

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #526
JULY 12, 2023, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #526 – July 12, 2023ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #525 – June 14, 2023.....ACTION

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

VI. NEW BUSINESS

- A. Reallocation from Paraeducator – Special Education to Paraeducator – Early StartACTION
- B. Approval / Ratification of Establishing and / or Extending Eligibility ListsACTION
- C. Monthly Vacancy Status Report.....INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: August 9, 2023)

IX. ADJOURNMENT

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

**PERSONNEL COMMISSION
REGULAR MEETING #525
JUNE 14, 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 Shahana Shah

OTHERS PRESENT	
Dr. Mary Ann Dewan Larry Oshodi Stephanie Gomez	Niti Sharma Michelle Kjellesvig Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #525-1: The Commission approved Agenda #525, June 14, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #525-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #525-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #524, May 10, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #525-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Update on Intention to Conduct Classification and Compensation Study

Mr. Larry Oshodi shared that the School Employees Association of California (SEAC) will be conducting the classification and compensation study. Mr. Oshodi also shared the anticipated process, order, and timeline for the study.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #525-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #525-3: carried unanimously.

Classification

- **Principal Assistant to the County Superintendent, LT – Range 13**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #525-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #525-4: carried unanimously.

Classification

- **Paraeducator – Early Start, PARA – Range 37.0**

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #525-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #525-5: carried unanimously.

Classification

- **Supervisor – Human Resources, LT – Range 10**

E. Approval of Establishing Classification and Associated Classification Specification

MOTION #525-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #525-6: carried unanimously.

Classification

- **Supervisor – Purchasing Services, LT – Range 10**

F. Approval of Classification Specification Retitling, Revision and Reallocation

MOTION #525-7: The Commission approved revising the classification specification, range modification and retitling the classification Director II – School Health Systems & Medical Billing to Director III – School Health Systems & Medical Billing, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #525-7: carried unanimously.

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

MOTION #525-8: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #525, moved by Mr. Mr. Nicholas Gervase, and seconded by Rod Adams.

MOTION #525-8: carried unanimously.

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

H. Monthly Vacancy Status Report – June 14, 2023

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

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- The Paraeducator Bid Board was held on June 5, 2023, and 30 paraeducator positions were filled.
- Classified Personnel Services launched a jobs bulletin to proactively reach out to candidates with regular updates regarding open positions.
- Alice Serraoon hosted an administrative assistants' meet-and-greet to bring administrative staff together and provide support.
- Site visits were held at a wellness center and the South County Annex. A site visit is also scheduled for Osborne (Alternative Education).
- Hearing for the appeal received by the commission is confirmed for July 14, 2023, at 10:00 a.m.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, July 12, 2023, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:45 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

REALLOCATION FROM PARAEDUCATOR – SPECIAL EDUCATION TO PARAEDUCATOR – EARLY START

BACKGROUND

The Paraeducator – Early Start position was established to differentiate the work environment and travel requirements of Paraeducators working in the Early Start program.

It is proposed to reallocate the employees listed below to the Paraeducator – Early Start classification. The listed employees are currently assigned to the Early Start Program and are performing the duties outlined in the classification specification for the Paraeducator – Early Start position.

This reallocation will not result in a change in salary, nor will they have to serve probation if they have already passed probation in the Paraeducator – Special Education position.

Table 1 Summary Report

PC#	Employee Name	Current Classification	Range	Title After Reallocation	Range
2498	Cindy Padilla	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0199	Donna Zappia	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
3825	Heng Taina	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
3156	Janice Richason	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0217	Marieta Arriola	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
2806	Martha “Cynthia” Rojas	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0350	Nora Lorenzo	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
2231	Socorro Pastor	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0457	Sonia Chavez	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0

RECOMMENDATION

1. Approve the reallocation of the employees listed in ‘Table 1 Summary Report’
 - a. Reallocation to Paraeducator – Early Start
2. Approval shall be effective July 12, 2023

AGENDA ITEM VI – B (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	Accountant I/II	06/08/23	OTBS	3	3
2	Student Data Specialist	06/13/23	OTBS	3	3
3	Administrative Accounting Assistant	06/14/23	OTBS	9	6
4	Supervisor - Maintenance & Operations	06/27/23	LT	4	4
5	Paraeducator - Special Education	06/28/23	AIDES	12	Unranked

AGENDA ITEM VI – C (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: June 16, 2023 to July 12, 2023
Report Date: 7/7/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6069	Accountant I/II	Internal Business Services	Yolanda	Filled	06/30/23
2	0744	Applications Systems Analyst	Applications, Business and Web Development	Yasmeen	Filled	07/04/23
3	3546	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Yolanda	Filled	07/20/23
4	5282	Student Data Specialist	Data Services	Yasmeen	Filled	07/11/23
5	4222	Supervisor - Maintenance & Operations	General Services	Kathy	Filled	07/20/23
6	5631	Teacher Assistant II	Early Learning Services/Educare	Marisa	Filled	07/01/23
7	5630	Teacher Assistant II	Early Learning Services/Educare	Marisa	Filled	07/01/23
8	5573	Teacher Assistant II	Early Learning Services/Christopher SP	Marisa	Filled	07/01/23
9	5572	Teacher Assistant II	Early Learning Services/Dahl SP	Marisa	Filled	07/01/23
10	5571	Teacher Assistant II	Early Learning Services/Christopher SP	Marisa	Filled	07/01/23
11	5104	Teacher Assistant II	Early Learning Services/Dahl SP	Marisa	Filled	07/01/23
12	5044	Teacher Assistant II	Early Learning Services/Educare	Marisa	Filled	07/01/23
13	5043	Teacher Assistant II	Early Learning Services/Educare	Marisa	Filled	07/01/23
14	5042	Teacher Assistant II	Early Learning Services/Educare	Marisa	Filled	07/01/23
15	5041	Teacher Assistant II	Early Learning Services/Educare	Marisa	Filled	07/01/23
16	2733	Teacher Assistant II	Early Learning Services/McKinley	Marisa	Filled	07/01/23
17	6205	Administrative Accounting Assistant	Internal Business Services	Yolanda	Certified	
18	5531	Administrative Assistant IV	Grants, Partnerships, and Operations	Alice	Certified	
19	0833	School Office Coordinator	Special Education/ McCollam	Alice	Certified	
20	6216	Administrative Assistant III	Educator Preparation Progrmas	Alice	Testing/Orals	
21	5857	Administrative Research Assistant	Office of the Superintendent	Alice	Testing/Orals	
22	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Shahana	Testing/Orals	
23	5322	Associate Teacher - Restricted	Rouleau State Preschool	Shahana	Testing/Orals	
24	2740	Associate Teacher - Restricted	Wook Creek	Shahana	Testing/Orals	
25	6231	College Liaison	Osborne/ Secure Track	Yolanda	Testing/Orals	
26	0799	Credential Services Specialist I/II	Credential Services	Kathy	Testing/Orals	
27	6111	Human Resources Specialist I/II	Employment Services	Yolanda	Testing/Orals	
28	6229	Manager - Claims and Reimbursement (Remote)	Youth Health & Wellness	Kathy	Testing/Orals	
29	6208	Manager - School Health Systems (Remote)	Youth Health & Wellness	Yasmeen	Testing/Orals	
30	6230	Principal Assistant to the Superintendent	Office of the Superintendent	Marisa	Testing/Orals	
31	5525	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
32	5603	Research Analyst, Senior	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
33	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Testing/Orals	
34	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Testing/Orals	
35	2369	Teacher Assistant II	McKinley-State Preschool	Shahana	Testing/Orals	
36	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold	
37	6123	DevOps Engineer	Data and Analytics Development	Yasmeen	Hold	
38	6163	Grant Writer/ Research Analyst, Associate	Grants, Partnerships, and Operations	TBD	Hold	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: June 16, 2023 to July 12, 2023
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39	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Shahana	Hold	
40	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
41	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
42	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
43	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
44	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
45	2060	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
46	1023	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
47	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
48	0933	Education Interpreter I/II	Special Education/ Oster	Yasmeen	Repost	
49	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
50	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0123	Paraeducator-Special Education	Sierramont	Yolanda	Certified	
2	0344	Paraeducator-Special Education	Foothill Preschool	Yolanda	Certified	
3	0713	Paraeducator-Special Education	Sierramont	Yolanda	Certified	
4	1599	Paraeducator-Special Education	Connect West	Yolanda	Certified	
5	2069	Paraeducator-Special Education	Sierramont	Yolanda	Certified	
6	3057	Paraeducator-Special Education	Moreland	Yolanda	Certified	
7	3058	Paraeducator-Special Education	Sierramont	Yolanda	Certified	
8	3617	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Certified	
9	3625	Paraeducator-Special Education	Independence	Yolanda	Certified	
10	3673	Paraeducator-Special Education	Orchard	Yolanda	Certified	
11	3891	Paraeducator-Special Education	Wilcox HS	Yolanda	Certified	
12	5903	Paraeducator-Special Education	Connect West	Yolanda	Certified	
13	3648	Paraeducator-Special Education-ASL	Leigh HS	Yolanda	Testing/Orals	
14	4066	Paraeducator-Special Education-ASL	Buchser	Yolanda	Testing/Orals	
15	5927	Paraeducator-Special Education-ASL	Oster	Yolanda	Testing/Orals	
16	5934	Paraeducator-Special Education-ASL	Dartmouth	Yolanda	Testing/Orals	
17	5995	Paraeducator-Special Education-ASL	Oster	Yolanda	Testing/Orals	
18	6155	Paraeducator-Special Education-ASL	Oster	Yolanda	Testing/Orals	
19	5938	Paraeducator-Special Education ASL	Oster	Yolanda	Transfer Hotline	
20	2625	Paraeducator-Special Education	Carolyn Clark	Yolanda	HOLD	