

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #532
JANUARY 17, 2024, 10:00 A.M.
BOARD ROOM**

- I. CALL TO ORDER**
- II. ROLL CALL**
 - President – Rod Adams
 - Vice President – Nicholas Gervase
 - Member – Libby Spector
- III. ORGANIZATION OF THE COMMISSION FOR THE 2024 TERM**
- IV. OATH OF OFFICE – MS. LIBBY SPECTOR**
- V. APPROVAL OF AGENDA #532 – January 17, 2024..... ACTION**
- VI. APPROVAL OF MINUTES**
 - A. Regular Meeting #530 – November 8, 2023..... ACTION
- VII. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VIII. NEW BUSINESS**
 - A. Fawn Myers, Update on Classification and Compensation Study INFORMATION
 - B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Manager - Implementation and Compliance, LT –12
 - C. Approval / Ratification of Classification Specification Revision..... ACTION
 - a. Buyer
 - D. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
 - E. Monthly Vacancy Status Report INFORMATION
- IX. SECRETARY’S REPORT**
- X. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: February 14, 2024)**
- XI. ADJOURNMENT**

**PERSONNEL COMMISSION
REGULAR MEETING #530
NOVEMBER 8, 2023, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice President Rod Adams, Member	Marisa Perry Yasmeen Husain Alice Serrao Yolanda Anguiano Kathy Jalaan Shahana Shah

OTHERS PRESENT	
Larry Oshodi	Jessica Bonduris

III. APPROVAL OF AGENDA

MOTION #530-1: The Commission approved Agenda #530, November 8, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #530-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #530-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #529, October 11, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #530-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Retitling and Revision

MOTION #530-3: The Commission approved revising the classification specification and retitling the classification Educator Preparation Program Analyst to Program Analyst, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #530-3: carried unanimously.

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

MOTION #530-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #530, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #530-4: carried unanimously.

C. Monthly Vacancy Status Report – November 8, 2023

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

D. Personnel Commission Annual Report 2022-2023

MOTION #530-5: An Annual Report was prepared summarizing the activities of the Commission’s staff for the 2022-2023 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #530-5: carried unanimously.

VII. SECRETARY’S REPORT

Director Perry reported on the following:

- Classified Personnel Services continues to attend job fairs, including events at San Jose City College and West Valley College.
- Classified Personnel Services is collaborating with the Recruitment and Retention Team for outreach and materials.
- Alice Serrao, Executive Assistant, and Kathy Jalaan, Classified Personnel Specialist, attended the NEOGOV Conference in October and will share highlights with the team.
- Alice Serrao is mentoring two administrative staff participating in the Champions for Innovation program.
- Libby Spector will be sworn in for a new term at the next meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, December 13, 2023, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:21 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – INFORMATION)

INFORMATION RECEIVED UPDATE ON CLASSIFICATION AND COMPENSATION STUDY

BACKGROUND

In July 2023, the Santa Clara County Office of Education (SCCOE) contracted with School Employers Association of California (SEAC) to conduct a classification and compensation study which will also include a job description review process.

The purpose of the study is two-fold. First, to review employees' current job duties in comparison to their current job description. Secondly, to compare current employee salaries to those in comparable districts and county offices. After gathering this data, SEAC will present information to SCCOE for their consideration.

Below are the updates on the work that has already been completed or is in the process of being completed:

OSS Unit:

The first phase of the study was initiated with the OSS Unit, which has 19 classifications and, at the time of this report, 63 employees. In September 2023, job description surveys were sent to a random selection of employees in each classification within the unit. At the same time, the salary study was also initiated with comparable districts and other COEs designated by SEAC.

Initially, the emails that employees received from SEAC contained a cautionary alert which is automatically included for all emails received from external senders. Personnel Services worked with IT to remove this alert from the SEAC sender to minimize confusion or concern about employees accessing embedded links. Despite this adjustment, to date, there have been no responses from employees in the OSS unit to the job description surveys. It has been determined that moving forward, in order to encourage higher levels of participation, the job description surveys will be sent to all incumbents within a unit rather than a random sample of employees. Based on this, the job description surveys will be re-sent to all members of the OSS Unit following the completion of Phase 2, the study of the Paraeducator Unit.

A comparison of salaries for the OSS Unit to those in comparable districts has been completed and a draft of the report has been submitted by SEAC to SCCOE Leadership for review.

Paraeducator Unit:

Phase 2 of the study includes the Paraeducator Unit, which has 32 classifications and, at the time of this report, 603 employees. A communication was sent to all members of the unit on December 7, 2023, notifying them of the impending study and informing them that they will receive an email with a link to the job description survey and instructions. SEAC sent surveys on Friday, January 5. Supervisors have also received a communication from SCCOE asking that they encourage their team members to participate.

Concurrent with the classification surveys, SEAC will begin compiling a compensation study for the Paraeducator Unit.

This phase of the study will take approximately 4 months to complete.

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Educator Preparation Programs Department proposes establishing the Manager – Implementation and Compliance classification to plan, organize and manage the implementation and coordination of grant-funded programs and projects. The Educator Preparation Program Department has received multiple grants which require the implementation of multiple, and often overlapping, programs. This position will lead the oversight of these implementations to ensure compliance with State, Federal and grantor requirements.

Based on the concept of the classification, and an audit of similar positions and positions within the Division and SCCOE, to ensure a robust internal structure, the salary range for Manager – Implementation and Compliance is recommended at Range 12.

Classification	Range	Monthly Salary	Education	Experience
Assistant Director - Grants & Partnerships	LT - 14	\$ 12,944.52 - \$ 16,520.75	MA	5 YRS
Manager - Assessment & Accountability	LT - 12	\$11,741.06 - \$14,984.82	MA	3 YRS
Manager - Early Learning Initiatives	LT - 12	\$11,741.06 - \$14,984.82	MA	4 YRS
Manager - Implementation and Compliance	LT - 12	\$11,741.06 - \$14,984.82	MA	3 YRS
Manager- Program & Quality Assurance	LT - 12	\$11,741.06 - \$14,984.82	MA	4 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Manager – Implementation and Compliance
2. Recommend the following salary Range for the following classification:
 - a. Manager – Implementation and Compliance, LT – 12
3. Approval shall be effective January 17, 2024.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Manager - Implementation and Compliance

BASIC FUNCTION:

Under the direction of assigned supervisor, the Manager - Implementation and Compliance plans, develops, organizes, supports, implements, and monitors strategic grant-funded projects and programs; represents the Santa Clara County Office of Education (SCCOE) in various complex, multi-agency grant implementation projects in a technical and advisory capacity providing expert guidance and recommendations; performs project management and leads implementation through collaborative project leadership; supports the implementation of all components and services of assigned projects and programs; plans and oversees program monitoring and assessment activities; and supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Plans, organizes, and manages the implementation and coordination of grant-funded programs and projects; delegates project tasks to appropriate staff; manages grant implementation functions; oversees project and program monitoring and compliance activities and initiatives.

Ensures project activities and associated work plans meet established timelines, are within budget, and are in alignment with approved funding requirements.

Assures compliance with State and Federal regulations and codes related to project and program requirements; develops, revises, and prepares work plans for program self-assessment, monitoring, and tracking of project or program deliverables; performs and supports the evaluation, report writing, and mandated activities of the assigned projects or programs.

Collaborates with department leadership to manage complex projects; uses best practice project management methodologies to ensure the successful and timely delivery of activities; provides regular reports on project status to SCCOE leadership and project partners, as applicable.

Develops and implements project or program work plans, strategies, goals, and objectives aligned with priorities; ensures compliance for allowability of funds; supports in the formulation and development of policies, procedures, and programs.

Develops and implements monitoring and evaluation for projects; develops, revises, and prepares work plans for program self-assessment, monitoring, and tracking of project or program deliverables; performs and supports the evaluation, report writing, and mandated activities of the assigned projects or programs; identifies metrics and modes of data collection; identifies resources needed for projects.

Coordinates with multiple programs, program directors and partners; develops and maintains relationships with outside partners and agencies.

Establishes and maintains procedures for data management to effectively support the availability, usability, integrity, and security of data; implements and maintains an automated data accounting and record keeping system adequate for effective project and program oversight.

Participates in assigned meetings for the purpose of gathering and disseminating information related to pending projects and programs.

Develops, implements, and monitors budgets for projects to ensure project delivery within funding guidelines.

Establishes project and program goals and objectives, develops strategic project work plans, confers on major procedural changes and sensitive issues, builds consensus; exercises discretionary judgment in establishing priorities, resolving problems, analyzing trends, modifying procedures for positive results, and determining whether appropriate results are achieved; proposes corrective action needed and monitors its implementation to achieve desired outcomes.

Supports department staff with grant preparation, development, and submission in order to ensure alignment with blending and braiding multiple work plans and projects; manages activities and projects in support of grants, including collaboration with external partners.

Researches, synthesizes, and analyzes data, internal and external reports, trends, and project characteristics to support the program strategy, projects, and information needs of senior leadership; presents data, information, and analyses; makes program recommendations based on research findings; and composes narrative and statistical reports based on findings.

Oversees the department's project management system for all project and program planning, implementation, and monitoring; develops policies, procedures, and practices to ensure that all programs, budgets, and operations are aligned, improved, and tracked through a centralized software system.

Attends and conducts a variety of meetings with internal and external partners, including community leaders, government officials, stakeholders and others as needed; represents the department at various meetings, functions, conference calls, or other activities as required.

Provides consultation, technical expertise, information and assistance to department leadership and organizational leadership regarding assigned functions; communicates with other administrations, personnel, and organizations to coordinate activities and programs; resolves issues, conflicts, and exchanges information; provides counsel and guidance to colleagues in areas related to program and budget development, monitoring and evaluation, grant development, and other areas as needed.

Directs the preparation and maintenance of a variety of normative and statistical reports, records, and files related to assigned activities.

Participates in the preparation and monitoring of a diverse operations budget; applies and observes appropriate fiscal controls.

Supervises, directs and evaluates the performance of assigned staff; interviews and selects employees, and recommends transfer, reassignment, termination and disciplinary actions; trains employees in Office and department policies, procedures and activities.

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

Drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Applicable laws, statutes, codes, regulations, policies and procedures related to public education.

Rules, regulations, policies, procedures, contracts, and State and federal laws, codes, and regulations relating to public, private and philanthropic grant development, budgets, and implementation.

Project management methodologies.

Operations, policies, procedures, and objectives relating to SCCOE activities and operations.

Budget preparation and control.

Report and grant writing techniques and practices.

Grant funding and programs to support the strategic objectives of the County Office.

Research, planning, design, methodology, and analysis including qualitative and quantitative analysis.

Data analysis, synthesis, and control procedures, statistical, and narrative data analysis practices.

County Office internal grant submission and management practices.

County Office organization, policies, procedures, and objectives.

Policies and objectives of assigned program and activities.

Project management software and techniques.

Oral and written communication skills.

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

Record keeping and filing techniques.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Represent the County Office in various complex, multi-agency projects.

Perform project management.

Develop, implement, and monitor work plans.

Manage multiple projects simultaneously.

Track deliverables through high attention to detail.

Work well under deadlines.

Make effective decisions and resolve problems affecting complex and sensitive areas and situations.

Work strategically and collaboratively across programs and departments.

Compile and verify complex narrative and statistical data from a variety of sources.

Research, prepare, and write comprehensive narratives, statistical reports, and work plans.

Provide technical expertise and assistance to organizational leadership related to assigned functions. Provide strategic guidance to programs and leadership across the County Office regarding funding allowability and implementation.

Plan and set agendas, conduct meetings, and make effective presentations.

Effectively use project management, word-processing, database, and spreadsheet software applications in the course of assigned duties.

Direct and evaluate the performance of assigned staff.

Operate a computer, assigned systems and software, and assigned office equipment.

Communicate effectively both orally and in writing.

Manage and improve processes and workflow.

Meet schedules and timelines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.

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

Demonstrates emotional intelligence.

Models inclusive, effective, and authentic communication.

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

Builds and sustains positive, trusting relationships.

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in business administration, public administration, or a related field and three years of increasingly responsible related experience in project or program management, business management, or project monitoring. One year of work experience in a TK-12 public education setting is highly desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

Project Management Professional or equivalent certification is highly desired.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: January 17, 2024



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 1/17/24

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION
REVISION**

BACKGROUND

The Purchasing Services Department proposes the revision of the job description for the Buyer position. The proposed revisions include minor changes to language to reflect current practices, remove duties no longer performed and define the role of the Buyer as the administrator of the purchase card program, which was not explicitly stated. This job description was last updated in 2001.

Table 1 Summary Report

Classification	Revisions
Buyer	<ul style="list-style-type: none">• Revisions to duty statements

RECOMMENDATION

1. Approve the revision of the following classification:
 - a. Buyer
2. Approval shall be effective January 17, 2024

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Buyer

BASIC FUNCTION:

Performs responsible technical and clerical purchasing functions for the Santa Clara County Office of Education. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class participates in the timely and economic acquisition of a variety of supplies, services, and capital equipment as assigned. This job class requires initiative, accuracy, and attention to detail, organizational skills, and the ability to focus on multiple tasks.

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:

Reviews requisitions for the purchase of materials, supplies, equipment, and services, checking for proper authorization, complete descriptions, complete specifications, proper account allocation, availability of funds, and contacting appropriate department for further information as needed.

Creates, prepares, and processes purchasing documents, enters or edits purchase order data in purchasing requisition system as needed.

Confers with a variety of vendors regarding availability, costs, quality, quantity, and delivery of materials.

Prepares, issues, and monitors progress of purchase orders, assuring accuracy, following up on overdue orders, and reconciling delivered merchandise with purchase order.

Prepares, secures, and evaluates bids as assigned, tabulating and analyzing data and making award recommendations.

Confers with various departments, determining needs, creating bids and quotes, expediting orders and/or advising on products available.

Processes change/sub purchase orders, verifying proper authorization.

Meets and communicates with vendors, reviewing catalogues for information on new merchandise and new sources of supply, clarifying pricing, and confirming delivery as needed.

Responds to a variety of inquiries from program managers, staff, and vendors, confirming purchase orders, resolving discrepancies, and/or providing related information.

Assists programs in reviewing and resolving discrepancies in invoices, statements, or deliveries.

Assists in the development and establishment of purchasing policies and procedures, developing and maintaining related records.

Prepares, develops, and maintains a variety of correspondence, forms, and documents as well as routine and specialized reports relating to assigned functions.

Administers the purchase card program for the organization; processes and initiates a variety of related activities including new card requests, account holder change requests, generating monthly outstanding reports, issuing violation and/or revocation of cards, and other duties pertinent to the purchase card program; develops and maintains a system for reporting metrics related to the P-card program.

Operates standard office equipment, microcomputer hardware, software, and purchasing ordering information systems including, printers, fax machines, copiers, and calculator as well as word processing and spreadsheet programs.

Provides coverage for purchasing staff members, as needed.

OTHER DUTIES:

Performs other related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Basic purchasing principles, practices, and terminology.

Public procurement.

Record keeping practices and principles.

Office methods, practices, procedures and equipment

Microcomputer hardware and software including word processing and spreadsheet programs.

Proper English usage including grammar, punctuation, spelling, and sentence structure.

ABILITY TO:

Learn sources, types, and characteristics of materials and supplies needed by the County Office of Education.

Interpret and apply Education Code regulations applicable to purchasing and accounts payable.

Perform arithmetic calculations accurately and rapidly.

Operate standard office equipment including microcomputer, typewriter, calculator, copier, and fax machine.

Use on-line financial and purchasing systems as well as word processing and spreadsheet software application programs.

Understand and carry out directions independently.

Communicate effectively and tactfully in both oral and written form.

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

EDUCATION AND EXPERIENCE:

Generally, any combination of education and experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be, two years of college with major coursework in purchasing, business administration, accounting or a related field and during at least two years of increasingly responsible purchasing experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Personnel Commission Approval Date: 08/01/84

Revised: 06/25/85, 1/86, 04/01, 1/17/24



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 1/17/24

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

CLASS TITLE: ~~_____~~ Buyer

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES-BASIC FUNCTION:

~~_____~~ ~~To~~ ~~perform~~s responsible technical and clerical purchasing functions for the Santa Clara County Office of Education. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class participates in the timely and economic acquisition of a variety of supplies, services, and capital equipment as assigned. This job class requires initiative, accuracy, and attention to detail, organizational skills, and the ability to focus on multiple tasks.

REPRESENTATIVE DUTIES:TYPICAL 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:

Reviews requisitions for the purchase of materials, supplies, ~~and~~ equipment, ~~and services,~~ checking for proper authorization, complete descriptions, complete specifications, proper account allocation, availability of funds, and contacting appropriate department for further information as needed.

Creates, prepares, and processes purchasing documents, enters or edits purchase order data in purchasing requisition system as needed.

Confers with a variety of vendors regarding availability, costs, quality, quantity, and delivery of materials.

Prepares, issues, and monitors progress of purchase orders, assuring accuracy, following up on overdue orders, and reconciling delivered merchandise with purchase order.

Prepares, secures, and evaluates bids as assigned, tabulating and analyzing data and making award recommendations.

Confers with various departments, determining needs, creating bids and quotes, expediting orders and/or advising on products available.

Processes change/sub purchase orders, verifying proper authorization.

Meets and communicates with vendors, reviewing catalogues for information on new merchandise and new sources of supply, clarifying pricing, and confirming delivery as needed.

Responds to a variety of inquires from program managers, staff, and vendors, confirming purchase orders, resolving discrepancies, and/or providing related information

~~Assists programs in reviewing and resolving~~ ~~Reviews invoices and resolves~~ discrepancies in invoices, statements, or deliveries

~~Assists in warehouse inventory control, reviewing inventory records, calculating new prices and updating catalogues~~

Assists in the development and establishment of purchasing policies and procedures, developing and maintaining related records

Prepares, develops, and maintains a variety of correspondence, forms, and documents as well as routine and specialized reports relating to assigned functions

~~Administers~~ ~~Manage the purchase card program through Bank of America for the organization;~~ ~~processes and initiates a variety of related activities. This includes~~ new card requests, account holder change requests, generating monthly outstanding reports, issuing violation and/or revocation of cards, and other duties pertinent to the purchase card program ~~BofA Works program;~~ develops and maintains a system for reporting metrics related to the P-card program.

Operates standard office equipment, microcomputer hardware, software, and purchasing ordering information systems including, printers, fax machines, copiers, and calculator as well as word processing and spreadsheet programs

~~Provides coverage for p~~ Purchasing staff members, as needed

Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Basic purchasing principles, practices, and terminology.

~~Knowledge of P~~ public procurement ~~a plus.~~

Record keeping practices and principles

Office methods, practices, procedures and equipment

Microcomputer hardware and software including word processing and spreadsheet programs

Proper English usage including grammar, punctuation, spelling, and sentence structure

Ability to:

Learn sources, types, and characteristics of materials and supplies needed by the County Office of Education

Interpret and apply Education Code regulations applicable to purchasing and accounts payable

Perform arithmetic calculations accurately and rapidly.

Operate standard office equipment including microcomputer, typewriter, calculator, copier, and fax machine.

Use on-line financial and purchasing systems as well as word processing and spreadsheet software application programs.

Understand and carry out directions independently.

Communicate effectively and tactfully in both oral and written form.

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

EDUCATION AND EXPERIENCE

Generally, any combination of education and experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be, two years of college with major coursework in purchasing, business administration, accounting or a related field and during at least two years of increasingly responsible purchasing experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Personnel Commission Approval Date: 08/01/84

Revised: 06/25/85, 1/86, 04/01

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Administrative Data Technician	11/09/23	OTBS	11	6
2	Early Learning Services Specialist	11/16/23	OTBS	7	6
3	Paraeducator - Opportunity Youth Academy	11/16/23	AIDES	2	2
4	Student Services Specialist	11/28/23	OTBS	3	3
5	Manager - Youth Health and Wellness/ Community Schools	11/29/23	LT	5	5
6	Administrative Data Technician - Senior	12/05/23	OTBS	4	4
7	Maintenance Person I/II	12/06/23	OSS	9	4
8	Buyer	12/14/23	OTBS	5	5
9	Paraeducator - Special Education	12/15/23	AIDES	20	Unranked
10	Physical Therapist	01/10/24	OTBS	2	2
11	Education Preparation Program Advisor	01/11/24	OTBS	3	3

AGENDA ITEM VI – E (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report
 Reporting Period: November 8, 2023 - January 17, 2024
 Report Date: 1/11/2024

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6216	Administrative Assistant III	Education Preparation Programs	Alice	Filled	12/16/23
2	6299	Administrative Assistant IV	Youth Health & Wellness	Alice	Filled	12/21/23
3	5471	Administrative Assistant IV	Continuous Improvement & Accountability	Alice	Filled	12/12/23
4	6265	Administrative Data Technician	State & Federal Programs	Alice	Filled	01/09/24
5	6074	Administrative Data Technician - Senior	Foster and Homeless Youth	Alice	Filled	01/10/24
6	6705	Buyer -Senior	Purchasing Services	Yasmeen	Filled	11/20/23
7	0799	Credential Services Specialist I/II	Credential Services	Kathy	Filled	11/29/23
8	5997	Early Learning Services Specialist	Childcare, Planning, and Support - CPIN	Yasmeen	Filled	01/01/23
9	5292	Early Learning Services Specialist	Childcare, Planning, and Support - CPIN	Yasmeen	Filled	01/01/23
10	5656	Language Translator - English/Spanish	Public Affairs	Yolanda	Filled	12/22/23
11	1095	Manager - Credential Services	Credential Services	Yasmeen	Filled	12/04/23
12	6289	Manager - Youth Health and Wellness/Community Schools	Youth Health & Wellness	Yasmeen	Filled	01/02/24
13	6266	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Yolanda	Filled	12/26/23
14	2582	School Office Coordinator	Special Education/Seven Trees Elementary	Alice	Filled	12/20/23
15	3797	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Yolanda	Filled	01/01/23
16	0761	Staffing Specialist, Human Resources I/II	Resources Support Services	Yasmeen	Filled	01/22/24
17	6288	Student Services Specialist	Special Education	Kathy	Filled	01/01/23
19	6312	Supervisor - Human Resources	Personnel Services	Marisa	Filled	12/01/23
18	6248	Supervisor - Human Resources	Personnel Services	Marisa	Filled	12/20/23
20	5575	Teacher Assistant I	State Preschool/McKinley	Shahana	Filled	11/22/23
21	6300	Wellness Center Liaison	Youth Health & Wellness/Katherine Smith	Alice	Filled	12/19/23
22	5479	Buyer	Purchasing Services	Kathy	Certified	
23	4023	Maintenance Person I/II	General Services	Kathy	Certified	
24	6311	Administrative Assistant IV	Youth Health & Wellness	Yasmeen	Testing/Orals	
25	6295	Administrative Assistant IV	Educator Preparation Programs	Alice	Testing/Orals	
26	6294	Administrative Assistant IV	Educator Preparation Programs	Alice	Testing/Orals	
27	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Shahana	Testing/Orals	
28	5330	Associate Teacher - Restricted	Early Learning Services/Gilroy	Shahana	Testing/Orals	
29	4292	Associate Teacher - Restricted	Head Start/Gilroy	Shahana	Testing/Orals	
30	3706	Bus Driver	General Services	Shahana	Testing/Orals	
31	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Testing/Orals	
32	4031	Classified Personnel Specialist I/II (Bilingual/Biliterate Spanish Req)	Classified Personnel Services	Alice	Testing/Orals	
33	5448	Early Learning Services Site Monitor	Early Learning Services	Kathy	Testing/Orals	
34	6309	Education Preparation Programs Advisor	Education Preparation Programs	Kathy	Testing/Orals	
35	5668	Family and Provider Specialist - Bilingual Spanish	Early Learning Services	Yasmeen	Testing/Orals	
36	5666	Family and Provider Specialist - Bilingual Spanish	Early Learning Services	Yasmeen	Testing/Orals	
37	5659	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Testing/Orals	
38	6286	Paraeducator - Behavioral Assistant	Alternative Education	Yolanda	Testing/Orals	
39	2830	Physical Therapist	Special Education Administration	Shahana	Testing/Orals	
40	6315	Program Analyst	Youth Health & Wellness	Yasmeen	Testing/Orals	

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41	5411	Supervisor - Custodial Services	General Services	Kathy	Testing/Orals	
42	6202	Supervisor - Risk and Liability	Risk Management	Yasmeen	Testing/Orals	
43	5574	Teacher Assistant I	State Preschool/McKinley	Shahana	Testing/Orals	
44	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Testing/Orals	
45	2369	Teacher Assistant II	State Preschool/McKinley	Shahana	Testing/Orals	
46	5818	Administrative Data Technician	Youth Health & Wellness	Alice	Hold	
47	6163	Grant Writer/ Research Analyst, Associate	Grants, Partnerships, and Operations	TBD	Hold	
48	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Shahana	Hold	
49	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
50	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
51	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
52	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
53	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
54	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
55	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
56	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
57	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
58	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
59	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
60	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

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1	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2896	Paraeducator - Special Education	Santa Teresa HS	Yolanda	Filled	11/23/23
2	2403	Paraeducator-Special Education	Connect West	Yolanda	Filled	12/28/23
3	2510	Paraeducator-Special Education	Country Lane	Yolanda	Filled	12/13/23
4	2713	Paraeducator-Special Education	Connect West	Yolanda	Filled	12/28/23
5	3062	Paraeducator-Special Education	Carolyn Clark	Yolanda	Filled	12/28/23
6	3065	Paraeducator-Special Education	Seven Trees	Yolanda	Filled	12/13/23
7	3617	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Filled	12/29/23
8	3624	Paraeducator-Special Education	Piedmont Hills HS	Yolanda	Filled	12/29/23
9	3877	Paraeducator-Special Education	Norwood Creek	Yolanda	Filled	1/30/24
10	4367	Paraeducator-Special Education	Bagby	Yolanda	Filled	1/31/24
11	4706	Paraeducator-Special Education	Carolyn Clark	Yolanda	Filled	12/11/23
12	4708	Paraeducator-Special Education	McCollam	Yolanda	Filled	12/11/23
13	6085	Paraeducator-Special Education	Gateway	Yolanda	Filled	12/13/23
14	6152	Paraeducator-Special Education	Monta Vista	Yolanda	Filled	12/28/23
15	4066	Paraeducator-Special Education-ASL	Buchser	Yolanda	Filled	12/11/23
16	3909	Paraeducator- Special Education	Anne Darling Proper	Shahana	Filled	1/31/24
17	2227	Paraeducator-Special Education	Westmont HS	Yolanda	Certified	
18	3641	Paraeducator-Special Education	Silver Creek HS	Yolanda	Certified	
19	5927	Paraeducator-Special Education ASL	Chandler Tripp DHH	Yolanda	Certified	
20	2715	Paraeducator - Special Education	McCollam	Yolanda	Testing/Orals	
21	3664	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
22	3842	Paraeducator - Special Education	Hester	Yolanda	Testing/Orals	
23	4380	Paraeducator - Special Education	McCollam	Shahana	Testing/Orals	
24	4390	Paraeducator - Special Education	Norwood Creek	Yolanda	Testing/Orals	
25	6302	Paraeducator - Special Education	Gateway School	Shahana	Testing/Orals	
26	6303	Paraeducator - Special Education	Piedmont Hills HS	Yolanda	Testing/Orals	
27	0455	Paraeducator-Special Education	Martin Murphy	Yolanda	Testing/Orals	
28	1508	Paraeducator-Special Education	Saratoga	Yolanda	Testing/Orals	
29	4379	Paraeducator-Special Education	Buchser	Yolanda	Testing/Orals	
30	6132	Paraeducator-Special Education	Gateway	Yolanda	Testing/Orals	
31	5935	Paraeducator-Special Education ASL	Oster ASL	Yolanda	Testing/Orals	
32	6155	Paraeducator-Special Education ASL	Chandler Tripp Preschool DHH	Yolanda	Testing/Orals	
33	1426	Paraeducator-Special Education	Anne Darling Proper	Shahana	Transfer Hotline	
34	3576	Paraeducator-Special Education	Chandler Tripp - Preschool	Shahana	Transfer Hotline	
35	6151	Paraeducator-Special Education	Hester	Shahana	Transfer Hotline	
36	3179	Paraeducator-Special Education	Connect West	Yolanda	Transfer Hotline	
37	3556	Paraeducator-Special Education	Carolyn Clark	Yolanda	Transfer Hotline	

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38	3701	Paraeducator-Special Education	Del Mar	Yolanda	Transfer Hotline	
39	4067	Paraeducator-Special Education	Boeger	Yolanda	Transfer Hotline	
40	4763	Paraeducator-Special Education	Westmont HS	Yolanda	Transfer Hotline	
41	5926	Paraeducator-Special Education ASL	Oster	Yolanda	Transfer Hotline	
42	6283	Paraeducator-Special Education ASL	Oster	Yolanda	Transfer Hotline	
43	6284	Paraeducator-Special Education ASL	Leigh HS	Yolanda	Transfer Hotline	
44	6671	Paraeducator-Special Education ASL	Oster DHH	Yolanda	Transfer Hotline	
45	1581	Paraeducator-Special Education	Anne Darling Proper	Shahana	Transfer Hotline	
46	4372	Paraeducator-Special Education	Hester	Shahana	Transfer Hotline	