

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #529
OCTOBER 11, 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 #529 – October 11, 2023** ACTION
- IV. APPROVAL OF MINUTES**
 - A. Regular Meeting #528 – September 20, 2023 ACTION
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. NEW BUSINESS**
 - A. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
 - B. Monthly Vacancy Status Report INFORMATION
 - C. Personnel Commission Annual Report 2022-2023 (First Draft) INFORMATION
- VII. SECRETARY’S REPORT**
- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: November 8, 2023)**
- IX. ADJOURNMENT**

**PERSONNEL COMMISSION
REGULAR MEETING #528
SEPTEMBER 20, 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 Shahana Shah

OTHERS PRESENT	
Larry Oshodi Stephanie Gomez Alberto Verduzco Corrine Frese	James Howarth Sandra Fakaosi Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #528-1: The Commission approved Agenda #528, September 20, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #528-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #528-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #527, August 9, 2023, and the Minutes for the Special Meeting #77, August 18, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #528-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-3: carried unanimously.

Classification

- **Assistant Director – Grants & Partnerships, LT – Range 14**

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #528-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-4: carried unanimously.

Classification

- **Manager – Youth Health & Wellness/Community Schools, LT – Range 11**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #528-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-5: carried unanimously.

Classification

- **Grant Writer/Research Analyst Specialist, OTBS – Range 49.5**

D. Approval of Classification Specification Retitling and Revision

MOTION #528-6: The Commission approved revising the classification specification and retitling the classification Paraeducator – Intervention to Paraeducator – Program Support, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-6: carried unanimously.

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

MOTION #528-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #528, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-7: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Manager - Claims and Reimbursement	08/08/23	LT	3	3
2	Supervisor - Purchasing Services	08/22/23	OTBS	3	3
3	Supervisor - Transportation Services	08/23/23	LT	2	2
4	Quality Systems Program Coordinator	08/29/23	OTBS	3	3
5	Paraeducator - Special Education	09/13/23	AIDES	21	Unranked

F. Monthly Vacancy Status Report – September 20, 2023

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

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- SEIU has notified Director Perry of their intent to reappoint Libby Spector to the Personnel Commission. The reappointment is scheduled to be ratified at the Board Meeting on October 4, 2023.
- Yasmeen Husain and Alice Serrao are scheduled to attend the NEOGOV User Conference in October 2023.
- Annual Retreat for the Classified Personnel Services department will be held on September 21, 2023.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, October 11, 2023, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:35 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (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	09/13/23	OTBS	5	4
2	Associate Teacher - Restricted	09/19/23	AIDES	2	2
3	Paraeducator - Special Education	09/25/23	AIDES	12	Unranked
4	Administrative Assistant IV	09/26/23	OTBS	15	11
5	Facilities Maintenance and Construction Coordinator	09/28/23	OTBS	2	2
6	Principal Assistant to the Superintendent	09/29/23	LT	3	3

AGENDA ITEM VI – B (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: September 20, 2023 - October 11, 2023
 Report Date: 10/5/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6247	Administrative Data Technician	Grants, Partnerships, and Operations	Alice	Filled	10/18/23
2	5621	Associate Teacher - Restricted	Headstart/Chandler Tripp	Shahana	Filled	10/13/23
3	6273	Research Analyst, Associate	Integrated Data, Research and Evaluation	Kathy	Filled	11/06/23
4	6149	School Health Billing Specialist	Youth Health & Wellness	Yasmeen	Filled	10/11/23
5	4785	Specialized Physical Health Care (SPHC) Assistant	Special Education/Gateway	Yolanda	Filled	10/11/23
6	1625	Teacher Assistant II	State Preschool - Christopher	Shahana	Filled	10/11/23
7	6285	Accounting Specialist I/II	District Business Advisory Services	Yasmeen	Certified	
8	6270	Administrative Assistant IV	Youth Health & Wellness	Alice	Certified	
9	6265	Administrative Data Technician	State & Federal Programs	Alice	Certified	
10	5551	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Certified	
11	5742	Foster and Homeless Youth Services Specialist	Foster and Homeless Youth Educational Services	Kathy	Certified	
12	6230	Principal Assistant to the Superintendent	Office of the Superintendent	Marisa	Certified	
13	4346	Associate Teacher - Restricted	Headstart/Glenview	Shahana	Testing/Orals	
14	5997	Early Learning Services Specialist	Childcare, Planning, and Support - CPIN	Shahana	Testing/Orals	
15	5292	Early Learning Services Specialist	Childcare, Planning, and Support - CPIN	Shahana	Testing/Orals	
16	1095	Manager - Credential Services	Credential Services	Yasmeen	Testing/Orals	
17	2830	Physical Therapist	Special Education Administration	Shahana	Testing/Orals	
18	3590	Specialized Physical Health Care (SPHC) Assistant	Special Education/Mcollam	Yolanda	Testing/Orals	
19	4042	Staffing Specialist, Human Resource I/II	Resources Support Services	Yolanda	Testing/Orals	
20	6248	Supervisor - Human Resources	Personnel Services	Yasmeen	Testing/Orals	
21	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Testing/Orals	
22	1101	Supervisor - Transportation Services	Transportation Services	Shahana	Testing/Orals	
23	5575	Teacher Assistant I	State Preschool/McKinley	Shahana	Testing/Orals	
24	5574	Teacher Assistant I	State Preschool/McKinley	Shahana	Testing/Orals	
25	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Testing/Orals	
26	2369	Teacher Assistant II	State Preschool/McKinley	Shahana	Testing/Orals	
27	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold	
28	0799	Credential Services Specialist I/II	Credential Services	Kathy	Hold	
29	6123	DevOps Engineer	Data and Analytics Development	Yasmeen	Hold	
30	6163	Grant Writer/ Research Analyst, Associate	Grants, Partnerships, and Operations	TBD	Hold	
31	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Shahana	Hold	
32	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
33	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
34	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
35	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
36	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
37	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
38	2060	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
39	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
40	1016	Education Interpreter I/II	Special Education/Leigh High	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report
Reporting Period: September 20, 2023 - October 11, 2023
Report Date: 10/5/2023

41	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
42	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
43	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: September 20, 2023 - October 11, 2023
 Report Date: 10/5/2023

Vacancy Status Report
 Paraeducator – Special Education
 Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2106	Paraeducator-Special Education	Carolyn Clark	Yolanda	Filled	10/18/23
2	2454	Paraeducator-Special Education	Piedmont Hills HS	Yolanda	Filled	10/18/23
3	3891	Paraeducator-Special Education	Gateway	Yolanda	Filled	10/18/23
4	3909	Paraeducator-Special Education	Anne Darling Proper	Yolanda	Filled	10/11/23
5	3910	Paraeducator-Special Education	Seven Trees	Yolanda	Filled	10/11/23
6	0605	Paraeducator-Special Education	Country Lane	Yolanda	Certified	
7	1388	Paraeducator-Special Education	Chandler Tripp	Yolanda	Certified	
8	2227	Paraeducator-Special Education	Westmont HS	Yolanda	Certified	
9	2510	Paraeducator-Special Education	Country Lane	Yolanda	Certified	
10	2713	Paraeducator-Special Education	Connect West	Yolanda	Certified	
11	2715	Paraeducator-Special Education	McCollam	Yolanda	Certified	
12	2850	Paraeducator-Special Education	Carson	Yolanda	Certified	
13	2892	Paraeducator-Special Education	Carson	Yolanda	Certified	
14	3619	Paraeducator-Special Education	Hubbard	Yolanda	Certified	
15	3877	Paraeducator-Special Education	Norwood Creek	Yolanda	Certified	
16	4372	Paraeducator-Special Education	Independence	Yolanda	Certified	
17	4763	Paraeducator-Special Education	Westmont HS	Yolanda	Certified	
18	5926	Paraeducator-Special Education ASL	Oster	Yolanda	Testing/Orals	
19	5927	Paraeducator-Special Education ASL	Chandler Tripp DHH	Yolanda	Testing/Orals	
20	6283	Paraeducator-Special Education ASL	Oster	Yolanda	Testing/Orals	
21	6284	Paraeducator-Special Education ASL	Leigh HS	Yolanda	Testing/Orals	
22	6671	Paraeducator-Special Education ASL	Oster DHH	Yolanda	Testing/Orals	
23	4066	Paraeducator-Special Education-ASL	Buchser	Yolanda	Testing/Orals	
24	2403	Paraeducator-Special Education	Connect West	Yolanda	Transfer Hotline	
25	2425	Paraeducator-Special Education	Moreland	Yolanda	Transfer Hotline	
26	3417	Paraeducator-Special Education	Moreland	Yolanda	Transfer Hotline	
27	3606	Paraeducator-Special Education	McCollam	Yolanda	Transfer Hotline	
28	3893	Paraeducator-Special Education	Anne Darling	Yolanda	Transfer Hotline	
29	4383	Paraeducator-Special Education	Fischer	Yolanda	Transfer Hotline	
30	4708	Paraeducator-Special Education	McCollam	Yolanda	Transfer Hotline	
31	6152	Paraeducator-Special Education	Monta Vista	Yolanda	Transfer Hotline	

AGENDA ITEM VI – C (NEW BUSINESS – INFORMATION)

PERSONNEL COMMISSION ANNUAL REPORT 2022-2023

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is a draft of the Annual Report for 2022-2023, for Commissioner review. The final version of the Annual Report will be presented at the November 2023 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment, and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the draft Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission review the Annual Report draft for 2022-2023, for approval at the November 2023 Personnel Commission meeting.

OPENING STATEMENT

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2022-2023 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.

- **Libby Spector, 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.

- **Nicholas R. Gervase, Vice 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.

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

Commissioner Martin was originally seated on the Commission in December 2021. His current term expires in December 2025.

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 / Alice Serraon
- Classified Personnel Specialist II: Yolanda Anguiano
- Classified Personnel Specialist II: Kathy Jalaan
- Classified Personnel Specialist I: Shahana Shah

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, 2022 – June 30, 2023

	2020/ 2021	2021/ 2022	2022/ 2023	HIGHLIGHTS
Classified Service				
Classified Employees	1,063	1,064	1,128	
Examinations				
Position Postings	75	122	140	
Applications Received	1,913	3,079	4,102	
Examinations	104	199	204	
Eligibility Lists	70	116	127	
Positions Filled				
New Hires	55	173	155	
Promotions	23	37	49	
Reemployment	10	5	7	
Reinstatements	0	3	2	
Transfers (Lateral)	7	138	160	
Demotions	2	3	3	
Total Positions Filled	97	359	376	
Other Status Changes				
Alternate Class Series Changes	9	3	30	
Separations				
Resignations	38	88	55	
Retirements	23	30	30	
Released/Termination	2	6	6	
Layoffs/Reemployment List	12	10	1	
Total Separations	78	140	92	

- We continue to see an increase in recruitment activity with the number of postings up 13% from the previous year.
- Increased outreach efforts, including expanding our postings to various job boards, appear to have been successful with a 25% increase in the number of applications received.
- Every application received requires CPS staff to review, analyze, and collect information, as well as communication to applicants and responding to inquiries.
- SCCOE continues to be successful in promoting from within, with 49 employees promoting during the year.

JOB CLASSIFICATION

POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2022 – June 30, 2023

	2020/ 2021	2021/ 2022	2022/ 2023	HIGHLIGHTS
Job Classifications				
Paraprofessionals	26	29	31	<ul style="list-style-type: none"> • Classifications established during the 2022-2023 fiscal year. <ul style="list-style-type: none"> ● Administrative Accounting Assistant ● DevOps Engineer ● Director II – School Health Systems & Medical Billing ● Education Preparation Program Advisor ● Environmental Education Garden Specialist ● EPP Financial Analyst ● Manager – Claims and Reimbursement ● Manager – Grants and Partnerships ● Manager – School Health Systems ● Manager – School Wellness Programs ● Migrant Education Program Recruiter – Lead ● Paraeducator – Early Start ● Principal Assistant to the County Superintendent ● Quality Systems Program Coordinator ● School Health Billing Specialist ● School Health Systems Specialist ● Senior Legislative and Policy Analyst ● Supervisor – Human Resources ● Supervisor – Inclusion Collaborative Operations ● Supervisor – Payroll Services ● Supervisor – Purchasing Services ● Supervisor – Risk and Liability ● Supervisor - SELPA
Clerical/Technical (OTBS)	138	156	161	
Management/Confidential	77	77	92	
Service Workers (OSS)	18	18	19	
Total Job Classifications	259	280	303	
Class Changes				
Classes Added	13	14	23	
Classes Eliminated	0	0	2	
Classes Revised	13	19	14	
Total Job Class Changes	26	33	39	
Position Studies				
Positions Reallocated/Reclassified	1	3	2	
Positions Under Study	0	0	0	
Total Positions Studied	1	3	2	

COMMISSION ADMINISTRATION

APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2022 – June 30, 2023

	2020/ 2021	2021/ 2022	2022/ 2023	HIGHLIGHTS	
Applicant Appeals					
Filed/Received	0	0	0	<ul style="list-style-type: none"> During the 2022-2023 fiscal year, there were no applicant appeals filed. Additionally, during the 2022-2023 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service. 	
Settled/Withdrawn	0	0	0		
Forwarded to Commission	0	0	0		
Examination Appeals					
Filed/Received	0	0	0		
Settled/Withdrawn	0	0	0		
Forwarded to Commission	0	0	0		
Disciplinary Hearings					
Filed/Received	0	0	1		
Settled/Withdrawn	0	0	0		
Forwarded to Commission	0	0	1		

CLASSIFIED PERSONNEL SERVICES
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