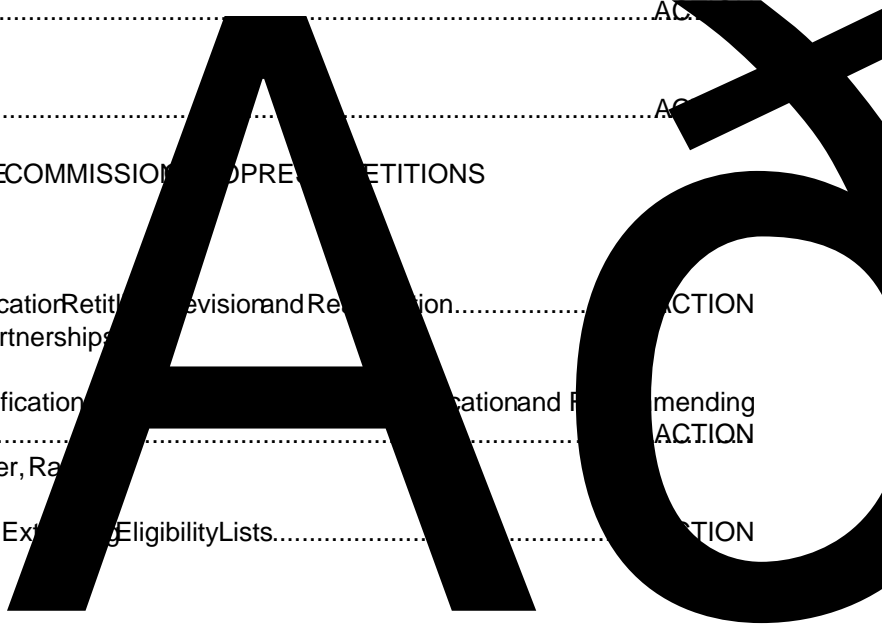




PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #509
FEBRUARY 9, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING
<https://sccoe.zoom.us/j/97856819122>
DIAL IN NUMBER: 669 900 6833
MEETING ID: 978 568 1912

- I. CALL TO ORDER
- II. ROLL CALL
 - President – Nicholas Gervase
 - Vice President – Libby Spector
 - Member – Rod Adams
- III. APPROVAL OF AGENDA #509 – February 9, 2022..... ACTION
- IV. APPROVAL OF MINUTES
 - A. Regular Meeting #508 – January 12, 2022..... ACTION
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION ON PRESENT PETITIONS
- VI. NEW BUSINESS
 - A. Approval/ Ratification of Classification Specification Retitle, Revisor and Reclassification..... ACTION
 - a. Director II – Grants & Partnerships..... ACTION
 - B. Approval/ Ratification of Establishing Classification, Salary Range and Promoting..... ACTION
 - a. Administrative Interpreter, RA..... ACTION
 - C. Approval/ Ratification of Establishing and/ or Extending Eligibility Lists..... ACTION
 - D. Monthly Vacancy Status



NOTE: This agenda will be posted on all County Office of Education bulletin boards. Additional information regarding 180 reserve items to receive issues which are brought to the Commission for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.

PERSONNEL COMMISSION
REGULAR MEETING #508
JANUARY 12, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING

Classification

- Staffing Specialist, Human Resources I/II, Range 43.0 / 46.0

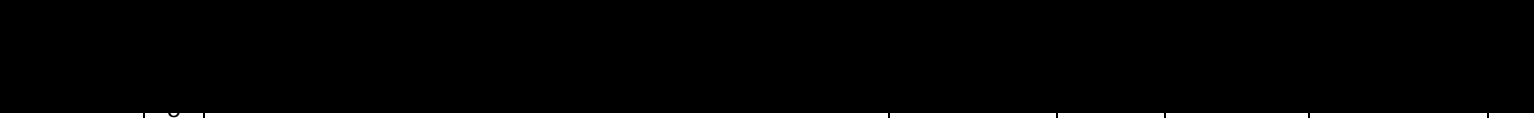
Marisa Perry provided information regarding the education and experience requirements and equivalency. President Gervase commented on the reclassification request and process. Director Perry provided in-depth detail of key classification duties and evolution of the position. Discussion ensued.

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

MOTION #508-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #508, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #508-4: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF	NUMBER OF
1					
2					



AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION RETITLING, REVISION AND REALLOCATION**

BACKGROUND

The Office of the Superintendent proposes revising the Director II – Grants and Partnerships job description to add duties related to operational policies, processes, and procedures and to reflect the level of support this position gives to programs post-grant award. The Director II – Grants and Partnerships position, established in 2019, has brought millions of dollars in grant funds and contracts to the Office, and the added duties will allow for the increased cultivation and engagement of potential donors, as well as ensure the necessary framework is in place to support the ongoing support and management of grants and contracts that have been awarded as well as support the expansion and maintenance of partnerships.

To better align this position with other positions of similar levels of organizational impact and responsibility, and to reflect added duties and responsibilities, the Office of the Superintendent proposes the retitling of the position from Director II – Grants and Partnerships to Director – Grants, Partnerships and Operations, as well as the reallocation of the position from Range 14.0 to Range 16.0.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">Director II – Grants & Partnerships	<ul style="list-style-type: none">Retitle to Director – Grants, Partnerships & OperationsDuty modification updateRange reallocation from 14.0 to 16.0

Director – Grants, Partnerships &



Direct and evaluate the performance of assigned staff.
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.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
Commitment to promoting and supporting an environment of equity, diversity, inclusion, and partnership.

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 from an accredited college or university in public administration, research and development, educational planning, or related field, or equivalent, and seven years of increasingly responsible and complex work experience directly relevant to the position.

LICENSES AND OTHER REQUIREMENTS:

Eligible for a 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.



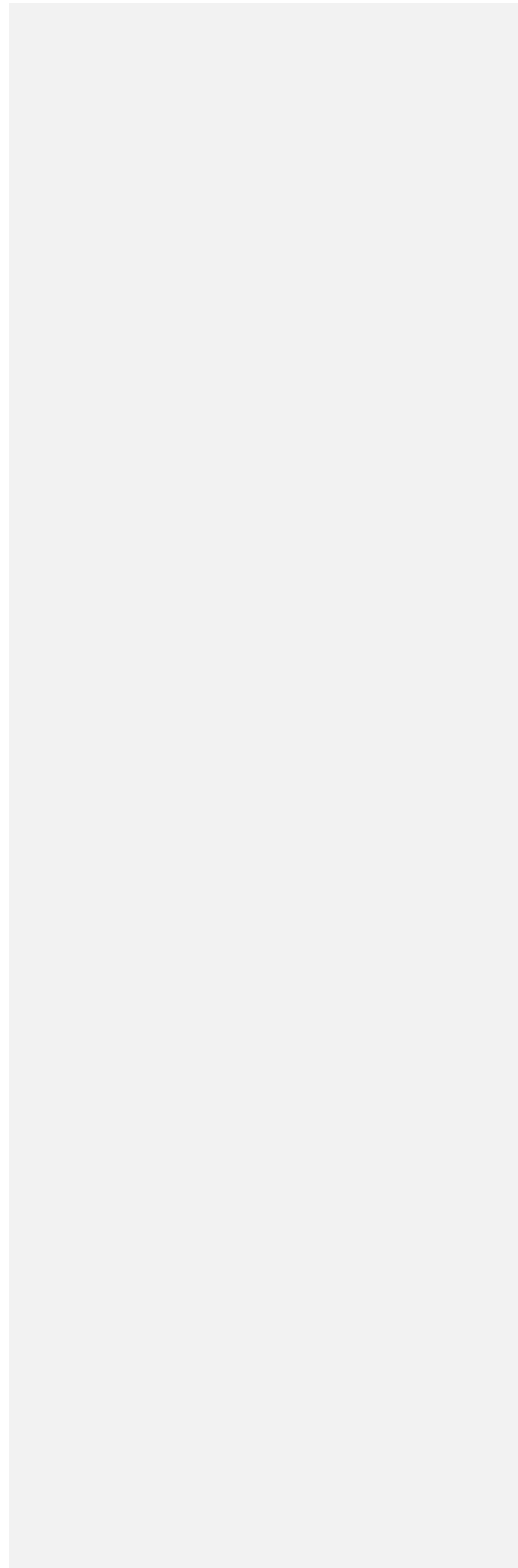
Approved by the Personnel Commission: April 10, 2019
Revised: 2/9/22

Marisa Perry
Director III – HR / HR

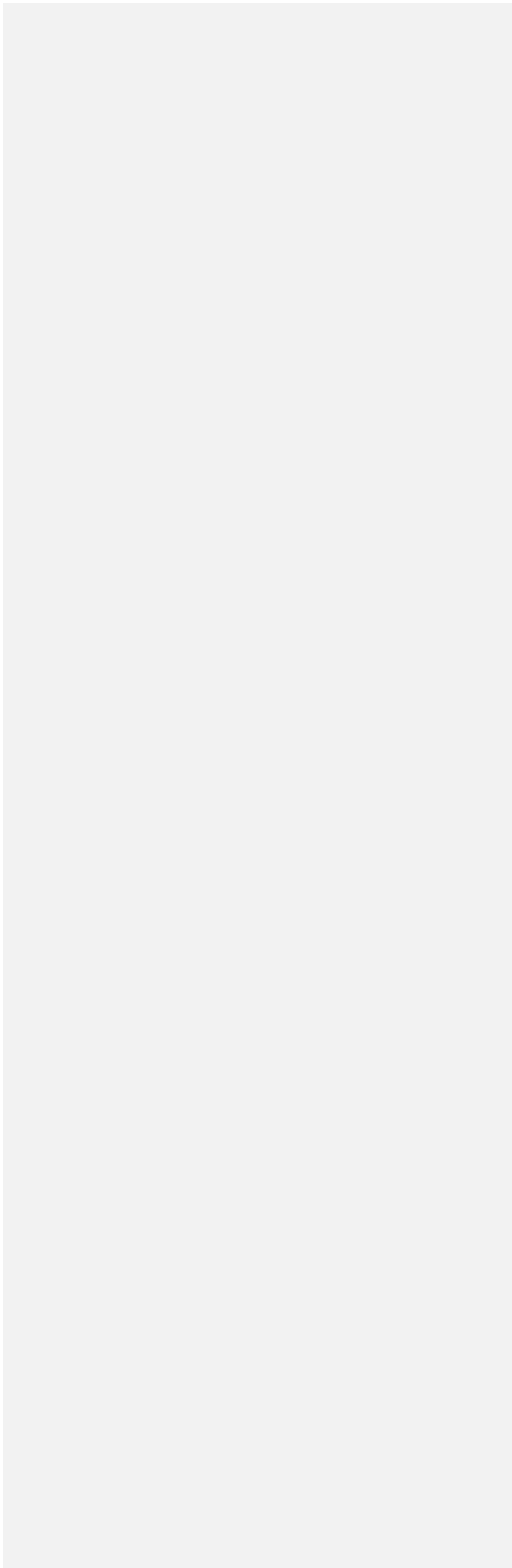
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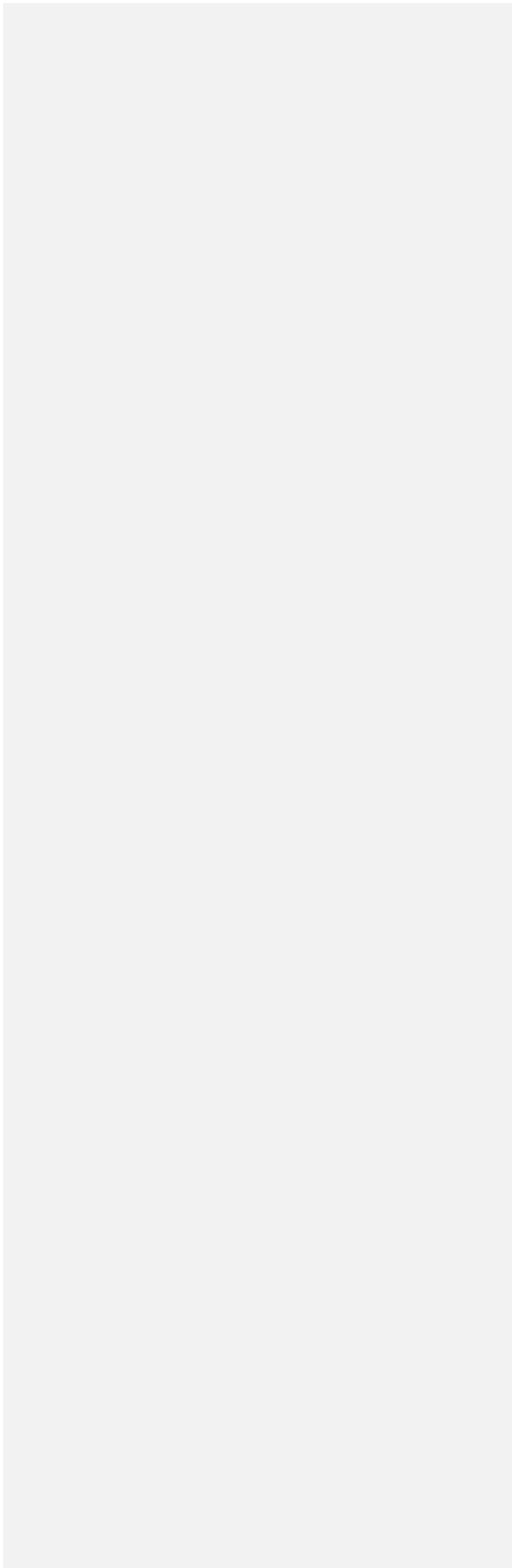




Director III –



Director III – Grants,



PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing or reading a variety of materials.

Approved by Personnel Commission April 10, 2019

Jonathan Muñoz
Director of HR/Classification Services

Date: 04/10/19

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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 Special Education Department proposes establishing the Administrative Interpreter position to perform highly specialized interpretation and translation services for staff in the Deaf and Hard of Hearing (DHH) program. This position will also provide supervision, coordination, training and support to the Education Interpreter I/II staff.

Based on the concept of the classification, and the high level of skill and experience required, the salary range for Administrative Interpreter is recommended at Range 9 of the Leadership Team Salary Schedule.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE	OTHER
Administrative Interpreter	LT - 9	\$8,781.20 - 11,207.37	Interpreter Training Program	10 YEARS	RID Certification EIPA score of 4.5 or higher

SANTA CLARA

Serves as a resource to students and staff on appropriate use of interpreting services; serves as a positive liaison between DHH program participants and non program participants; trains certified and other staff members in simple signing methods as directed; enhances communication between students.

Render the message faithfully by conveying the content and spirit of what is being communicated, using language most readily understood by consumers and correcting errors discreetly and expeditiously.

Interpreters are expected to honor consumer preferences in selection of interpreters and interpreting dynamics, while recognizing the realities of qualifications, availability, and situation; consider consumer requests or needs regarding language preferences and render the message accordingly (interpreted or transliterated). Approach consumers with a professional demeanor at all times. Facilitate communication access and equality and support the full interaction and independence of consumers.

Support the professional development of Education Interpreters by providing coaching and guidance; provides and/or coordinates professional education opportunities for interpreter staff.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.

Interprets/transliterates mainstream and self contained classroom lectures, group discussions, movies, plays, videotapes, audio recording, guest speakers, general classroom instruction and extra curricular activities.

Interprets/transliterates informal conversations, telephone calls, and other verbal communications for assigned DHH students/staff.

Interprets/transliterates for assigned student(s), staff, and parents at extracurricular activities, meetings, student orientations, workshops and other related events.

Orients substitute staff to classroom routines and procedures and individual student's needs as necessary.

Participates in ongoing professional development.

Assists

Knowledge and experience working with higher education institutions.

Accurately analyze situations and adopt an effective course of action under established guidelines.

Operate standard office and specialized equipment including a desktop computer.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to effectively sign, operate special equipment and perform the duties of the position.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.

Lifting light objects.

Approved by the Personnel Commission February 9, 2022



Marisa Perry
Director III – HR/ Classified Personnel Services

2/9/22

Date:

AGENDA ITEM VI – C (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	Specialized Physical Health Care (SPHC) Assistant	12/9/2021	AIDES	1	1
2	Custodian	1/5/2022	OSS	7	5
3	Service Now Administrator	1/6/2022		3	3
4	Office Specialist				

AGENDA ITEM VI – D (NEW

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: January 12, 2022 to February 9, 2022
Report Date: 2/3/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	5840	Administrative Assistant II	iSTEAM	Linda	Filled
2	1395	Administrative Assistant IV	Gilroy South County Annex	Linda	Filled
3	0923	Custodian	Maintenance & Operations	Yasmeen	Filled
4	4344	Custodian	Maintenance & Operations	Yasmeen	Filled
5	5878	Custodian	Maintenance & Operations	Yasmeen	Filled
6	1106	Director III, Technology Infrastructure and Support Services	Technology Infrastructure and Support Services Dept.	Marisa	Filled
7	1648	Education Interpreter I/II	Special Education / Dartmouth	Yasmeen	Filled
8	2537	Education Interpreter I/II	Special Education / Leigh	Yasmeen	Filled
9	2770	Education Interpreter I/II	Special Education / Oster	Yasmeen	Filled
10	0111	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Filled
11	5007	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Filled
12	5321	Family Advocate - Restricted	Head Start - Program Operations	Yasmeen	Filled
13	0143	Maintenance Mechanic	Maintenance & Operations	Meipo	Filled
14	5909	Outdoor Recreation Specialist	Environmental Education/Walden West	Yasmeen	Filled
15	5911	Outdoor Recreation Specialist	Environmental Education/Walden West	Yasmeen	Filled
16	0794	School Office Coordinator - Special Education	Special Education / McCollam	Meipo	Filled
17	5885	Service Now Administrator	Technology Infrastructure Support & Services/Ridder Park	Kathy	Filled
18	3539	Specialized Physical Health Care (SPHC) Assistant	Special Education / Hester MS	Marisa	Filled
19	3810	Specialized Physical Health Care (SPHC) Assistant	Special Education / Country Lane	Yolanda	Filled
20	4456	Specialized Physical Health Care (SPHC) Assistant	Special Education / McCollam	Meipo	Filled
21	2942	Custodian	Maintenance & Operations	Yasmeen	Certified
22	4848	Custodian	Maintenance & Operations	Yasmeen	Certified
23	5865	Custodian	Maintenance & Operations	Yasmeen	Certified
24	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Yasmeen	Certified
25	4799	Office Specialist - Restricted	Early Learning Services/ Head Start	Linda	Certified
26	2584	School Office Coordinator - Special Education	Special Education / Seven Trees Education Center	Linda	Certified
27	1101	Supervisor - Transportation Services	Transportation Services	Kathy	Certified
28	3026	Accountant I/II			

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: January 12, 2022 to February 9, 2022
Report Date: 2/3/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
34	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals
35	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals
36	2740	Associate Teacher - Restricted	Early Learning Services/ Head Start, Wool Creek	Marisa	Testing/Orals
37	5325	Associate Teacher - Restricted	Early Learning Services/ Head Start, Hollister	Marisa	Testing/Orals
38	5922	Digital Communication Specialist			

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	378	Paraeducator - Special Education	Hester Middle School	Yolanda	Filled	02/11/22
2	0865	Paraeducator - Special Education	McCollam	Yolanda	Filled	02/07/22
3	1413	Paraeducator - Special Education	Moreland	Yolanda	Filled	02/08/22
4	1446	Paraeducator - Special Education	Toyon	Yolanda	Filled	02/08/22
5	1594	Paraeducator - Special Education	Hester Middle School	Yolanda	Filled	02/14/2
6	2414	Paraeducator - Special Education	Hester Middle School	Yolanda	Filled	02/16/22
7	2997	Paraeducator - Special Education	Hester Middle School	Yolanda	Filled	02/01/22
8	3672	Paraeducator - Special Education	Martin Murphy	Yolanda	Filled	02/09/22
9	3837	Paraeducator - Special Education	Blackford	Yolanda	Filled	02/08/22
10	5902	Paraeducator - Special Education	Blackford	Yolanda	Filled	01/31/22
11	5906	Paraeducator - Special Education	McCollam	Yolanda	Filled	02/08/22
12	3667	Paraeducator - Special Education (ASL Required)	Oster	Yolanda	Filled	02/07/22
13	5843	Paraeducator - Intervention	Special Education	Yolanda	Certified	
14	5844	Paraeducator - Intervention	Special Education	Yolanda	Certified	
15	0713	Paraeducator - Special Education	Chandler Tripp *	Yolanda	Certified	
16	1946	Paraeducator - Special Education	Norwood Creek	Yolanda	Certified	
17	3684	Paraeducator - Special Education	Monta Vista	Yolanda	Certified	
18	3892	Paraeducator - Special Education (ASL Required)	Leigh HS	Yolanda	Certified	
19	5845	Paraeducator - Intervention	Special Education	Yolanda	Testing/Orals	
20	0286	Paraeducator - Special Education	Blackford	Yolanda	Testing/Orals	
21	2115	Paraeducator - Special Education	Independence HS	Yolanda	Testing/Orals	
22	2259	Paraeducator - Special Education	Westmont HS	Yolanda	Testing/Orals	
23	2715	Paraeducator - Special Education	Blackford	Yolanda	Testing/Orals	
24	2803	Paraeducator - Special Education	McCollam*	Yolanda	Testing/Orals	
25	3615	Paraeducator - Special Education	Marlatt Preschool	Yolanda	Testing/Orals	
26	3640	Paraeducator - Special Education	Anne Darling Proper	Yolanda	Testing/Orals	
27	3652	Paraeducator - Special Education	Conne Ft East	Yolanda	Testing/Orals	
28	5905	Paraeducator - Special Education	Hester OI	Yolanda	Testing/Orals	
29	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Yolanda	Testing/Orals	
30	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Yolanda	Testing/Orals	
31	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Yolanda	Testing/Orals	
32	3670	Paraeducator - Special Education (ASL Required)	Chandler Tripp Preschool	Yolanda	Testing/Orals	
33	1471	Paraeducator - Special Education	Chandler Tripp	Yolanda	Hold	
34	262	Paraeducator - Special Education	Hester MS	Yolanda	Transfer Hotline	
35	667	Paraeducator - Special Education	Chandler Tripp	Yolanda	Transfer Hotline	
36	2990	Paraeducator - Special Education	Wilcox HS	Yolanda	Transfer Hotline	

37	3587	Paraeducator - Special Education	Argonaut	Yolanda	Transfer Hotline	
38	3882	Paraeducator - Special Education	Blue Ridge	Yolanda	Transfer Hotline	