analyst, Senior	Grants, Partnerships, and Operations	Yasmeen	Testing/Orals	
53	6117	Graphic Designer	Media and Communications	Kathy	Testing/Orals	
54	6121	Manager - Strategy & Implementation	Office of the Superintendent	Marisa	Testing/Orals	
55	5810	Office Assistant II	Administrative Services	Alice	Testing/Orals	
56	0794	School Office Coordinator	Special Education/ McCollam	Alice	Testing/Orals	
57	3545	Specialized Physical Health Care (SPHC) Assistant	Special Education / Westmont	Yolanda	Testing/Orals	
58	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Testing/Orals	
59	2369	Teacher Assistant II	McKinley-State Preschool	Marisa	Testing/Orals	
60	6048	Wellness Center Liaison	Youth Health and Wellness/ Cupertino HS	Yolanda	Testing/Orals	
61	6035	Wellness Center Liaison	Youth Health and Wellness/ Leyva	Yolanda	Testing/Orals	
62	6068	Associate Teacher - Restricted	Head Start / Luther Burbank	Marisa	Hold	
63	6065	Associate Teacher - Restricted	Head Start / Foothill	Marisa	Hold	
64	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Hold	
65	5748	Administrative Research Assistant	Office of the Superintendent	Kathy	Repost	
66	2847	Director III - General Services	General Services	Marisa	Repost	
67	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
68	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
69	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
70	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
71	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
72	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
73	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
74	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	

Reporting Period: November 4 to December 14, 2022
Report Date: 12/8/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
75	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
76	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
77	5490	Manager - Risk and Liability	Risk Management	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education Reporting
Period: November 9, 2022 to December 14, 2022
Report Date: 12/9/2022

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6086	Paraeducator-Special Education	Moreland	Yolanda	Filled	12/05/22
2	5872	Paraeducator-Special Education	Valle Vista	Yolanda	Filled	12/02/22
3	5871	Paraeducator-Special Education	Nordwood Creek	Yolanda	Filled	11/23/22
4	3892	Paraeducator-Special Education	Gateway	Yolanda	Filled	12/02/22
5	3617	Paraeducator-Special Education	Santa Teresa	Yolanda	Filled	12/08/22
6	3583	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Filled	11/23/22
7	1388	Paraeducator-Special Education	Chandler Tripp	Yolanda	Filled	11/23/22
8	3639	Paraeducator-Special Education	Hester MS	Yolanda	Certified	
9	2160	Paraeducator-Special Education	Toyon	Yolanda	Certified	
10	0152	Paraeducator-Special Education	Blue Ridge***	Yolanda	Certified	
11	6112	Paraeducator-Special Education	Independence HS	Yolanda	Testing/Orals	
12	6085	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
13	6083	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
14	5905	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
15	4708	Paraeducator-Special Education	Oster	Yolanda	Testing/Orals	
16	4392	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
17	4390	Paraeducator-Special Education	Toyon***	Yolanda	Testing/Orals	
18	4379	Paraeducator-Special Education	Buchser	Yolanda	Testing/Orals	
19	4378	Paraeducator-Special Education	Chandler Tripp	Yolanda	Testing/Orals	
20	4367	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	
21	3894	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
22	3822	Paraeducator-Special Education	Carolyn Clark	Yolanda	Testing/Orals	
23	3701	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
24	3597	Paraeducator-Special Education	Santa Teresa	Yolanda	Testing/Orals	
25	3593	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
26	3572	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
27	3563	Paraeducator-Special Education	Piedmont Hills HS	Yolanda	Testing/Orals	
28	2850	Paraeducator-Special Education	Del Mar	Yolanda	Testing/Orals	
29	2510	Paraeducator-Special Education	Country Lane	Yolanda	Testing/Orals	
30	2067	Paraeducator-Special Education	Argonaut	Yolanda	Testing/Orals	
31	1947	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
32	1093	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Testing/Orals	
33	0728	Paraeducator-Special Education	Country Lane	Yolanda	Testing/Orals	
34	0654	Paraeducator-Special Education	Wilcox HS	Yolanda	Testing/Orals	
35	5938	Paraeducator-Special Education ASL	Oster	Yolanda	Testing/Orals	
36	4066	Paraeducator-Special Education ASL	Argonaut	Yolanda	Testing/Orals	
37	4763	Paraeducator-Special Education	Martin Murphy	Yolanda	Transfer Hotline	

AGENDA ITEM VI – G (NEW BUSINESS – ACTION)

PERSONNEL COMMISSION ANNUAL REPORT 2021 - 2022

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 the Annual Report for 2021 – 2022. A draft version of the Annual Report was presented at the November 2022 Personnel Commission meeting for Commissioner review. 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 Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission approve the Annual Report for 2021-2022.

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 Adams 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
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**

HIGHLIGHTS

- 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
Job Classifications			
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**

HIGHLIGHTS

- Classifications established during the 2021-2022 fiscal year.
  - 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

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
Applicant Appeals			
Filed/Received	0	0	0
Settled/Withdrawn	0	0	0
Forwarded to Commission	**0**	**0**	**0**
Examination Appeals			
Filed/Received	0	0	0
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**

HIGHLIGHTS

- 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.
- During the 2021-2022 fiscal year, no disciplinary appeal hearings were filed.

CLASSIFIED PERSONNEL SERVICES
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