



Personnel Commission Agenda – Zoom Meeting Thursday, July 14, 2022 at 12:30 p.m.

<https://us06web.zoom.us/j/87280088138?pwd=MnVVTGlqRkc5Rmdnejl3ZzNjNjN0dz09>

Call In: +1 669 900 6833

Meeting ID: 872 8008 8138

Passcode: 848847

When there is a need for the Chairman to pass the gavel to a Commission Member, this action shall be automatic without need for a formal motion.

A. CALL TO ORDER	INFORMATION	
	Present	Absent
B. Roll Call – Commissioners Saleem Shakir-Gilmore, Chair Yvonne Hudson-Harmon, Vice Chair Lorrie Owens		
C. Approve Agenda	ACTION	
D. Approve the Minutes of June 9, 2022 & July 8, 2022	ACTION	
E. Comment Cards – Google Form – Items from the Floor: Please fill out a Comment Card prior to the PC meeting using the following link: https://forms.gle/nmwkWkfeLbtB1fTb8 Persons may comment on items on the agenda or items not listed on the agenda. The Commissioners will read such comments, but may not discuss nor act upon them until they appear on the agenda.		
F. Unfinished Business - NA	ACTION	
G. New Business		
1. Working Out of Class Request (Extension) – Shailesh Regmi, Director II, District Business Services, is requesting an extension approval for two “Working Out of Class” appointments, Ben Torres, Accounting Assistant and Ivette Alvarez, Accounting Assistant, while they are covering for Trish Hritz, Budget Analyst/Accountant, while she is on leave. PC Rule 4803.5. <i>(See Attached)</i>	ACTION	
2. Working Out of Class Request – Michelle Smith-McDonald, former Director III, Communication & Public Affairs, has requested approval for a “Working Out of Class” appointment for Philip Grasso, Digital	ACTION	

Content Manager, to cover for Director I, Communications. PC Rule 4803.5. <i>(See Attached)</i>	
3. Working Out of Class Request (Extension) - Elizabeth Tarango is requesting approval for a “Working Out of Class” appointment for Mary Ogburn, Education Mentor, to cover for Liliana Rocha, Education Mentor while she is on leave. PC Rule 4803.5. <i>(See Attached)</i>	ACTION
4. Special Assignment Stipend – Cynthia Jenkins, Director III, People & Leadership, is requesting approval for Steve Giguere, Senior Retirement Specialist, as he works to assist with payroll processing as we recruit for the Senior Payroll Analyst/Accountant position. PC Rule 4803.5. <i>(See Attached)</i>	ACTION
5. Special Assignment Stipend – Michelle Smith-McDonald, former Director III, Communication & Public Affairs, has requested approval for Emily Zack, Communications Specialist, as she has had an increased workload following the departure of department's Director III Communications and Public Affairs. PC Rule 4803.5. <i>(See Attached)</i>	ACTION
6. Job Description Revision – Approve the revisions made to the CSEA position, Internal Communications Events Coordinator job description, within the Superintendent’s Office.	ACTION
7. Job Description Revision – Approve the revisions made to the confidential position, Administrative Assistant, Confidential job description, within the Human Resources department.	ACTION
8. Budget Analyst/Accountant II - Continue discussion and approval of staff recommendation of position’s placement on the CSEA salary schedule.	ACTION
9. Personnel Transactions Report - Approve – June 6, 2022 – July 8, 2022. <i>(See Attached)</i>	ACTION
10. AB 361 – Teleconferencing Meeting for August 11, 2022 – Effective October 1, 2021, AB 361 modifies Brown Act teleconferencing public meeting requirements during a state of emergency and also requires public agencies to make specified findings every 30 days in order to continue to meet under the relaxed teleconferencing procedures.	ACTION

H. Ongoing Business	
1. Recruitments – Current Job Postings/Vacancies (a) Custodian (Substitute) – (1.0 FTE) Date Posted: 5/2 Written: NA Application Deadline: OUF Oral: TBD (b) Accounting Technician– (1.0 FTE) Date Posted: 6/14 Written: TBD Application Deadline: 7/7 Oral: 7/15 (c) Director I, District Advisory Services – (2.0 FTE) Date Posted: 5/26 Written: NA	INFORMATION

Application Deadline: 7/21 (d) Senior Payroll Analyst-Accountant – (1.0 FTE) Date Posted: 7/6 Application Deadline: 7/28 Oral: TBD Written: TBD Oral: TBD	
2. Eligibility List	INFORMATION
3. Report from Personnel Commission Staff	INFORMATION
4. Report from Employee/Employer Relations Committee (EERC)	INFORMATION
5. Items from the Commissioners	INFORMATION
6. Schedule next Regular Personnel Commission Meeting for August 11, 2022 at 12:30, TBD via Room L2 or Zoom	INFORMATION
7. ADJOURNMENT	ACTION



Personnel Commission Minutes In Person Meeting, L-2 Thursday, June 9, 2022 at 12:30 p.m.

When there is a need for the Chairman to pass the gavel to a Commission Member, this action shall be automatic without need for a formal motion.

A. CALL TO ORDER Meeting called to order at 12:30 PM.	INFORMATION	
B. Roll Call – Commissioners Saleem Shakir-Gilmore, Chair Yvonne Hudson-Harmon, Vice Chair Lorrie Owens	Present	Absent
	✓	
	✓	
	✓	
C. Approve Agenda	APPROVED	
D. Approve the Minutes of May 12, 2022	APPROVED	
E. Comment Cards – Google Form – Items from the Floor: Please fill out a Comment Card prior to the PC meeting using the following link: https://forms.gle/nmwkWkfeLbtB1fTb8 Persons may comment on items on the agenda or items not listed on the agenda. The Commissioners will read such comments, but may not discuss nor act upon them until they appear on the agenda.	No Items from the Floor	
F. Unfinished Business - N/A	N/A	
G. New Business		
1. Working Out of Class Request – Elizabeth Tarango is requesting approval for a “Working Out of Class” appointment for Mary Ogburn, Education Mentor, to cover for Liliana Rocha, Education Mentor while she is on leave. PC Rule 4803.5. <i>(See Attached)</i>	APPROVED	
2. Working Out of Class Request – Shailesh Regmi, Director II, District Business Services, is requesting approval for two “Working Out of Class” appointments, Ben Torres, Accounting Assistant and Ivette Alvarez, Accounting Assistant, while they are covering for Trish Hritz, Budget Analyst/Accountant, while she is on leave. PC Rule 4803.5. <i>(See Attached)</i>	APPROVED	

<p>3. Accelerated Step Placement – Lucy Salcido-Carter – Policy & Governance Manager – Range 17, Step 2 of the MGMT schedule, in accordance on PC Rule 4805.1a <i>(See Attached)</i></p>	<p>APPROVED</p>
<p>4. Job Description Revision – Approve the revisions made to the CSEA position, Budget Analyst/Accountant II, District Business Advisory Services and Budget Analyst/Accountant II, Internal Business Services job description, within the District Business Advisory Services and Internal Business Services department respectively. <i>(See Attached)</i></p> <p>The Human Resources department found that based on their research and comparison to other County Offices of Educations, that while the job descriptions will be revised, that the salary of the Budget Analyst/Accountant II is comparable and does not need an adjustment.</p> <p>CSEA believes that based on the duties performed, that the position needs to be compensated for a heightened list of duties that has occurred since 2016.</p> <p>The Commissioners noticed that the minimum qualifications were changed. Cynthia Jenkins noted that this was necessary in order to establish a clear career ladder.</p> <p>Commissioner Hudson-Harmon expressed her concern that there needs to be recognition in terms of compensation for when the Budget Analyst/Accountant II has previously performed higher level duties.</p> <p>Michael Evans noted that they have contacted other COEs listed in the salary comparison and that their Budget Analyst/Accountant II or equivalent positions have performed similar management duties and perform them as a regular part of their job duties.</p> <p>The Commissioners concluded that there is not enough information about this position to know if the salary should be increased or not, and the request to increase the salary should not be ignored.</p> <p>The Commissioners approved to make the revisions to the job description. Commissioner Owens noted that this is approved with the provision that the salary adjustment for this position is revisited with requested additional information from CSEA.</p>	<p>APPROVED</p>
<p>5. Personnel Transactions Report - Approve – May 9, 2022 – June 3, 2022. <i>(See Attached)</i></p>	<p>APPROVED</p>
<p>6. AB 361 – Teleconferencing Meeting for July 14, 2022 – Effective October 1, 2021, AB 361 modifies Brown Act teleconferencing public meeting requirements during a state of emergency and also requires</p>	<p>APPROVED</p>

public agencies to make specified findings every 30 days in order to continue to meet under the relaxed teleconferencing procedures.	
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H. Ongoing Business		
1. Recruitments – Current Job Postings/Vacancies (a) Custodian (Substitute) – (1.0 FTE) Date Posted: 5/2 Written: NA Application Deadline: OUF Oral: TBD (b) Accounting Technician– (1.0 FTE) Date Posted: 4/11 Written: 5/5 Application Deadline: 5/1 Oral: TBD (c) Custodian – (1.0 FTE) Date Posted: 5/9 Written: 6/8 Application Deadline: 5/30 Oral: TBD (d) Leaves/Benefits Technician – (1.0 FTE) Date Posted: 5/9 Written: 6/3 Application Deadline: 5/27 Oral: TBD (e) Administrative Assistant – (1.0 FTE) Date Posted: 5/20 Written: TBD Application Deadline: 6/5 Oral: TBD (f) Director I, District Advisory Services – (1.0 FTE) Date Posted: 5/26 Written: NA Application Deadline: 6/19 Oral: TBD		INFORMATION
2. Eligibility List		INFORMATION
3. Report from Personnel Commission Staff Cynthia Jenkins reported out that they are currently planning to put together a luncheon for CSEA Classified Employee appreciation week.		INFORMATION
4. Report from Employee/Employer Relations Committee (EERC) No report from EERC, since the CSEA president was out at the time of the meeting.		INFORMATION
5. Items from the Commissioners No report from the Commissioners.		INFORMATION

6. Schedule next Regular Personnel Commission Meeting for July 14, 2022 at 12:30, TBD via Room L2 or Zoom	INFORMATION
7. ADJOURNMENT	Meeting Adjourned at 1:50 PM



Special Meeting Minutes – Personnel Commission Friday, July 8, 2022 at 1:00 p.m. – 1:30 p.m.

Zoom

When there is a need for the Chairman to pass the gavel to a Commission Member, this action shall Be automatic without need for a formal motion.

A. CALL TO ORDER	Meeting called to order at 1:00 PM	
B. Roll Call – Commissioners	Present	Absent
Saleem Shakir-Gilmore, Chair	✓	
Yvonne Hudson-Harmon, Vice Chair	✓	
Lorrie Owens	✓	
C. AB361 Although ACPHD has removed the mask mandate, ACOE is still seeing an increase in positive cases throughout the agency. With all of the scheduled vacations and gatherings in the summer months and the numerous positive cases we’ve been seeing, we anticipate to continue to see the uptick in case numbers within the agency. Personnel Commission staff would like to recommend that we move to a virtual format for July 2022 and August 2022 meetings and reassess the situation in September 2022. Cynthia Jenkins stated that she would like to move the meeting to July 2022 and August 2022 to virtual meetings since there has been an uptick in COVID cases. Commissioner Owens said that there is even a possibility to extend this to September 2022’s meeting due to holidays. She does not believe that the virtual format does not detract from ACOE’s ability to complete their business and would like to move forward with it. Commissioner Hudson-Harmon and Commissioner Gilmore are also in agreement. Cynthia Jenkins said it would be best to revisit in September and re-evaluate from there, and the Commissioners agreed with that. The July 2022 meeting will be taking place virtually via Zoom.		

D. Public Comments Public comments may be made during the public comment portion of the meeting. There will be a 2-minute limit for individuals. There is no ceding of one's time to other individuals. Efforts will be made by staff to read the comments received into the record, but it cannot be guaranteed that written comments received by email will be read, nor that there will be enough time to read all the comments.	
E. Adjournment	Meeting adjourned at 1:05 PM

DATE: July 14, 2022

TO: Personnel Commission

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Extension – Budget Analyst/ Accountant I – Ben Torres & Ivette Alvarez

Shailesh Regmi, Facilities, Director II, District Business Services, is requesting a working out of classification appointment for both Ben Torres, Accounting Assistant & Ivette Alvarez, Accounting Assistant, as Budget Analyst/Accountant I (CSEA Range 19, Step 1) to cover for an employee who is out on leave. Both employees are performing daily assignment duties supporting the District Business Services department.

Job duties to be performed are as follows:

- Audits records, expenditure, internal controls and journal entries (e.g. property taxes, apportionments, cash deposits and entries, etc.) for the purpose of conforming to established GAAP, GASB, Federal and State laws and regulations as well as organizational and departmental guidelines.
- Reconciles fiscal information and account balances (e.g. cash statements, cash entries, apportionments, deposits, etc.) for the purpose of performing specialized fiscal and budgeting functions and verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Collaborates with school districts, charter schools, COEs and other governing agencies such as the County Treasurer's Office (CTO) for the purpose of coordinating the compiling and filing of a wide variety of various reports.

This appointment has been conditionally approved by the Chief of People & Leadership:

Classification	Budget Analyst/ Accountant I	FTE	1.0
Effective Date	7/1/2022	Ending Date	10/4/2022
Department	District Business Services	Monthly WOOC Range	Range 19, Step 1

4803.5 Working Out of Classification

a. When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission.

This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.

b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.

c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.

d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission.



**ALAMEDA COUNTY
OFFICE OF EDUCATION**
L. K. Monroe, Superintendent

Personnel Commissioners

Lorrie Owens
Saleem Shakir-Gilmore
Yvonne Hudson-Harmon

**Chief of People &
Leadership**
Cindy Charan

DATE: July 5, 2022

TO: Ben Torres, Accounting Assistant

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Extension Request – Ben Torres

The Personnel Commission has conditionally approved your Working Out of Class Request within the Business Services Division. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission meeting on July 14, 2022. ***Please be advised that this assignment is conditional until final approval by the Personnel Commission at the next Personnel Commission meeting on Thursday, July 14, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.***

Classification	Budget Analyst/Accountant I	FTE	1.0
Effective Date	7/1/2022	Ending Date	10/4/2022
Department	District Business Services	Daily Salary	CSEA Range 19, Step 1

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d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission

cc: Cindy Charan, Chief of People & Leadership
Personnel File

WORKING OUT OF CLASSIFICATION

Certification of Assigned Duties

Definition: *An employee may be required to perform duties not represented within the employee's current job classification to replace an employee on leave of absence or to perform a special assignment of short duration. Working Out of Classification assignments may not exceed 90 days, unless based on extraordinary circumstances, the Personnel Commission grants an extension.*

Please provide information concerning the proposed assignment as follows:

Employee Name: _____	Current Classification: _____				
Proposed Classification: _____	Anticipated length of Assignment: _____				
Dates Requested: _____	<table><tr><td><i>New Request</i></td><td><i>Extended Request:</i></td></tr><tr><td>_____</td><td>_____</td></tr></table>	<i>New Request</i>	<i>Extended Request:</i>	_____	_____
<i>New Request</i>	<i>Extended Request:</i>				
_____	_____				

Rationale for Assignment: *(e.g. replacing employee on LOA; vacant permanent position; special work project)*

Please list duties to be assigned the employee that are represented in a different classification than the employee's current classification:

1. _____

2. _____

3. _____

4. _____

5. _____

Note: The Director, Personnel Commission Services will evaluate the duties to be assigned the employee and determine the appropriate classification level for the assignment.

Department Manager

Date



**ALAMEDA COUNTY
OFFICE OF EDUCATION**
L. K. Monroe, Superintendent

Personnel Commissioners

Lorrie Owens
Saleem Shakir-Gilmore
Yvonne Hudson-Harmon

**Chief of People &
Leadership**
Cindy Charan

DATE: July 5, 2022

TO: Ivette Alvarez, Accounting Assistant

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Extension Request – Ivette Alvarez

The Personnel Commission has conditionally approved your Working Out of Class Request within the Business Services Division. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission meeting on July 14, 2022. ***Please be advised that this assignment is conditional until final approval by the Personnel Commission at the next Personnel Commission meeting on Thursday, July 14, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.***

Classification	Budget Analyst/Accountant I	FTE	1.0
Effective Date	7/1/2022	Ending Date	10/4/2022
Department	District Business Services	Daily Salary	CSEA Range 19, Step 1

4803.5 Working Out of Classification

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b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.

c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.

d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission

cc: Cindy Charan, Chief of People & Leadership
Personnel File

WORKING OUT OF CLASSIFICATION

Certification of Assigned Duties

Definition: *An employee may be required to perform duties not represented within the employee's current job classification to replace an employee on leave of absence or to perform a special assignment of short duration. Working Out of Classification assignments may not exceed 90 days, unless based on extraordinary circumstances, the Personnel Commission grants an extension.*

Please provide information concerning the proposed assignment as follows:

Employee Name: _____	Current Classification: _____				
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Dates Requested: _____	<table><tr><td><i>New Request</i></td><td><i>Extended Request:</i></td></tr><tr><td>_____</td><td>_____</td></tr></table>	<i>New Request</i>	<i>Extended Request:</i>	_____	_____
<i>New Request</i>	<i>Extended Request:</i>				
_____	_____				

Rationale for Assignment: *(e.g. replacing employee on LOA; vacant permanent position; special work project)*

Please list duties to be assigned the employee that are represented in a different classification than the employee's current classification:

1. _____

2. _____

3. _____

4. _____

5. _____

Note: The Director, Personnel Commission Services will evaluate the duties to be assigned the employee and determine the appropriate classification level for the assignment.

Department Manager

Date

JOB DESCRIPTION
Alameda County Office of Education

Budget Analyst/Accountant I

Purpose Statement

The job of Budget Analyst/Accountant I is done for the purpose/s of providing technical assistance and training in budgeting, finance, accounting, purchasing and related business matters to school districts, charter schools, and/or COE; and performing audits of records and project expenditures for compliance with GAAP, Federal and State laws and regulations.

This job reports to the Assigned Administrator

Essential Functions

- Approves and posts all cash entries on behalf of district, charter schools and/or COE for the purpose of assisting school districts with cash transfers, wires and deposits and monitoring cash balances in compliance with established financial practices and regulatory requirements.
- Audits records, expenditure, internal controls and journal entries (e.g. property taxes, apportionments, cash deposits and entries, etc.) for the purpose of conforming to established GAAP, GASB, Federal and State laws and regulations as well as organizational and departmental guidelines.
- Collaborates with school districts, charter schools, COEs and other governing agencies such as the County Treasurer's Office (CTO) for the purpose of coordinating the compiling and filing of a wide variety of various reports.
- Participates in unit meetings, in-service trainings, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of finance-related documents (e.g. narratives, monthly reconciliations, district checks, deposits, instruction operational manuals, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides business support, technical assistance, and training to school districts, charter schools and/or COE for the purpose of conveying pertinent information regarding accounting systems, finance, pupil attendance, deferred maintenance, food services, cost reduction programs and related fiscal areas.
- Reconciles fiscal information and account balances (e.g. cash statements, cash entries, apportionments, deposits, etc.) for the purpose of performing specialized fiscal and budgeting functions and verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Responds to inquiries from a wide variety of internal and external sources (e.g. districts and County Office staff, County Treasurer's Office, etc.) for the purpose of providing routine and specialized information regarding financial procedures.

Other Functions

- Performs oversight of Accounting Specialist functions for the purpose of maintaining the efficient flow of financial processes.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and communicating effectively using correct grammar and punctuation, both verbally and in writing;.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency Associates degree (A.A.) in accounting or business administration; three years of related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education; or equivalent combination of education and experience.

Required Testing

Pre-Employment Proficiency Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

9/19/2016

Salary Range

Alameda County Office of Education					
CSEA Salary Schedule					
EFFECTIVE July 1, 2022 CSEA approved 11/09/2021					
NEW HIRES 7.50 hours per day -ACOE					
	Range	Step	Annual	Monthly	Hourly
Business Analyst Database Administrator Instructional Designer Network Administrator Network Engineer Senior Client Support Analyst Senior Network Systems Technician	23	1	105,243.96	8,770.33	53.76
		2	110,494.08	9,207.84	56.44
		3	116,009.16	9,667.43	59.26
		4	121,813.44	10,151.12	62.23
		5	127,906.32	10,658.86	65.34
School Social Worker School Support Counselor	22	1	96,092.52	8,007.71	49.09
		2	100,909.08	8,409.09	51.55
		3	105,942.24	8,828.52	54.12
		4	111,240.48	9,270.04	56.83
		5	116,804.16	9,733.68	59.67
Client Support Analyst Community Outreach Specialist Family and Community Engagement Specialist School Health and Safety Analyst Senior Budget Analyst/Accountant Software Engineer Support Center Team Lead Website and Database Analyst	21	1	87,759.48	7,313.29	44.83
		2	92,142.72	7,678.56	47.07
		3	96,766.56	8,063.88	49.43
		4	101,607.36	8,467.28	51.91
		5	106,689.12	8,890.76	54.50
Budget Analyst/Accountant II - DBAS Budget/Analyst/Accountant II - IBS Communications Specialist Digital Content Producer Senior Payroll Analyst/Accountant Website Developer	20				
		1	80,390.04	6,699.17	41.07
		2	84,411.72	7,034.31	43.12
		3	88,626.60	7,385.55	45.27
		4	93,058.08	7,754.84	47.54
		5	97,705.80	8,142.15	49.94
Budget Analyst/Accountant I Internal Communications/ Events Coordinator Payroll Analyst/Accountant Project Specialist Retirement Specialist Support Center Specialist Youth Development Specialist	19	1	73,887.72	6,157.31	37.74
		2	77,572.44	6,464.37	39.63
		3	81,449.76	6,787.48	41.61
		4	85,519.80	7,126.65	43.69
		5	89,806.56	7,483.88	45.88
Senior Administrative Assistant Senior Credentials Specialist Senior Human Resources Specialist Senior Personnel Specialist Senior Records Database Specialist Senior Purchasing Specialist	18	1	68,179.80	5,681.65	34.83
		2	71,575.56	5,964.63	36.56
		3	75,164.04	6,263.67	38.74
		4	78,921.00	6,576.75	40.32
		5	82,870.56	6,905.88	42.33
Administrative Assistant Records Database Specialist Skilled Facilities Technician Skills Trades Worker	17	1	63,170.64	5,264.22	32.27
		2	66,349.68	5,529.14	33.89
		3	69,648.96	5,804.08	35.58
		4	73,140.96	6,095.08	37.36
		5	76,801.68	6,400.14	39.23

Alameda County Office of Education
CSEA Salary Schedule
EFFECTIVE July 1, 2022 CSEA approved 11/09/2021

NEW HIRES 7.50 hours per day -ACOE					
Range	Step	Annual	Monthly	Hourly	
Accounting Technician Computer Support Technician Human Resources Specialist Leaves/Benefits Technician Personnel Specialist Purchasing Specialist					
	1	58,859.64	4,904.97	30.07	
	2	61,797.72	5,149.81	31.57	
	3	64,880.40	5,406.70	33.14	
	4	68,131.80	5,677.65	34.80	
	5	71,527.56	5,960.63	36.54	
Administrative Secretary Educational Technology Support Specialist Lead Custodian	1	55,126.68	4,593.89	28.16	
	2	57,872.28	4,822.69	29.56	
	3	60,762.24	5,063.52	31.04	
	4	63,820.80	5,318.40	32.60	
	5	66,999.72	5,583.31	34.23	
Accounting Assistant Educational Mentor Human Resources Assistant Office Assistant II Office Specialist Orientation & Assessment Technician Personnel Assistant Shipping & Receiving Specialist Utility Worker II	1	51,923.52	4,326.96	26.52	
	2	54,524.64	4,543.72	27.85	
	3	57,246.00	4,770.50	29.24	
	4	60,111.84	5,009.32	30.71	
	5	63,122.52	5,260.21	32.25	
Account Clerk Custodian Nutrition Operations Assistant Office Assistant I Utility Worker	1	49,226.16	4,102.18	25.15	
	2	51,706.92	4,308.91	26.41	
	3	54,283.80	4,523.65	27.73	
	4	57,005.28	4,750.44	29.12	
	5	59,847.00	4,987.25	30.57	
Courier Early Intervention Home Visitor Paraeducator, Community Schools Paraeducator, Juvenile Court School Resource Library Operations Technician	1	47,010.60	3,917.55	24.01	
	2	49,346.76	4,112.23	25.21	
	3	51,827.16	4,318.93	26.48	
	4	54,404.16	4,533.68	27.79	
	5	57,125.64	4,760.47	29.18	
Early Intervention Assistant Paraeducator, Infant	1	45,180.00	3,765.00	23.08	
	2	47,444.04	3,953.67	24.24	
	3	49,804.32	4,150.36	25.44	
	4	52,309.08	4,359.09	26.72	
	5	54,909.84	4,575.82	28.05	

Annual Longevity 9+ thru 14 = \$2,520 | 15+ thru 19 = \$5,040 | 20+ = \$7,560 | 27+ = \$8,760 paid on a monthly basis

5/9/2022

Longevity is for years of service at ACOE

12 163.125

DATE: July 14, 2022

TO: Personnel Commission

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Extension – Director I, Communications and Public Affairs– Philip Grasso

Michelle Smith-McDonald, former Director III, Communications and Public Affairs, has requested a working out of classification appointment for Philip Grasso, Digital Content Manager, as Director I, Communications and Public Affairs (MGMT Range 18, Step 3) to cover for a vacant position. Phillip is performing managerial duties related to the classified members of the Communications department.

Job duties to be performed are as follows:

- Leading staff check ins and work assignments.
- Performing all employee evaluations; timesheet administration; laser fiche workflow.
- Signing off on requisitions, expenses and reimbursements participating as needed in Cabinet-level discussions; reporting as needed directly to the Superintendent.
- Serving as the main point of contact with public health on all matters related to public health guidance and communications with schools.

This appointment has been conditionally approved by the Chief of People & Leadership:

Classification	Director I, Communications and Public Affairs	FTE	1.0
Effective Date	7/1/2022	Ending Date	12/31/2022
Department	Communications	Monthly WOOC Range	Range 18, Step 3

4803.5 Working Out of Classification

- a. When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.
- b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.
- c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.
- d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission.

DATE: July 8, 2022

TO: Philip Grasso, Digital Content Manager

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Request – Philip Grasso

The Personnel Commission has conditionally approved your Working Out of Class Request within the Communications Department. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission meeting on July 14, 2022.

Please be advised that this assignment is conditional until final approval by the Personnel Commission at the next Personnel Commission meeting on Thursday, July 14, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.

Classification	Director I, Communications and Public Affairs	FTE	1.0
Effective Date	7/1/2022	Ending Date	12/31/2022
Department	Communications	Monthly WOOC Range	MGMT Range 18, Step 3

4803.5 Working Out of Classification

a. When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.

b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.

c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.

d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission

cc: Cindy Charan, Chief of People & Leadership
Personnel File

WORKING OUT OF CLASSIFICATION

Certification of Assigned Duties

Definition: *An employee may be required to perform duties not represented within the employee's current job classification to replace an employee on leave of absence or to perform a special assignment of short duration. Working Out of Classification assignments may not exceed 90 days, unless based on extraordinary circumstances, the Personnel Commission grants an extension.*

Please provide information concerning the proposed assignment as follows:

Employee Name: _____	Current Classification: _____				
Proposed Classification: _____	Anticipated length of Assignment: _____				
Dates Requested: _____	<table><tr><td><i>New Request</i></td><td><i>Extended Request:</i></td></tr><tr><td>_____</td><td>_____</td></tr></table>	<i>New Request</i>	<i>Extended Request:</i>	_____	_____
<i>New Request</i>	<i>Extended Request:</i>				
_____	_____				

Rationale for Assignment: *(e.g. replacing employee on LOA; vacant permanent position; special work project)*

Please list duties to be assigned the employee that are represented in a different classification than the employee's current classification:

1. _____

2. _____

3. _____

4. _____

5. _____

Note: The Director, Personnel Commission Services will evaluate the duties to be assigned the employee and determine the appropriate classification level for the assignment.

Michelle Smith McDonald

Department Manager

Date

JOB DESCRIPTION
Alameda County Office of Education

Director I-Communications and Public Affairs

Purpose Statement

The job of Director I-Communications and Public Affairs is done for the purpose/s of providing assistance to executive staff and board on matters related to public, community and media relations, issues management; developing and shaping a comprehensive image of ACOE; and directing activities of staff in public information issues.

This job reports to the Assigned Administrator

Essential Functions

- Communicates and coordinates with a wide variety of personnel (e.g. staff, county administration and boards, public agencies, the media, etc.) for the purpose of maximizing the effectiveness and efficiency of interdepartmental operations and activities.
- Consults with appropriate departments on internal/external communications issues and the production of publications and presentation materials for the purpose of ensuring agency-wide communications are in compliance with stated policies and procedures.
- Develops comprehensive plans, strategies and approaches for the purpose of marketing the image of ACOE to district Superintendents, staff and countywide constituents, local and regional media.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as the County's representative.
- Oversees the graphic and digital content staff and production of materials (e.g. website, public cable television channel, marketing materials, newsletters, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, and financial requirements.
- Participates in a wide variety of meetings (e.g. professional associations, networks, workshops, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Performs personnel functions (e.g. interviewing, evaluating, training, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget of the Communications Department.
- Prepares a wide variety of documents and written or electronic materials (e.g. press releases, newsletters, service guides, annual reports, etc.) for the purpose of documenting activities and issues, conveying information, meeting compliance requirements, and/or providing supporting materials.
- Researches a variety of topics (e.g. public policy, educational issues, local education news, etc.) for the purpose of securing information for planning, preparing relevant perspective and positions for communication within the agency and to the broader public, and/or responding to requests.
- Serves as Superintendent's spokesperson and representative as needed for the purpose of providing information in highly sensitive, complex and or emergency situations as directed.
- Serves as a liaison between the district and media representatives, community organizations and the public for the purpose of conveying information, publicizing events, and enhancing the relationship of the district and the community.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles, procedures and practices used in mass communication and public relations; media, public, and professional outreach and communication techniques; public education goals, issues, programs, achievements and challenges; organizational and time management; concepts of conflict resolution; pertinent codes, policies, regulations and/or laws;

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with extreme tact with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; tracking budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

9/19/2016

Salary Range

Alameda County Office of Education
Classified Management Salary Schedule
EFFECTIVE July 1, 2020 Approved 05-11-2020

Range	JOB CLASSIFICATION	Step 1			Step 2			Step 3			Step 4			Step 5			Salary Rates for longevity		
		Annual	Monthly	Daily	Annual	Monthly	Daily	Annual	Monthly	Daily	Annual	Monthly	Daily	Annual	Monthly	Daily	End Yr 5	End Yr 9	End Yr 13
28	Associate Superintendent	\$235,000.00	\$19,583.33	\$900.38	\$240,000.00	\$20,000.00	\$919.54	\$245,000.00	\$20,416.67	\$938.70	\$250,000.00	\$20,833.33	\$957.85	\$255,000.00	\$21,250.00	\$977.01	\$21,375.00	\$21,458.33	\$21,666.67
23	Chief Human Resources Officer	\$175,000.00	\$14,583.33	\$670.50	\$180,000.00	\$15,000.00	\$689.66	\$185,000.00	\$15,416.67	\$708.81	\$190,000.00	\$15,833.33	\$727.97	\$195,000.00	\$16,250.00	\$747.13	\$16,375.00	\$16,458.33	\$16,666.67
22	Chief of District Business Advisory Services Chief of Finance and Operations Executive Director, Chief of Learning & Accountability Executive Director, State Resource Centers	\$165,000.00	\$13,750.00	\$632.18	\$170,000.00	\$14,166.67	\$651.34	\$175,000.00	\$14,583.33	\$670.50	\$180,000.00	\$15,000.00	\$689.66	\$185,000.00	\$15,416.67	\$708.81	\$15,541.67	\$15,625.00	\$15,833.33
21	Director IV,Administrative Services Director IV, Executive Director, Human Resources Director IV, Information Technology Services Director IV, Internal Business Services	\$155,000.00	\$12,916.67	\$593.87	\$160,000.00	\$13,333.33	\$613.03	\$165,000.00	\$13,750.00	\$632.18	\$170,000.00	\$14,166.67	\$651.34	\$175,000.00	\$14,583.33	\$670.50	\$14,708.33	\$14,791.66	\$15,000.00
20	Director III, Communications & Public Affairs Director III, Executive Director, Personnel Commission Director III, Facilities, Maintenance & Operations Director III, Fiscal Services Director III, IT Network Services Director III, Research, Assessment & Accountability	\$145,000.00	\$12,083.33	\$555.56	\$150,000.00	\$12,500.00	\$574.71	\$155,000.00	\$12,916.67	\$593.87	\$160,000.00	\$13,333.33	\$613.03	\$165,000.00	\$13,750.00	\$632.18	\$13,875.00	\$13,958.33	\$14,166.67
19	Director II, C.A.R.S. Network Director II, District Business Services Director II, District Business and Advisory Services Director II, School District Controller Services Director II, Human Resources	\$135,000.00	\$11,250.00	\$517.24	\$140,000.00	\$11,666.67	\$536.40	\$145,000.00	\$12,083.33	\$555.56	\$150,000.00	\$12,500.00	\$574.71	\$155,000.00	\$12,916.67	\$593.87	\$13,041.67	\$13,125.00	\$13,333.33
18	Director I, Charter Schools Director I, Communications & Public Affairs Director I, Data Management Director I, District Advisory Services Director I, Facilities & Operations Director I, Financial Support Services Director I, R4 Grant Career Pathways Trust Director I, Software & Web Development Director I, Special Programs	\$125,000.00	\$10,416.67	\$478.93	\$130,000.00	\$10,833.33	\$498.08	\$135,000.00	\$11,250.00	\$517.24	\$140,000.00	\$11,666.67	\$536.40	\$145,000.00	\$12,083.33	\$555.56	\$12,208.33	\$12,291.66	\$12,500.00
17	Client Services Manager Credential Manager Fiscal Manager Policy and Governance Manager School Health and Safety Manager	\$115,000.00	\$9,583.33	\$440.61	\$120,000.00	\$10,000.00	\$459.77	\$125,000.00	\$10,416.67	\$478.93	\$130,000.00	\$10,833.33	\$498.08	\$135,000.00	\$11,250.00	\$517.24	\$11,375.00	\$11,458.33	\$11,666.67
16	Program Mgr. II, After School Enrichment Program Mgr. II, After School Health (SCR) Program Mgr. II, After School Region 4 Program Mgr. II, Foster Youth Services Program Mgr. II, Integrated Learning Research HNAP Program Mgr. II, Nutrition (SCR) Program Mgr. II, Safe & Drug Free Schools (SCR)	\$110,000.00	\$9,166.67	\$421.46	\$115,000.00	\$9,583.33	\$440.61	\$120,000.00	\$10,000.00	\$459.77	\$125,000.00	\$10,416.67	\$478.93	\$130,000.00	\$10,833.33	\$498.08	\$10,958.33	\$11,041.66	\$11,250.00
15	Digital Content Manager Program Mgr I, Alliance for Arts Learning Program Mgr I, District & Regional Statewide Initiatives Program Mgr I, Energy Efficiency Program Mgr I, Transition to Teaching Initiative Program Mgr I, Wellness Manager Resource Development Manager	\$105,000.00	\$8,750.00	\$402.30	\$110,000.00	\$9,166.67	\$421.46	\$115,000.00	\$9,583.33	\$440.61	\$120,000.00	\$10,000.00	\$459.77	\$125,000.00	\$10,416.67	\$478.93	\$10,541.67	\$10,625.00	\$10,833.33
14	Payroll Supervisor Purchasing & Accounts Supervisor	\$100,000.00	\$8,333.33	\$383.14	\$105,000.00	\$8,750.00	\$402.30	\$110,000.00	\$9,166.67	\$421.46	\$115,000.00	\$9,583.33	\$440.61	\$120,000.00	\$10,000.00	\$459.77	\$10,125.00	\$10,208.33	\$10,416.67
13	Business Administration Supervisor Superintendent's Office Supervisor	\$95,000.00	\$7,916.67	\$363.98	\$100,000.00	\$8,333.33	\$383.14	\$105,000.00	\$8,750.00	\$402.30	\$110,000.00	\$9,166.67	\$421.46	\$115,000.00	\$9,583.33	\$440.61	\$9,708.33	\$9,791.66	\$10,000.00
12	Occupational Therapist Public Information Manager	\$90,000.00	\$7,500.00	\$344.83	\$95,000.00	\$7,916.67	\$363.98	\$100,000.00	\$8,333.33	\$383.14	\$105,000.00	\$8,750.00	\$402.30	\$110,000.00	\$9,166.67	\$421.46	\$9,291.67	\$9,375.00	\$9,583.33
11	Maintenance Operations Supervisor	\$85,000.00	\$7,083.33	\$325.67	\$90,000.00	\$7,500.00	\$344.83	\$95,000.00	\$7,916.67	\$363.98	\$100,000.00	\$8,333.33	\$383.14	\$105,000.00	\$8,750.00	\$402.30	\$8,875.00	\$8,958.33	\$9,166.67

Masters = \$125.00 per month
Doctoral = \$208.33 per month

Exempt minimum hour work week is 37.50 hours
Rates are rounded to two significant digits

DATE: July 14, 2022

TO: Personnel Commission

FROM: Dean Reconose, Personnel Assistant

SUBJECT: Working Out of Classification – Educational Mentor – Mary Ogburn

Elizabeth Tarango, Director I, Foster Youth Services, is requesting a working out of classification appointment for Mary Ogburn, Paraeducator, as an Educational Mentor (CSEA Range 14, Step 4) to cover for the vacant position, while they perform daily assignment duties supporting the Student Programs & Services department.

Job duties to be performed are as follows:

- Conducts a variety of supporting activities (education needs assessment, court attendance, attend IEP meetings) for purpose of providing individual student work plans.
- Coordinates partners (teacher, child welfare worker, dependency attorney, ed rights holder, SPED staff, foster parent) in developing education team on behalf of foster students.
- Maintains variety of confidential records (evaluations, interventions, Health and Education Passport) for purpose of compiling, and documenting activities in compliance with administrative requirement and for use in monthly reports.
- Maintains a visible, accessible presence on various sites where foster youth are placed for purpose of serving as liaison between school and FYSCP.
- Monitors student progress for purpose of identifying issues and taking appropriate action for increasing student success.

This appointment has been conditionally approved by the Chief of People & Leadership:

Classification	Educational Mentor	FTE	1.0 FTE
Effective Date	7/1/2022	Ending Date	7/22/2022
Department	Student Programs & Services	Monthly WOOC Range	Range 14, Step 4

4803.5 Working Out of Classification

- a. When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.*
- b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.*
- c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.*
- d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission.*



**ALAMEDA COUNTY
OFFICE OF EDUCATION**
L. K. Monroe, Superintendent

Personnel Commissioners

Lorrie Owens
Saleem Shakir-Gilmore
Yvonne Hudson-Harmon

**Chief of People &
Leadership**
Cindy Charan

DATE: July 14, 2022

TO: Mary Ogburn, Paraeducator, Community Schools

FROM: Dean Reconose, Personnel Assistant

SUBJECT: Working Out of Classification Request

The Personnel Commission has conditionally approved your Working Out of Class Request within the Student Programs and Services Department. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission meeting on July 14, 2022. ***You may begin work within this assignment, please be advised that this assignment is conditional until final approval by the Personnel Commission at the PC Meeting on Thursday, July 14, 2022 at 12:30 PM, which you are welcome to attend in-person or virtually via Zoom.***

Classification	Educational Mentor	FTE	1.0 FTE
Effective Date	7/1/2022	Ending Date	7/22/2022
Department	Student Programs & Services	Salary Range	CSEA, Range 14/Step 4

4803.5 Working Out of Classification

a. When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.

b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.

c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.

d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission

cc: Cindy Charan, Chief of People & Leadership
Personnel File

WORKING OUT OF CLASSIFICATION

Certification of Assigned Duties

Definition: An employee may be required to perform duties not represented within the employee's current job classification to replace an employee on leave of absence or to perform a special assignment of short duration. Working Out of Classification assignments may not exceed 90 days, unless based on extraordinary circumstances, the Personnel Commission grants an extension.

Please provide information concerning the proposed assignment as follows:

Employee Name:	<u>Mary Ogburn</u>	Current Classification:	<u>Para Educator</u>
Proposed Classification:	<u>Education Mentor</u>	Anticipated length of Assignment:	<u>90 days</u>
Dates Requested:	<u>May 12th - June 30, 2022</u>	New Request <input checked="" type="checkbox"/>	Extended Request: <input type="checkbox"/>

Rationale for Assignment: (e.g. replacing employee on LOA; vacant permanent position; special work project)

Education Mentor, Lily Rocha, will be on family/maternity leave starting May 12th. Mary would cover Lily's case load of foster youth during Lily's absence. Please note that another PAR and request will be submitted August 15th as the Education Mentors do not work July 1 - August 12th.

Please list duties to be assigned the employee that are represented in a different classification than the employee's current classification:

1. Conducts a variety of supporting activities (education needs assessment, court attendance, attend IEP meetings) for purpose of providing individual student work plans.
2. Coordinates partners (teacher, child welfare worker, dependency attorney, ed rights holder, Sped staff, foster parent) in developing education team on behalf of foster students
3. Maintains variety of confidential records (evaluations, interventions, Health and Education Passport) for purpose of compiling, and documenting activities in compliance with administrative requirements and for use in monthly reports.
4. Maintains a visible, accessible presence on various sites where foster youth are placed for purpose of serving as liaison between school and FYSCP.
5. Monitors student progress for purpose of identifying issues and taking appropriate action for increasing student success.

Note: The Director, Personnel Commission Services will evaluate the duties to be assigned the employee and determine the appropriate classification level for the assignment.

Elizabeth Tarango
Department Manager



5-11-22
Date

Educational Mentor

Purpose Statement

The job of Educational Mentor is done for the purpose/s of assisting youth residing in foster care placements through case management; providing or arranging for the referral to tutoring, transitioning, emancipation, special education, and other academic support services; and establishing collaborative relationships with local advisory groups and agencies.

This job reports to Assigned Administrator

Essential Functions

- Analyzes records of incoming students for the purpose of determining appropriate student placement and needs for services.
- Collaborates with a variety of internal and external individuals (e.g. Foster Youth Services staff, school district personnel, child welfare workers, etc.) for the purpose of providing and/or acquiring accurate and up-to-date information concerning individual student 's academics support services.
- Conducts a variety of supporting activities (e.g. student interviews, court attendance, attend IEP meetings, etc.) for the purpose of providing information regarding student assessment results and individual student work plans.
- Coordinates partners (e.g. tutorial support, IEP meeting attendance, school staff consultations, court proceedings attendance, etc.) for the purpose of supporting foster youth.
- Facilitates intervention protocols for identified foster youth students (e.g. regular student attendance, transitioning from one placement to another, etc.) for the purpose of identifying support resources, enhancing coping skills and providing referrals.
- Facilitates student enrollment and regular school attendance for the purpose of providing school placement stability and other academic support services for foster youth.
- Maintains a variety of confidential and non-confidential manual and electronic records (e.g. evaluations, reviews, intervention, support programs, health and Education Passport, etc.) for the purpose of compiling and documenting activities in compliance with administrative requirements and for use in monthly reports.
- Maintains a visible, accessible presence on various sites where foster youth are placed for the purpose of serving as liaison between the school and foster youth services.
- Maintains case records (e.g. logs, schedules, interventions, etc.) for the purpose of documenting activities and complying with mandated requirements.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Participates in meetings, workshops and seminars (e.g. court, attorney meetings, expulsion hearings, 504 meetings, IEP meetings, school staffing-services on foster youth support needs, etc.) for the purpose of providing information and/or gathering information regarding education issues to foster youth.
- Provides or facilitates tutorial and other academic support services for foster youth for the purpose of ensuring that gaps in learning are being appropriately addressed.

- Responds to requests for intervention in situations that could negatively impact the student's education plan for the purpose of addressing needs of the student.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software and preparing and maintaining accurate records; customer service; adhering to safety practices and procedures; administering first aid; promoting activities and/or events.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette; recordkeeping and record retention practices, group dynamics; safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; and working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (up to 25 pounds), some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Prior experience working with youth in a formal, professional setting. Prior experience working with youth with learning disabilities and/or with foster youth; Conflict Resolution training desired.

Education: Bachelor's degree in Human Services, Social Work, Human Development, or related.

Equivalency: Equivalent combination of education and experience.

Required Testing:

Pre-Employment Proficiency Testing

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid CA Driver's License/Evidence of Insurability
CPR/First Aid Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date3/26/2019 CSEA
Negotiations**Salary Grade**

14

9/19/2016 PC Approval

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

Alameda County Office of Education					
CSEA Salary Schedule					
EFFECTIVE July 1, 2022 CSEA approved 11/09/2021					
NEW HIRES 7.50 hours per day -ACOE					
	Range	Step	Annual	Monthly	Hourly
Business Analyst Database Administrator Instructional Designer Network Administrator Network Engineer Senior Client Support Analyst Senior Network Systems Technician	23	1	105,243.96	8,770.33	53.76
		2	110,494.08	9,207.84	56.44
		3	116,009.16	9,667.43	59.26
		4	121,813.44	10,151.12	62.23
		5	127,906.32	10,658.86	65.34
School Social Worker School Support Counselor	22	1	96,092.52	8,007.71	49.09
		2	100,909.08	8,409.09	51.55
		3	105,942.24	8,828.52	54.12
		4	111,240.48	9,270.04	56.83
		5	116,804.16	9,733.68	59.67
Client Support Analyst Community Outreach Specialist Family and Community Engagement Specialist School Health and Safety Analyst Senior Budget Analyst/Accountant Software Engineer Support Center Team Lead Website and Database Analyst	21	1	87,759.48	7,313.29	44.83
		2	92,142.72	7,678.56	47.07
		3	96,766.56	8,063.88	49.43
		4	101,607.36	8,467.28	51.91
		5	106,689.12	8,890.76	54.50
Budget Analyst/Accountant II - DBAS Budget/Analyst/Accountant II - IBS Communications Specialist Digital Content Producer Senior Payroll Analyst/Accountant Website Developer	20				
		1	80,390.04	6,699.17	41.07
		2	84,411.72	7,034.31	43.12
		3	88,626.60	7,385.55	45.27
		4	93,058.08	7,754.84	47.54
		5	97,705.80	8,142.15	49.94
Budget Analyst/Accountant I Internal Communications/ Events Coordinator Payroll Analyst/Accountant Project Specialist Retirement Specialist Support Center Specialist Youth Development Specialist	19	1	73,887.72	6,157.31	37.74
		2	77,572.44	6,464.37	39.63
		3	81,449.76	6,787.48	41.61
		4	85,519.80	7,126.65	43.69
		5	89,806.56	7,483.88	45.88
Senior Administrative Assistant Senior Credentials Specialist Senior Human Resources Specialist Senior Personnel Specialist Senior Records Database Specialist Senior Purchasing Specialist	18	1	68,179.80	5,681.65	34.83
		2	71,575.56	5,964.63	36.56
		3	75,164.04	6,263.67	38.74
		4	78,921.00	6,576.75	40.32
		5	82,870.56	6,905.88	42.33
Administrative Assistant Records Database Specialist Skilled Facilities Technician Skills Trades Worker	17	1	63,170.64	5,264.22	32.27
		2	66,349.68	5,529.14	33.89
		3	69,648.96	5,804.08	35.58
		4	73,140.96	6,095.08	37.36
		5	76,801.68	6,400.14	39.23

Alameda County Office of Education
CSEA Salary Schedule
EFFECTIVE July 1, 2022 CSEA approved 11/09/2021

NEW HIRES 7.50 hours per day -ACOE					
Range	Step	Annual	Monthly	Hourly	
Accounting Technician Computer Support Technician Human Resources Specialist Leaves/Benefits Technician Personnel Specialist Purchasing Specialist					
	16	1	58,859.64	4,904.97	30.07
		2	61,797.72	5,149.81	31.57
		3	64,880.40	5,406.70	33.14
		4	68,131.80	5,677.65	34.80
		5	71,527.56	5,960.63	36.54
Administrative Secretary Educational Technology Support Specialist Lead Custodian	15	1	55,126.68	4,593.89	28.16
		2	57,872.28	4,822.69	29.56
		3	60,762.24	5,063.52	31.04
		4	63,820.80	5,318.40	32.60
		5	66,999.72	5,583.31	34.23
Accounting Assistant Educational Mentor Human Resources Assistant Office Assistant II Office Specialist Orientation & Assessment Technician Personnel Assistant Shipping & Receiving Specialist Utility Worker II	14	1	51,923.52	4,326.96	26.52
		2	54,524.64	4,543.72	27.85
		3	57,246.00	4,770.50	29.24
		4	60,111.84	5,009.32	30.71
		5	63,122.52	5,260.21	32.25
Account Clerk Custodian Nutrition Operations Assistant Office Assistant I Utility Worker	13	1	49,226.16	4,102.18	25.15
		2	51,706.92	4,308.91	26.41
		3	54,283.80	4,523.65	27.73
		4	57,005.28	4,750.44	29.12
		5	59,847.00	4,987.25	30.57
Courier Early Intervention Home Visitor Paraeducator, Community Schools Paraeducator, Juvenile Court School Resource Library Operations Technician	12	1	47,010.60	3,917.55	24.01
		2	49,346.76	4,112.23	25.21
		3	51,827.16	4,318.93	26.48
		4	54,404.16	4,533.68	27.79
		5	57,125.64	4,760.47	29.18
Early Intervention Assistant Paraeducator, Infant	11	1	45,180.00	3,765.00	23.08
		2	47,444.04	3,953.67	24.24
		3	49,804.32	4,150.36	25.44
		4	52,309.08	4,359.09	26.72
		5	54,909.84	4,575.82	28.05

Annual Longevity 9+ thru 14 = \$2,520 | 15+ thru 19 = \$5,040 | 20+ = \$7,560 | 27+ = \$8,760 paid on a monthly basis

5/9/2022

Longevity is for years of service at ACOE

12 163.125

DATE: July 14, 2022

TO: Personnel Commission

FROM: Cynthia Jenkins, Assistant Director, People & Leadership

SUBJECT: Special Assignment Stipend Request – Steve Giguere, Senior Retirement Specialist

The Personnel Commission is requesting official approval of Steve Giguere's Special Assignment Stipend, as he assists with District payroll processing as we recruit for the Senior Payroll Accountant vacancy.

Classification	Senior Retirement Specialist	5% of Salary	CSEA Range 20, Step 5 \$407.10
Effective Date	July 1, 2022	Ending Date	August 30, 2022
Department	Payroll, Leaves & Benefits		

4805.14 Special Assignment Stipend for Classified Employees

At the discretion of a Division Chief or Department Director, a classified employee may be offered and may agree on a temporary basis to take on special assignments not contained in the employee's current job classification.

When an employee is assigned to perform all or a majority of the functions and duties of a higher classification, the employee shall qualify for an Out of Class assignment under PC Rule 4803.5.

When an employee is assigned by the appropriate Division Chief or Department Director to perform special project work functions or additional duties over and above their regularly assigned duties, the employee may receive a monthly Special Assignment Stipend.

cc: Cindy Charan, Chief of People & Leadership
Personnel File

DATE: July 6, 2022

TO: Steve Giguere, Sr. Retirement Specialist

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Special Assignment Stipend Notice – Steve Giguere, Sr. Retirement Specialist

The Personnel Commission has conditionally approved your Special Assignment Stipend Request within the Payroll, Leaves & Benefits department. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission. ***You may begin work within this assignment, please be advised that this assignment is conditional until final approval by the Personnel Commission at the PC Meeting on Thursday, July 14, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.***

Classification	Senior Payroll Accountant	5% of Salary	CSEA Range 20, Step 5
Effective Date	July 1, 2022	Ending Date	August 31, 2022
Department	Payroll, Leaves & Benefits		

4805.14 Special Assignment Stipend for Classified Employees

At the discretion of a Division Chief or Department Director, a classified employee may be offered and may agree on a temporary basis to take on special assignments not contained in the employee's current job classification.

When an employee is assigned to perform all or a majority of the functions and duties of a higher classification, the employee shall qualify for an Out of Class assignment under PC Rule 4803.5.

When an employee is assigned by the appropriate Division Chief or Department Director to perform special project work functions or additional duties over and above their regularly assigned duties, the employee may receive a monthly Special Assignment Stipend.

cc: Cindy Charan, Chief of People & Leadership
Personnel File



SPECIAL ASSIGNMENT STIPEND REQUEST FORM- CLASSIFIED EMPLOYEES

Please send completed form and required attachments to the Personnel Commission Services Office

***ALL REQUESTS MUST BE APPROVED BY PC DIRECTOR PRIOR TO ASSIGNMENT OF DUTIES TO EMPLOYEES ***

1. EMPLOYEE INFORMATION

Name: Steve Giguere Phone: x4126 Email: sgiguere@acoe.org
Department: Internal Business Job Title: Senior Retirement Specialist

2. REQUEST DETAILS

Requested By (Manager Name): Cynthia Jenkins Date: 7/5/2022

☒ New Stipend Request ☐ Request to Extend Stipend If extending, indicate original stipend date: _____

Requested Start Date: 7/1/2022 Requested End Date: 8/30/2022

☐ Classified Managers

Current Monthly Salary _____ Requested % _____ Monthly Stipend Amount _____

☐ Classified Staff

Current Monthly Salary _____ 5% of Current Monthly _____

3. STIPEND DUTIES & JUSTIFICATION

Are there any additional employees in the same classification in your department? ☐ Yes (if yes indicate names below) ☒ No

Special Assignment Duties & Justification for Assignment of the Duties: Indicate if duties are from an existing classification or if these are project duties not found in a current classification

Employee will process Eden and Mtn House payroll for July and August to assist payroll dept. as we recruit to fill vacancy.

REQUIRED SIGNATURES

Cynthia Jenkins
Department Manager

7/6/2022
Date

[Signature]
Division Manager

7/6/22
Date

[Signature]
Employee

7/6/2022
Date

☐ I acknowledge that I may **NOT** begin work until I have received official notice from the Personnel Commission Office.



Personnel Commission Office Use Only

Stipend Payment Information:

Name: **Steve Giguere**

Manager Name: **Cynthia Jenkins**

Requested Start Date: _____

Requested End Date: _____

Department: _____

Monthly Stipend Amount: _____

☐ Approved ☐ Not Approved

If approved to move to the Personnel Commission for final approval complete a PC Cover memo and notice to the manager. If you are not approving the request, provide a written justification to the manager. Employee can begin work upon approval by the PC Director.

Personnel Specialist

Date

Executive Director, Personnel Commission

Date

Comments/Notes:

Personnel Commission Approval

☐ Approved ☐ Not Approved

Date of Commission Meeting: _____

JOB DESCRIPTION
Alameda County Office of Education

Senior Payroll Analyst/Accountant

Purpose Statement

The job of Senior Payroll Analyst/Accountant is done for the purpose/s of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; providing timely and accurate payroll production; and ensuring compliance with county state and federal laws and regulations.

This job reports to the Assigned Administrator

Essential Functions

- Analyzes and reconciles payroll and a variety of insurance-related information (e.g. payroll reports, medical / dental / vision / disability billing forms, carrier forms, Cobra requirements, etc.) for the purpose of ensuring accuracy of payroll and insurance records.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Confers with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring the accurate payroll processing.
- Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.
- Directs, reviews, compile and reconciles statistical and payroll data to various agencies (e.g. unemployment, CalPERS, CalSTRS, W2, FICA, Medicare, Federal, State, Third party sick pay, census data, etc.) for the purpose of ensuring compliance with established guidelines and mandates.
- Maintains a wide variety of payroll information for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or program components for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of payroll related documents (e.g. invoices for overpayments, retirement plan transfers, payroll register, stop payments, W-2 controls, worker's compensation checks, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes proper completion of tax, retirement and other reports based on the timeline as well as balances and prepares tax reports (e.g. W2, W2C, Form 941, DE6, DE7, labor statistics report, other worksheets, related data, etc.) for the purpose of assuring reports are submitted to appropriate agency in a timely manner.
- Processes a wide variety of payroll documents and materials (e.g. time sheets, withholding information, COBRA, employee contributions, etc.) for the purpose of disseminating information to appropriate parties.
- Reconciles payroll account balances (e.g. time sheets, direct deposits, wage attachments, benefits, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.

- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Supports other accounting staff, program managers and management staff in budget preparation for the purpose of ensuring that accurate payroll information is used in planning.
- Trains and provides technical assistance to payroll and district staff for the purpose of ensuring that adopted policies and procedures are followed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; applying accounting and payroll rules and regulations; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; and federal, state and local codes, laws and regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling up to 10 pounds), some stooping, kneeling, crouching, and/or

crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Five years related experience with increasing responsibility in payroll, accounting, and administration. Experience working in a school district or county office of education required.

Education Associate’s degree in accounting or equivalent.

Equivalency Equivalent combination of education and experience.

Required Testing
Pre-Employment Proficiency Testing

Certificates

Continuing Educ./Training

Clearances
Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

<u>FLSA Status</u>	<u>Approval Date</u>	<u>Salary Range</u>
Non Exempt	3/11/19 – CSEA Negotiations 9/19/2016 – PC Approved	20

Alameda County Office of Education					
CSEA Salary Schedule					
EFFECTIVE July 1, 2022 CSEA approved 11/09/2021					
NEW HIRES 7.50 hours per day -ACOE					
	Range	Step	Annual	Monthly	Hourly
Business Analyst Database Administrator Instructional Designer Network Administrator Network Engineer Senior Client Support Analyst Senior Network Systems Technician	23	1	105,243.96	8,770.33	53.76
		2	110,494.08	9,207.84	56.44
		3	116,009.16	9,667.43	59.26
		4	121,813.44	10,151.12	62.23
		5	127,906.32	10,658.86	65.34
School Social Worker School Support Counselor	22	1	96,092.52	8,007.71	49.09
		2	100,909.08	8,409.09	51.55
		3	105,942.24	8,828.52	54.12
		4	111,240.48	9,270.04	56.83
		5	116,804.16	9,733.68	59.67
Client Support Analyst Community Outreach Specialist Family and Community Engagement Specialist School Health and Safety Analyst Senior Budget Analyst/Accountant Software Engineer Support Center Team Lead Website and Database Analyst	21	1	87,759.48	7,313.29	44.83
		2	92,142.72	7,678.56	47.07
		3	96,766.56	8,063.88	49.43
		4	101,607.36	8,467.28	51.91
		5	106,689.12	8,890.76	54.50
Budget Analyst/Accountant II - DBAS Budget/Analyst/Accountant II - IBS Communications Specialist Digital Content Producer Senior Payroll Analyst/Accountant Website Developer	20				
		1	80,390.04	6,699.17	41.07
		2	84,411.72	7,034.31	43.12
		3	88,626.60	7,385.55	45.27
		4	93,058.08	7,754.84	47.54
		5	97,705.80	8,142.15	49.94
Budget Analyst/Accountant I Internal Communications/ Events Coordinator Payroll Analyst/Accountant Project Specialist Retirement Specialist Support Center Specialist Youth Development Specialist	19	1	73,887.72	6,157.31	37.74
		2	77,572.44	6,464.37	39.63
		3	81,449.76	6,787.48	41.61
		4	85,519.80	7,126.65	43.69
		5	89,806.56	7,483.88	45.88
Senior Administrative Assistant Senior Credentials Specialist Senior Human Resources Specialist Senior Personnel Specialist Senior Records Database Specialist Senior Purchasing Specialist	18	1	68,179.80	5,681.65	34.83
		2	71,575.56	5,964.63	36.56
		3	75,164.04	6,263.67	38.74
		4	78,921.00	6,576.75	40.32
		5	82,870.56	6,905.88	42.33
Administrative Assistant Records Database Specialist Skilled Facilities Technician Skills Trades Worker	17	1	63,170.64	5,264.22	32.27
		2	66,349.68	5,529.14	33.89
		3	69,648.96	5,804.08	35.58
		4	73,140.96	6,095.08	37.36
		5	76,801.68	6,400.14	39.23

Alameda County Office of Education
CSEA Salary Schedule
EFFECTIVE July 1, 2022 CSEA approved 11/09/2021

NEW HIRES 7.50 hours per day -ACOE					
	Range	Step	Annual	Monthly	Hourly
Accounting Technician Computer Support Technician Human Resources Specialist Leaves/Benefits Technician Personnel Specialist Purchasing Specialist	16	1 2 3 4 5	58,859.64 61,797.72 64,880.40 68,131.80 71,527.56	4,904.97 5,149.81 5,406.70 5,677.65 5,960.63	30.07 31.57 33.14 34.80 36.54
Administrative Secretary Educational Technology Support Specialist Lead Custodian	15	1 2 3 4 5	55,126.68 57,872.28 60,762.24 63,820.80 66,999.72	4,593.89 4,822.69 5,063.52 5,318.40 5,583.31	28.16 29.56 31.04 32.60 34.23
Accounting Assistant Educational Mentor Human Resources Assistant Office Assistant II Office Specialist Orientation & Assessment Technician Personnel Assistant Shipping & Receiving Specialist Utility Worker II	14	1 2 3 4 5	51,923.52 54,524.64 57,246.00 60,111.84 63,122.52	4,326.96 4,543.72 4,770.50 5,009.32 5,260.21	26.52 27.85 29.24 30.71 32.25
Account Clerk Custodian Nutrition Operations Assistant Office Assistant I Utility Worker	13	1 2 3 4 5	49,226.16 51,706.92 54,283.80 57,005.28 59,847.00	4,102.18 4,308.91 4,523.65 4,750.44 4,987.25	25.15 26.41 27.73 29.12 30.57
Courier Early Intervention Home Visitor Paraeducator, Community Schools Paraeducator, Juvenile Court School Resource Library Operations Technician	12	1 2 3 4 5	47,010.60 49,346.76 51,827.16 54,404.16 57,125.64	3,917.55 4,112.23 4,318.93 4,533.68 4,760.47	24.01 25.21 26.48 27.79 29.18
Early Intervention Assistant Paraeducator, Infant	11	1 2 3 4 5	45,180.00 47,444.04 49,804.32 52,309.08 54,909.84	3,765.00 3,953.67 4,150.36 4,359.09 4,575.82	23.08 24.24 25.44 26.72 28.05

Annual Longevity 9+ thru 14 = \$2,520 | 15+ thru 19 = \$5,040 | 20+ = \$7,560 | 27+ = \$8,760 paid on a monthly basis

5/9/2022

Longevity is for years of service at ACOE

12 163.125

DATE: July 14, 2022

TO: Personnel Commission

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Special Assignment Stipend Request – Director I, Comms and Public Affairs

The Personnel Commission is requesting official approval to give Emily Zack, Communications Specialist a Special Assignment Stipend, as she has had an increased workload following the departure of department's Director III Communications and Public Affairs. Increased workload includes: Increase role in managing media relations; writing directly for Superintendent; CDPH Safe Schools for All Team Lead; Communications to agency regarding urgent/time-sensitive issues; bi-weekly check ins with ACPHD. Emily will be taking on this work as the most experienced Communications Specialist in the department.

Classification	Director I, Communications and Public Affairs	5% of Salary	CSEA Range 20, Step 2 \$351.72
Effective Date	July 1, 2022	Ending Date	December 31, 2022
Department	Communications		

4805.14 Special Assignment Stipend for Classified Employees

At the discretion of a Division Chief or Department Director, a classified employee may be offered and may agree on a temporary basis to take on special assignments not contained in the employee's current job classification.

When an employee is assigned to perform all or a majority of the functions and duties of a higher classification, the employee shall qualify for an Out of Class assignment under PC Rule 4803.5.

When an employee is assigned by the appropriate Division Chief or Department Director to perform special project work functions or additional duties over and above their regularly assigned duties, the employee may receive a monthly Special Assignment Stipend.

cc: Cindy Charan, Chief of People & Leadership
Personnel File

DATE: July 8, 2022

TO: Emily Zack, Communications Specialist

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Special Assignment Stipend Notice – Director I, Communications and Public Affairs

The Personnel Commission has conditionally approved your Special Assignment Stipend Request within the Communications department. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission. ***You may begin work within this assignment, please be advised that this assignment is conditional until final approval by the Personnel Commission at the PC Meeting on Thursday, July 14, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.***

Classification	Director I, Communications and Public Affairs	5% of Salary	CSEA Range 20, Step 2 \$351.72
Effective Date	July 1, 2022	Ending Date	December 31, 2022
Department	Communications		

4805.14 Special Assignment Stipend for Classified Employees

At the discretion of a Division Chief or Department Director, a classified employee may be offered and may agree on a temporary basis to take on special assignments not contained in the employee's current job classification.

When an employee is assigned to perform all or a majority of the functions and duties of a higher classification, the employee shall qualify for an Out of Class assignment under PC Rule 4803.5.

When an employee is assigned by the appropriate Division Chief or Department Director to perform special project work functions or additional duties over and above their regularly assigned duties, the employee may receive a monthly Special Assignment Stipend.

cc: Cindy Charan, Chief of People & Leadership
Personnel File

SPECIAL ASSIGNMENT STIPEND REQUEST FORM- CLASSIFIED EMPLOYEES

Please send completed form and required attachments to the Personnel Commission Services Office

*****ALL REQUESTS MUST BE APPROVED BY PC DIRECTOR PRIOR TO ASSIGNMENT OF DUTIES TO EMPLOYEES *****

1. EMPLOYEE INFORMATION

Name: _____ Phone: _____ Email: _____
 Department: _____ Job Title: _____

2. REQUEST DETAILS

Requested By (Manager Name): _____ Date: _____

☐ New Stipend Request ☐ Request to Extend Stipend If extending, indicate original stipend date: _____

Requested Start Date: _____ Requested End Date: _____

☐ **Classified Managers**

Current Monthly Salary _____ Requested % _____ Monthly Stipend Amount _____

☐ **Classified Staff**

Current Monthly Salary _____ 5% of Current Monthly _____

3. STIPEND DUTIES & JUSTIFICATION

Are there any additional employees in the same classification in your department? ☐ Yes (*if yes indicate names below*) ☐ No

Special Assignment Duties & Justification for Assignment of the Duties: **Indicate if duties are from an existing classification or if these are project duties not found in a current classification**

REQUIRED SIGNATURES

Michelle Smith McDonald

Department Manager

_____ Date

Michelle Smith McDonald

Division Manager

_____ Date

Employee

Date

☐ I acknowledge that I may **NOT** begin work until I have received official notice from the Personnel Commission Office.



Personnel Commission Office Use Only

Stipend Payment Information:

Name: _____

Manager Name: _____

Requested Start Date: _____

Requested End Date: _____

Department: _____

Monthly Stipend Amount: _____

☐ Approved ☐ Not Approved

If approved to move to the Personnel Commission for final approval complete a PC Cover memo and notice to the manager. If you are not approving the request, provide a written justification to the manager. Employee can begin work upon approval by the PC Director.

Personnel Specialist

Date

Executive Director, Personnel Commission

Date

Comments/Notes:

Personnel Commission Approval

☐ Approved ☐ Not Approved

Date of Commission Meeting: _____

JOB DESCRIPTION
Alameda County Office of Education

Director I-Communications and Public Affairs

Purpose Statement

The job of Director I-Communications and Public Affairs is done for the purpose/s of providing assistance to executive staff and board on matters related to public, community and media relations, issues management; developing and shaping a comprehensive image of ACOE; and directing activities of staff in public information issues.

This job reports to the Assigned Administrator

Essential Functions

- Communicates and coordinates with a wide variety of personnel (e.g. staff, county administration and boards, public agencies, the media, etc.) for the purpose of maximizing the effectiveness and efficiency of interdepartmental operations and activities.
- Consults with appropriate departments on internal/external communications issues and the production of publications and presentation materials for the purpose of ensuring agency-wide communications are in compliance with stated policies and procedures.
- Develops comprehensive plans, strategies and approaches for the purpose of marketing the image of ACOE to district Superintendents, staff and countywide constituents, local and regional media.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as the County's representative.
- Oversees the graphic and digital content staff and production of materials (e.g. website, public cable television channel, marketing materials, newsletters, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, and financial requirements.
- Participates in a wide variety of meetings (e.g. professional associations, networks, workshops, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Performs personnel functions (e.g. interviewing, evaluating, training, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget of the Communications Department.
- Prepares a wide variety of documents and written or electronic materials (e.g. press releases, newsletters, service guides, annual reports, etc.) for the purpose of documenting activities and issues, conveying information, meeting compliance requirements, and/or providing supporting materials.
- Researches a variety of topics (e.g. public policy, educational issues, local education news, etc.) for the purpose of securing information for planning, preparing relevant perspective and positions for communication within the agency and to the broader public, and/or responding to requests.
- Serves as Superintendent's spokesperson and representative as needed for the purpose of providing information in highly sensitive, complex and or emergency situations as directed.
- Serves as a liaison between the district and media representatives, community organizations and the public for the purpose of conveying information, publicizing events, and enhancing the relationship of the district and the community.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles, procedures and practices used in mass communication and public relations; media, public, and professional outreach and communication techniques; public education goals, issues, programs, achievements and challenges; organizational and time management; concepts of conflict resolution; pertinent codes, policies, regulations and/or laws;

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with extreme tact with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; tracking budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

9/19/2016

Salary Range

Alameda County Office of Education					
CSEA Salary Schedule					
EFFECTIVE July 1, 2022 CSEA approved 11/09/2021					
NEW HIRES 7.50 hours per day -ACOE					
	Range	Step	Annual	Monthly	Hourly
Business Analyst Database Administrator Instructional Designer Network Administrator Network Engineer Senior Client Support Analyst Senior Network Systems Technician	23	1	105,243.96	8,770.33	53.76
		2	110,494.08	9,207.84	56.44
		3	116,009.16	9,667.43	59.26
		4	121,813.44	10,151.12	62.23
		5	127,906.32	10,658.86	65.34
School Social Worker School Support Counselor	22	1	96,092.52	8,007.71	49.09
		2	100,909.08	8,409.09	51.55
		3	105,942.24	8,828.52	54.12
		4	111,240.48	9,270.04	56.83
		5	116,804.16	9,733.68	59.67
Client Support Analyst Community Outreach Specialist Family and Community Engagement Specialist School Health and Safety Analyst Senior Budget Analyst/Accountant Software Engineer Support Center Team Lead Website and Database Analyst	21	1	87,759.48	7,313.29	44.83
		2	92,142.72	7,678.56	47.07
		3	96,766.56	8,063.88	49.43
		4	101,607.36	8,467.28	51.91
		5	106,689.12	8,890.76	54.50
Budget Analyst/Accountant II - DBAS Budget/Analyst/Accountant II - IBS Communications Specialist Digital Content Producer Senior Payroll Analyst/Accountant Website Developer	20				
		1	80,390.04	6,699.17	41.07
		2	84,411.72	7,034.31	43.12
		3	88,626.60	7,385.55	45.27
		4	93,058.08	7,754.84	47.54
		5	97,705.80	8,142.15	49.94
Budget Analyst/Accountant I Internal Communications/ Events Coordinator Payroll Analyst/Accountant Project Specialist Retirement Specialist Support Center Specialist Youth Development Specialist	19				
		1	73,887.72	6,157.31	37.74
		2	77,572.44	6,464.37	39.63
		3	81,449.76	6,787.48	41.61
		4	85,519.80	7,126.65	43.69
		5	89,806.56	7,483.88	45.88
Senior Administrative Assistant Senior Credentials Specialist Senior Human Resources Specialist Senior Personnel Specialist Senior Records Database Specialist Senior Purchasing Specialist	18	1	68,179.80	5,681.65	34.83
		2	71,575.56	5,964.63	36.56
		3	75,164.04	6,263.67	38.74
		4	78,921.00	6,576.75	40.32
		5	82,870.56	6,905.88	42.33
Administrative Assistant Records Database Specialist Skilled Facilities Technician Skills Trades Worker	17	1	63,170.64	5,264.22	32.27
		2	66,349.68	5,529.14	33.89
		3	69,648.96	5,804.08	35.58
		4	73,140.96	6,095.08	37.36
		5	76,801.68	6,400.14	39.23

Alameda County Office of Education
CSEA Salary Schedule
EFFECTIVE July 1, 2022 CSEA approved 11/09/2021

NEW HIRES 7.50 hours per day -ACOE					
Range	Step	Annual	Monthly	Hourly	
Accounting Technician Computer Support Technician Human Resources Specialist Leaves/Benefits Technician Personnel Specialist Purchasing Specialist					
	1	58,859.64	4,904.97	30.07	
	2	61,797.72	5,149.81	31.57	
	3	64,880.40	5,406.70	33.14	
	4	68,131.80	5,677.65	34.80	
	5	71,527.56	5,960.63	36.54	
Administrative Secretary Educational Technology Support Specialist Lead Custodian	1	55,126.68	4,593.89	28.16	
	2	57,872.28	4,822.69	29.56	
	3	60,762.24	5,063.52	31.04	
	4	63,820.80	5,318.40	32.60	
	5	66,999.72	5,583.31	34.23	
Accounting Assistant Educational Mentor Human Resources Assistant Office Assistant II Office Specialist Orientation & Assessment Technician Personnel Assistant Shipping & Receiving Specialist Utility Worker II	1	51,923.52	4,326.96	26.52	
	2	54,524.64	4,543.72	27.85	
	3	57,246.00	4,770.50	29.24	
	4	60,111.84	5,009.32	30.71	
	5	63,122.52	5,260.21	32.25	
Account Clerk Custodian Nutrition Operations Assistant Office Assistant I Utility Worker	1	49,226.16	4,102.18	25.15	
	2	51,706.92	4,308.91	26.41	
	3	54,283.80	4,523.65	27.73	
	4	57,005.28	4,750.44	29.12	
	5	59,847.00	4,987.25	30.57	
Courier Early Intervention Home Visitor Paraeducator, Community Schools Paraeducator, Juvenile Court School Resource Library Operations Technician	1	47,010.60	3,917.55	24.01	
	2	49,346.76	4,112.23	25.21	
	3	51,827.16	4,318.93	26.48	
	4	54,404.16	4,533.68	27.79	
	5	57,125.64	4,760.47	29.18	
Early Intervention Assistant Paraeducator, Infant	1	45,180.00	3,765.00	23.08	
	2	47,444.04	3,953.67	24.24	
	3	49,804.32	4,150.36	25.44	
	4	52,309.08	4,359.09	26.72	
	5	54,909.84	4,575.82	28.05	

Annual Longevity 9+ thru 14 = \$2,520 | 15+ thru 19 = \$5,040 | 20+ = \$7,560 | 27+ = \$8,760 paid on a monthly basis

5/9/2022

Longevity is for years of service at ACOE

12 163.125

DATE: July 11, 2022

TO: Personnel Commission

FROM: Cynthia Jenkins, Director III, People & Leadership

SUBJECT: Job Description Revision/Retitle – Internal Projects/Events Coordinator

I. RECOMMENDATION

Cynthia Jenkins, Director III, People & Leadership of the Human Resources department, recommends that the Personnel Commission approve the job title change and revisions to the existing Internal Communications/Events Coordinator job description in order to support and reflect essential functions in the assigned department.

II. BACKGROUND

The Internal Communications/Events Coordinator position is currently vacant and the Superintendent's Office has determined there is a need to recruit for this position to coordinate, assist and support with the ongoing projects and events throughout the agency. It was determined that the current job description should be revised to Internal Projects/Events Coordinator to more accurately reflect the essential functions of the position and the needs of the agency.

As part of the many agency internal projects and events there is a need to revise the current job description to support the needs of the agency. The agency hosts a number of events throughout the year and this position would serve as the primary event coordinator for all internal and external campaigns, such as Teacher of the Year, Employee Appreciation Week, FACE Awards, Classified Employee of the Year and employee community building activities, to name a few. The position will also serve as a liaison between the Superintendent's Office, internal staff, external agencies and County LEA's to assist, support and coordinate agency wide events.

A classification committee review was held on June 14, 2022 and June 21, 2022 with department management, Personnel Commission staff and CSEA to review, revise and discuss revisions to the job title and essential function. All parties reached consensus on the changes and are moving this forward to the Commission for approval.

III. SUMMARY AND CONCLUSION

The Personnel Commission staff recommends that the Internal Communications/Event Coordinator Job title be changed to Internal Projects/Events Coordinator and that the revisions to the essential functions be approved. The salary will remain the same, which is Range 19 of the Classified CSEA Salary Schedule.

Personnel Commissioners

Lorrie Owens
 Saleem Shakir-Gilmore
 Yvonne Hudson-Harmon

**Chief of People &
 Leadership**

Cindy Charan

District/COE	Job Title	Range	Salary	Hourly Salary Comparison
Alameda	Internal Projects/Events Coordinator	19	\$7,301.35	\$44.76
Contra Costa	Division Project Specialist	25	\$6,474.00	\$37.21
Santa Clara	Conference Center Coordinator	44	\$6,285.65	\$36.12
Los Angeles	Event Coordination Specialist	30	\$5,078.00	\$29.18

Average Salary =	\$6,284.75
Median Salary =	\$6,379.83

Alameda County Office of Education Job Description

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Internal ~~Projects~~Communications/ Events Coordinator (Range 19, CSEA) .6

JOB SUMMARY

Serve as staff liaison to leverage ACOE programs/ department resources to assist internal staff in planning and executing recognition events, program outreach and promotion, and facilitate cross departmental communication and services. This position leads planning and production efforts for major events, special events, distribution operations for K-12 schools and internal campaigns (i.e. Teacher of the Year ~~annual award~~annual award ceremony, Classified Employee of the Year, FACE Awards, ACOE annual employment fairs, Regional forums, Holiday giving campaign, etc.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Serves as a liaison between the Office of the Superintendent staff and other interoffice staff, external agencies and Alameda County LEAs to support with and coordinate events for the agency ~~media organizations.~~ (E)
- ~~May plan and coordinate the annual publication of the Public Schools Directory and Master Calendar of the County Office of Education.~~
- ~~Maintains~~ Ensures an updated contact listing of staff employed at the County Office of Education, school and community college district staff, elected officials, public agencies and education related services. (E)
- ~~Research, prepare, compose, design, edit and distribute~~ Distribute a variety of press releases, promotional materials and internal and external publications ~~such as newsletters, handbooks, manuals, brochures, advertisements, presentations, posters, guides, directories and web-based documents.~~ (E)
- ~~Operate designated computer systems, specialized graphic design software and peripheral equipment including traditional and digital photography equipment to~~

~~produce a variety of print ready publications; keyboard, scan and input data; manipulate graphic and photographic images. (E)~~

- ~~• Conduct interviews; attend, photograph and report on County Office-related events and activities; photograph interview participants. (E)~~
- ~~• Review publications to assure consistency of message and compliance with public relations and County Office goals and objectives; assist with assuring web sites are updated in response to publication modifications. (E)~~
- ~~• Provide assistance to County Office personnel and others concerning the writing, editing, composition, layout and production of publications as needed; explain related graphics, templates, standards, techniques, practices and procedures.~~
- Develop, coordinate and arrange public displays for County office departments as required.
- May assist with preparation of global emails for distribution to county office staff; assists departments in the preparation of global messages as necessary.
- ~~May assist in the preparation of routine press releases.~~
- May assist with a variety of research and data gathering functions in relationship to County Office of Education programs, activities, and services.
- ~~• Oversees department budget and special budgets as assigned; and monitors expenditures. (E)~~
- Orders supplies; issues purchase orders; prepares contracts and supporting information for approval.
- Attend a variety of meetings and conferences for the purpose of obtaining and disseminating information.
- ~~— May assist the School Safety and Preparedness Manager and the Director of Facilities, Maintenance, and Operations with coordination of an incident response during emergency situations. Assist the School Safety and Preparedness Manager and the Director of Facilities, Maintenance, and Operations with incident response during emergency situations and ensures proper procedures are followed.~~
- ~~• Assist the School Safety and Preparedness Manager and the Director of Facilities, Maintenance, and Operations with the distribution of supplies related to emergency situations.~~
- May assist the School Safety and Preparedness Manager and the Director of Facilities, Maintenance, and Operations with the distribution of supplies related to

emergency situations.

- Assists Superintendent's Office staff with planning and implementing relevant initiatives and trainings for Alameda County K-12 school staff.
- Serves as the primary event coordinator for internal and external campaigns, including but not limited to Teacher of Year, Classified Employee of the Year, FACE Awards, Employee Appreciation celebrations, Halloween Celebration with the Parenting Teen Program, employee community building activities.
- Perform related duties as required.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

KNOWLEDGE OF

~~Principles, techniques, and practices of public relations, journalism, marketing and advertising methods and techniques~~

~~Research and interview techniques, methods, and procedures~~

General organization and services provided by public agencies, particularly in the area of education

~~Media operations and procedures in the context of information dissemination~~

~~Media contacts appropriate to news and feature stories~~

Oral and written communication skills

Record-keeping techniques

County Office of Education organization, operations, policies and objectives

Operation of a desktop computer, office and ~~specialized software utilized for web publications and social media~~

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Production techniques for a variety of printing and Web-ready documents

Record-keeping and report preparation techniques.

ABILITY TO

~~Coordinate a variety of marketing and public relations services to inform the public students and participants of the programs, services and events~~

Serve as a technical resource concerning the County Office and designated school districts

Assist with planning and coordinating special events for the County Office ~~as needed~~

Write and edit a variety of materials that are creative, descriptive, technical, and factual

Operate a desktop computer and related office equipment such as a copier, fax machine, and printer

Respond to sensitive matters with discretion and tact

Interpret and apply rules, laws, codes, and policies pertaining to the Alameda County Office of Education

Assemble information in a creative, informative manner

Communicate effectively, both in oral and written form

Plan and organize work

Work independently with minimal direction

Establish and maintain a cooperative relationship with those contacted in the course of assigned duties

Maintain records and prepare reports

EDUCATION and/or EXPERIENCE

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Bachelor's degree in a related field with major course work in English, Journalism, or Public Relations; at least two years of professional or technical related experience and/or equivalent combination of education and experience.

DESIRABLE: Bilingual Spanish-speaking/writing skills

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee must be able to move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is occasionally exposed to outside weather conditions, may be required to use an automobile in the course of employment, may be required to attend evening meetings and travel, may be required to work evenings or weekends, and may work with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission

Approved Date: February 26, 2013

JOB DESCRIPTION
Alameda County Office of Education

Internal Projects/Events Coordinator

Purpose Statement

Serve as staff liaison to leverage ACOE programs/ department resources to assist internal staff in planning and executing recognition events, program outreach and promotion, and facilitate cross departmental communication and services. This position leads planning and production efforts for major events, special events, distribution operations for K-12 schools and internal campaigns (i.e. Teacher of the Year annual award ceremony, Classified Employee of the Year, FACE Awards, Holiday giving campaign, etc.) This job reports to the Assigned Administrator.

Essential Functions

- Serves as a liaison between the Office of the Superintendent staff and other interoffice staff, external agencies and Alameda County LEAs to support with and coordinate events for the agency.
- Ensures an updated contact listing of staff employed at the County Office of Education, school and community college district staff, elected officials, public agencies and education related services.
- Distribute a variety of press releases, promotional materials and internal and external publications.
- Develop, coordinate and arrange public displays for County office departments as required.
- May assist with preparation of global emails for distribution to county office staff; assists departments in the preparation of global messages as necessary.
- May assist with a variety of research and data gathering functions in relationship to County Office of Education programs, activities, and services.
- Orders supplies; issues purchase orders; prepares contracts and supporting information for approval.
- Attend a variety of meetings and conferences for the purpose of obtaining and disseminating information.
- May assist the School Safety and Preparedness Manager and the Director of Facilities, Maintenance, and Operations with coordination of an incident response during emergency situations.
- May assist the School Safety and Preparedness Manager and the Director of Facilities, Maintenance, and Operations with the distribution of supplies related to emergency situations.
- Assists Superintendent's Office staff with planning and implementing relevant initiatives and trainings for Alameda County K-12 school staff.
- Serves as the primary event coordinator for internal and external campaigns, including but not limited to Teacher of Year, Classified Employee of the Year, FACE Awards, Employee Appreciation celebrations, Halloween Celebration with the Parenting Teen Program, employee community building activities.
- Perform related duties as required.

JOB DESCRIPTION

Alameda County Office of Education

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and ability to gather / aggregate data and organize it in a presentable way for a wide variety of both internal and external parties.

KNOWLEDGE of General organization and services provided by public agencies, particularly in the area of education. Oral and written communication skills. Record-keeping techniques. County Office of Education organization, operations, policies and objectives. Operation of a desktop computer, office and Interpersonal skills using tact, patience and courtesy. Correct English usage, grammar, spelling, punctuation and vocabulary Production techniques for a variety of printing and Web-ready documents Record-keeping and report preparation techniques.

ABILITY to serve as a technical resource concerning the County Office and designated school districts Assist with planning and coordinating special events for the County Office. Write and edit a variety of materials that are creative, descriptive, technical, and factual. Operate a desktop computer and related office equipment such as a copier, fax machine, and printer. Respond to sensitive matters with discretion and tact. Interpret and apply rules, laws, codes, and policies pertaining to the Alameda County Office of Education. Assemble information in a creative, informative manner. Communicate effectively, both in oral and written form Plan and organize work independently with minimal direction. Establish and maintain a cooperative relationship with those contacted in the course of assigned duties. Maintain records and prepare reports.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee must be able to move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

JOB DESCRIPTION
Alameda County Office of Education

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is occasionally exposed to outside weather conditions, may be required to use an automobile in the course of employment, may be required to attend evening meetings and travel, may be required to work evenings or weekends, and may work with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Experience: At least two years of professional or technical related experience and/or equivalent combination of education and experience.

Education: Bachelor's degree (B.A.).

Equivalency: Equivalent combination of education and experience.

Required Testing Certificates

Pre-Employment Proficiency Testing

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
Tuberculosis Clearance

FLSA Status
Range

Non Exempt

Approval Date

2/26/2013 PC
6/21/22 CSEA Negotiations

Salary

19

Alameda County Office of Education					
CSEA Salary Schedule					
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		4	101,607.36	8,467.28	51.91
		5	106,689.12	8,890.76	54.50
Budget Analyst/Accountant II - DBAS Budget/Analyst/Accountant II - IBS Communications Specialist Digital Content Producer Senior Payroll Analyst/Accountant Website Developer	20				
		1	80,390.04	6,699.17	41.07
		2	84,411.72	7,034.31	43.12
		3	88,626.60	7,385.55	45.27
		4	93,058.08	7,754.84	47.54
		5	97,705.80	8,142.15	49.94
Budget Analyst/Accountant I Internal Communications/ Events Coordinator Payroll Analyst/Accountant Project Specialist Retirement Specialist Support Center Specialist Youth Development Specialist	19	1	73,887.72	6,157.31	37.74
		2	77,572.44	6,464.37	39.63
		3	81,449.76	6,787.48	41.61
		4	85,519.80	7,126.65	43.69
		5	89,806.56	7,483.88	45.88
Senior Administrative Assistant Senior Credentials Specialist Senior Human Resources Specialist Senior Personnel Specialist Senior Records Database Specialist Senior Purchasing Specialist	18	1	68,179.80	5,681.65	34.83
		2	71,575.56	5,964.63	36.56
		3	75,164.04	6,263.67	38.74
		4	78,921.00	6,576.75	40.32
		5	82,870.56	6,905.88	42.33
Administrative Assistant Records Database Specialist Skilled Facilities Technician Skills Trades Worker	17	1	63,170.64	5,264.22	32.27
		2	66,349.68	5,529.14	33.89
		3	69,648.96	5,804.08	35.58
		4	73,140.96	6,095.08	37.36
		5	76,801.68	6,400.14	39.23

Alameda County Office of Education
CSEA Salary Schedule
EFFECTIVE July 1, 2022 CSEA approved 11/09/2021

NEW HIRES 7.50 hours per day -ACOE					
Range	Step	Annual	Monthly	Hourly	
Accounting Technician Computer Support Technician Human Resources Specialist Leaves/Benefits Technician Personnel Specialist Purchasing Specialist					
	16	1	58,859.64	4,904.97	30.07
		2	61,797.72	5,149.81	31.57
		3	64,880.40	5,406.70	33.14
		4	68,131.80	5,677.65	34.80
		5	71,527.56	5,960.63	36.54
Administrative Secretary Educational Technology Support Specialist Lead Custodian	15	1	55,126.68	4,593.89	28.16
		2	57,872.28	4,822.69	29.56
		3	60,762.24	5,063.52	31.04
		4	63,820.80	5,318.40	32.60
		5	66,999.72	5,583.31	34.23
Accounting Assistant Educational Mentor Human Resources Assistant Office Assistant II Office Specialist Orientation & Assessment Technician Personnel Assistant Shipping & Receiving Specialist Utility Worker II	14	1	51,923.52	4,326.96	26.52
		2	54,524.64	4,543.72	27.85
		3	57,246.00	4,770.50	29.24
		4	60,111.84	5,009.32	30.71
		5	63,122.52	5,260.21	32.25
Account Clerk Custodian Nutrition Operations Assistant Office Assistant I Utility Worker	13	1	49,226.16	4,102.18	25.15
		2	51,706.92	4,308.91	26.41
		3	54,283.80	4,523.65	27.73
		4	57,005.28	4,750.44	29.12
		5	59,847.00	4,987.25	30.57
Courier Early Intervention Home Visitor Paraeducator, Community Schools Paraeducator, Juvenile Court School Resource Library Operations Technician	12	1	47,010.60	3,917.55	24.01
		2	49,346.76	4,112.23	25.21
		3	51,827.16	4,318.93	26.48
		4	54,404.16	4,533.68	27.79
		5	57,125.64	4,760.47	29.18
Early Intervention Assistant Paraeducator, Infant	11	1	45,180.00	3,765.00	23.08
		2	47,444.04	3,953.67	24.24
		3	49,804.32	4,150.36	25.44
		4	52,309.08	4,359.09	26.72
		5	54,909.84	4,575.82	28.05

Annual Longevity 9+ thru 14 = \$2,520 | 15+ thru 19 = \$5,040 | 20+ = \$7,560 | 27+ = \$8,760 paid on a monthly basis

5/9/2022

Longevity is for years of service at ACOE

12 163.125



DATE: July 11, 2022

TO: Personnel Commission

FROM: Cynthia Jenkins, Director III, People & Leadership

SUBJECT: Job Description Revision – Administrative Assistant-Confidential

I. RECOMMENDATION

Cynthia Jenkins, Director III, People & Leadership of the Human Resources department, recommends that the Personnel Commission approves the revisions to the existing Administrative Assistant-Confidential job description in order to update and reflect essential functions in the assigned department.

II. BACKGROUND

The current Administrative Assistant-Confidential job description primarily reflects essential functions related to the administrative duties relevant to serving the Board, however the Administrative Assistant-Confidential position also serves in the Human Resource and Finance and Operations Departments, therefore essential functions relevant to those departments were added to the current job description to ensure all relevant department representation of duties and ensure a strong candidate pool during recruitments.

The current Administrative Assistant-Confidential job description has been revised to include reporting to Chief of People & Leadership in the Human Resources Department and/or Chief of Finance & Operations in the Internal Business Services Department. In addition, essential functions were added, such as participating in negotiations, tracking and preparation of tentative and collective bargaining agreements, maintaining assigned budgets, compile data for budget preparation, monitor accounts and reconcile expenses.

III. SUMMARY AND CONCLUSION

The Personnel Commission staff recommends that the Administrative Assistant-Confidential job description be revised to reflect the essential functions relative to the assigned department. The salary will remain the same, which is Range 12 of the Confidential Salary Schedule.

Personnel Commissioners

Lorrie Owens
 Saleem Shakir-Gilmore
 Yvonne Hudson-Harmon

**Chief of People &
 Leadership**

Cindy Charan

District/COE	Job Title	Range	Salary	Hourly Rate	Additional Comments
Santa Clara	Executive Assistant	47.5	\$9,681.27	\$55.64	PC meetings, part in recruitments, other duties mirror ACOE (Confidential is combined with Management on one schedule)
Sonoma	Administrative Operations Specialist - Human Resources Services	11	\$9,301.17	\$53.46	MGMT, bargaining, similar duties to ACOE,
Alameda	Administrative Assistant (Confidential)	12	\$8,291.67	\$50.83	Confidential
Solano	Executive Assistant II	7	\$7,677.00	\$44.12	MGMT due to bargaining
San Mateo	Executive Assistant I	225	\$7,292.00	\$41.91	Confidential Similar to ACOE
Los Angeles	Senior Human Resources Specialist - Operations	43	\$6,055.00	\$34.80	

Average Salary =	\$7,656.99
Median Salary =	\$7,758.27

Administrative Assistant - Confidential

Purpose Statement

The job of Administrative Assistant (Confidential) is to provide a high level of administrative ~~the~~ support to the Superintendent's Office. This position is responsible position and is responsible for supporting the administrative functions ~~involving~~ the Board of Education, the Trustees and the Superintendent's office. This position requires thorough knowledge of organizational operations, policies and procedures, and ability to provide complex and technical administrative support to a diverse group of public and county official representatives, this position will coordinate and organize office activities and the flow of communications and information between the Board, the Trustees and the Superintendent's office, while maintaining confidentiality and professionalism. This position reports to the Chief of Staff. This position also reports to an Administrator in the Finance and Operations and in the Human Resources Departments.

The following are distinguishing characteristics and responsibilities of an Administrative Assistant – Confidential that may be assigned to any of the below areas:

May serve as an Administrative Assistant to the Superintendent's Office providing administrative assistance with the highest level of responsibility, confidentiality, and sensitivity in coordinating information and ~~supporting~~supports the administrative functions of Superintendent's Office. Work assignments require a high degree of independence, discretion, and tact, and the ability to exercise sound- ~~judgment~~judgement.

May serve as an Administrative Assistant to the Board of Trustees, performs administrative assistance duties of a highly responsible, confidential, and sensitive nature for members of the Board of Trustees. Work assignments require the incumbent to use a high degree of independence, discretion, and tact, and exercise sound judgment; also assists in providing administrative support to members of the Board of Trustees.

May serve as an Administrative Assistant to the Chief of Finance and Operations or to the Chief of People and Leadership, providing a high level of administrative and technical support with contract negotiations, contract management, budget and financial information, that entails a high degree of confidentiality.

Essential Functions

- Composes correspondence independently on a variety of matters including those of a confidential nature; composes various letters, forms, reports, contracts, board -packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepares, formats, edits, proofreads and revises written materials.
- Attends a variety of meetings; prepares s-related notices, reports, presentations and agendas; records and transcribes minutes as assigned by the position; prepares and distributes minutes, updated records, statements, documents and reports to appropriate personnel.
- Completes special projects by compiling and analyzing; and arranging information; computing statistical information, preparing spreadsheets, documents, and report summaries.

Participates in contract negotiations, tracks and prepares tentative agreements, corresponds with labor unions in the exchange of proposals, tracks the status of negotiations, prepares the

collective bargaining agreement for union ratification and finalizes contracts for the Superintendent's review and signature.

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; compile data for budget preparation and assist in the planning and development of program budgets; monitor accounts and reconcile expenses; research, track and resolve discrepancies.

- Coordinates meetings conferences and events by preparing notices and agendas, creating brochures and conference programs, arranging telecommunications on online communications, and preparing meeting materials including PowerPoint presentations; contacting trainers and speakers arranging for equipment needed to make presentations.

Page 1 of 4

JOB DESCRIPTION

Alameda County Office of Education

- Maintains a wide variety of manual and electronic documents files and records to provide up to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
 - Monitors a wide variety of activities on behalf ~~of the assigned~~ Administrator to achieve goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office to organize assignments, ~~monitor~~ monitoring progress, and ensure completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or ~~training~~ trainings to provide or receive information, record minutes, and support the needs of the attendees.
- ~~· Prepares a wide variety of reports, documents and correspondence of a confidential and non confidential nature to document activities, provide written reference, and/or convey information.~~
- Presents information on administrative procedures to orient new personnel and/or disseminate information to existing personnel.
 - Processes a wide variety of documents and materials to disseminate information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials to maintain availability of required items.
- ~~· Reconciles account balances for assigned budget categories to maintain accurate account balances.~~
- Represents assigned ~~a~~ Administrator in their absence to convey and/or gather information required for their functions.
- Researches a variety of topics to provide information and/or ~~recommendations~~ recommend that address a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties to provide information and facilitate communication among parties and/or providing direction.
- ~~· Schedules a wide variety of activities to make necessary arrangements for assigned~~

~~administrator.~~

- Serves as liaison between the administration, Ceounty Board of Education, school districts public agencies and the general public to ensure established guidelines are maintained.
- Supports assigned administrative personnel to provide assistance with their functions and responsibilities.
- Performs other related duties as assigned by ~~to ensure the efficient and effective functioning of~~ the work unit.

Job Requirements: Minimum Qualifications **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and

Page 2 of 4

JOB DESCRIPTION **Alameda County Office of Education**

managing projects; conducting financial transactions; promoting activities and/or events; screening telephone calls; using Microsoft Office software applications including Word, Excel, PowerPoint and Access; customer service.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices; grammar, spelling and punctuation; knowledge of community resources; codes/laws/rules/regulations/policies.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions. Performs a variety of complex administrative assistant duties to support the Superintendent's Office.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical

demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Three years of progressively responsible experience providing a high level of ~~administrative complex~~ and technical ~~administrative level~~ support to a department administrator, ~~that includes~~. ~~Experience with providing a high~~ ~~providing high~~ level of administrative ~~and ssupport~~ to Boards, Trustees and/or a Commission preferred. ~~Experience with Human Resources and/or Finance Department policy and procedures preferred.~~

Education: Associates Degree (A.A.) preferred.

Equivalency: Equivalent combination of education and experience.

Required Testing

Pre-Employment ~~Proficiency~~ ~~Profieney~~ Testing

Page 3 of 4

JOB DESCRIPTION
Alameda County Office of Education

Continuing Educ./Training Clearances Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status Approval Date Salary Range Non Exempt 9/19/2016 12 11/20/2020 PC
Approved

JOB DESCRIPTION
Alameda County Office of Education

Administrative Assistant (Confidential)

Purpose Statement

The job of Administrative Assistant (Confidential) is to provide a high level of administrative support to the Superintendent's Office. This position is responsible for supporting the administrative functions involving the Board of Education, the Trustees and the Superintendent's office. This position requires thorough knowledge of organizational operations, policies and procedures, and ability to provide complex and technical administrative support to a diverse group of public and county official representatives, this position will coordinate and organize office activities and the flow of communications and information between the Board, the Trustees and the Superintendent's office, while maintaining confidentiality and professionalism. This position also reports to an Administrator in the Finance and Operations and in the Human Resources Departments.

The following are distinguishing characteristics and responsibilities of an Administrative Assistant – Confidential that may be assigned to any of the below areas:

May serve as an Administrative Assistant to the Superintendent's Office providing administrative assistance with the highest level of responsibility, confidentiality, and sensitivity in coordinating information and supports the administrative functions of Superintendent's Office. Work assignments require a high degree of independence, discretion, and tact, and the ability to exercise sound judgment.

May serve as an Administrative Assistant to the Board of Trustees, performs administrative assistance duties of a highly responsible, confidential, and sensitive nature for members of the Board of Trustees. Work assignments require the incumbent to use a high degree of independence, discretion, and tact, and exercise sound judgment; also assists in providing administrative support to members of the Board of Trustees.

May serve as an Administrative Assistant to the Chief of Finance and Operations or to the Chief of People and Leadership, providing a high level of administrative and technical support with contract negotiations, contract management, budget and financial information, that entails a high degree of confidentiality.

Essential Functions

- Composes correspondence independently on a variety of matters including those of a confidential nature; composes various letters, forms, reports, contracts, board packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepares, formats, edits, proofreads and revises written materials.
- Attends a variety of meetings; prepares related notices, reports, presentations and agendas; records and transcribes minutes as assigned by the position; prepares and distributes minutes, updated records, statements, documents and reports to appropriate personnel.
- Completes special projects by compiling and analyzing; and arranging information; computing statistical information, preparing spreadsheets, documents, and report summaries.
- Participates in contract negotiations, tracks and prepares tentative agreements, corresponds with labor unions in the exchange of proposals, tracks the status of negotiations, prepares the collective

JOB DESCRIPTION

Alameda County Office of Education

bargaining agreement for union ratification and finalizes contracts for the Superintendent's review and signature.

- Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; compile data for budget preparation and assist in the planning and development of program budgets; monitor accounts and reconcile expenses; research, track and resolve discrepancies.
- Coordinates meetings conferences and events by preparing notices and agendas, creating brochures and conference programs, arranging telecommunications on online communications, and preparing meeting materials including PowerPoint presentations; contacting trainers and speakers arranging for equipment needed to make presentations.
- Maintains a wide variety of manual and electronic documents files and records to provide up to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of the assigned Administrator to achieve goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office to organize assignments, monitor progress, and ensure completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or training to provide or receive information, record minutes, and support the needs of the attendees.
- Presents information on administrative procedures to orient new personnel and/or disseminate information to existing personnel.
- Processes a wide variety of documents and materials to disseminate information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials to maintain availability of required items.
- Represents assigned administrator in their absence to convey and/or gather information required for their functions.
- Researches a variety of topics to provide information and/or recommendations that address a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties to provide information and facilitate communication among parties and/or providing direction.
- Serves as liaison between the administration, County Board of Education, school districts public agencies and the general public to ensure established guidelines are maintained.
- Supports assigned administrative personnel to provide assistance with their functions and responsibilities.
- Performs other related duties as assigned by the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects; conducting financial transactions; promoting activities and/or events; screening telephone calls; using Microsoft Office software applications including Word, Excel, PowerPoint and Access; customer service.

JOB DESCRIPTION

Alameda County Office of Education

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Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Three years of progressively responsible experience providing a high level of administrative and technical support to a department administrator, that includes experience with providing a level of administrative and support to Boards, Trustees and/or a Commission preferred.

Education: Associates Degree (A.A.) preferred.

Equivalency: Equivalent combination of education and experience.

Required Testing

Pre-Employment Proficiency Testing

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance/ Tuberculosis Clearance

JOB DESCRIPTION
Alameda County Office of Education

FLSA Status

Non Exempt

Approval Date

9/19/2016
11/20/2020 PC Approved
7/14/2022 PC Approved

Salary Range

12

Alameda County Office of Education
Confidential Team Salary Schedule
EFFECTIVE July 1, 2020 Approved 05/11/2020

Longevity		Step 1				Step 2				Step 3				Step 4				Step 5			
		0-4 Years	5-8 Years	9-12 Years	13+ Years	0-4 Years	5-8 Years	9-12 Years	13+ Years	0-4 Years	5-8 Years	9-12 Years	13+ Years	0-4 Years	5-8 Years	9-12 Years	13+ Years	0-4 Years	5-8 Years	9-12 Years	13+ Years
Administrative Assistant																					
Range 12	Annual	\$83,500.00	\$85,000.00	\$86,000.00	\$88,500.00	\$87,500.00	\$89,000.00	\$90,000.00	\$92,500.00	\$91,500.00	\$93,000.00	\$94,000.00	\$96,500.00	\$95,500.00	\$97,000.00	\$98,000.00	\$100,500.00	\$99,500.00	\$101,000.00	\$102,000.00	\$104,500.00
	Monthly	\$6,958.33	\$7,083.33	\$7,166.67	\$7,375.00	\$7,291.67	\$7,416.67	\$7,500.00	\$7,708.33	\$7,625.00	\$7,750.00	\$7,833.33	\$8,041.67	\$7,958.33	\$8,083.33	\$8,166.67	\$8,375.00	\$8,291.67	\$8,416.67	\$8,500.00	\$8,708.33
		Hourly	\$42.66	\$43.42	\$43.93	\$45.21	\$44.70	\$45.47	\$45.98	\$46.74	\$47.51	\$48.02	\$49.30	\$48.79	\$49.55	\$50.06	\$51.34	\$50.83	\$51.60	\$52.11	\$53.38
Administrative Secretary																					
Range 8	Annual	\$67,500.00	\$69,000.00	\$70,000.00	\$72,500.00	\$71,500.00	\$73,000.00	\$74,000.00	\$76,500.00	\$75,500.00	\$77,000.00	\$78,000.00	\$80,500.00	\$79,500.00	\$81,000.00	\$82,000.00	\$84,500.00	\$83,500.00	\$85,000.00	\$86,000.00	\$88,500.00
	Monthly	\$5,625.00	\$5,750.00	\$5,833.33	\$6,041.67	\$5,958.33	\$6,083.33	\$6,166.67	\$6,375.00	\$6,291.67	\$6,416.67	\$6,500.00	\$6,708.33	\$6,625.00	\$6,750.00	\$6,833.33	\$7,041.67	\$6,958.33	\$7,083.33	\$7,166.67	\$7,375.00
		Hourly	\$34.48	\$35.25	\$35.76	\$37.04	\$36.53	\$37.29	\$37.80	\$38.57	\$39.34	\$39.85	\$41.12	\$36.00	\$41.38	\$41.89	\$43.17	\$42.66	\$43.42	\$43.93	\$45.21

Bachelor = \$125.00 per month
Masters = \$208.33 per month

Rates are rounded to two significant digits
Work week is 37.5 hours

**PERSONNEL COMMISSION
ALAMEDA COUNTY OFFICE OF EDUCATION
July 14, 2022**

CLASSIFIED PERSONNEL TRANSACTIONS

***This report maintains all current appointments until date of expiration.**

PROBATIONARY APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Department/Site</u>	<u>FTE</u>	<u>Effective</u>	<u>Last Day of Probation</u>
Heather Kroll	Education Mentor	Student Programs & Services	1.0	1/3/2022	8/13/2022
Julissa Darden	Director I, Project Management of Strategic Initiatives	District Business & Advisory Services	1.0	1/14/2021	7/14/2022
Michael Evans	Director I, Labor & Employee Relations	Human Resources	1.0	2/1/2022	8/1/2022
Denis Stroble	Network Administrator	Business Services	1.0	2/3/2022	8/3/2022
Cenovia Romero	Executive Assistant	District Business & Advisory Services	1.0	3/1/2022	8/29/2022
Ayleen Aralar	Business Analyst, Direct Service Districts	District Business & Advisory Services	1.0	4/4/2022	9/30/2022
Steven Spencer	Custodian	Facilities, Maintenance & Operations	0.5	4/27/2022	10/26/2022
Jaylen Taylor	Shipping & Receiving Specialist	Facilities, Maintenance & Operations	1.0	5/2/2022	10/28/2022
Lucy (Salcido) Carter	Policy & Governance Manager	Superintendent's Office	1.0	6/13/2022	12/14/2022
Terah Studges-Owens	Director II, District Advisory Services	District Advisory Services	1.0	6/6/2022	12/4/2022
Joan Laursen	Director II, District Advisory Services	District Advisory Services	1.0	6/13/2022	12/11/2022

Actions as of June 6, 2022

Zoie Campbell	Communications Specialist	Communications	1.0	7/1/2022	1/4/2023
Maria Pascual	Director II, Payroll, Leaves & Benefits	Internal Business Services	1.0	7/1/2022	1/4/2023

CHANGE OF STATUS

<u>Name</u>	<u>Rationale</u>	<u>Department/Site</u>	<u>Effective</u>
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

RETIREMENT

<u>Name</u>	<u>Position</u>	<u>Department/Site</u>	<u>Effective</u>
Aida Geronimo	Administrative Assistant	Educational Services	07/31/2022

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Department/Site</u>	<u>Effective</u>
Terah Studges-Owens	Director I, District Advisory Services	7	District Advisory Services	6/5/2022
Joan Laursen	Director I, District Advisory Services	7	District Advisory Services	6/12/2022
Natalie Cardaniuc	Director I, District Advisory Services	4	District Advisory Services	6/30/2022
Michelle Smith-McDonald	Director III, Communications & Public Affairs	3	Communications	6/30/2022
DeCarlos Kaigler	Director III, Fiscal Services	3	Internal Business Services	7/31/2022

Reason Codes:

1	Relocating out of area	5	Needs full time job
2	Returning to school	6	Accepted Certificated position (ACOE)
3	Accepted a position elsewhere	7	Promotion
4	Personal	8	Other

Actions as of June 6, 2022

LIMITED TERM ASSIGNMENTSⁱ

<u>Name</u>	<u>Position</u>	<u>Department/Site</u>	<u>Effective</u>
Adrianna Walters	Leaves/Benefits Technician	Internal Business Services	7/1/2022 – 12/31/2022

SUBSTITUTE ASSIGNMENTSⁱ (Temporary position during absence of regular employee.)

<u>Name</u>	<u>Position</u>	<u>Department/ Site</u>	<u>Rationale</u>	<u>Effective</u>
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

PROVISIONAL APPOINTMENTSⁱⁱ

<u>Name</u>	<u>Position</u>	<u>Department/Site</u>	<u>Effective</u>
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

PROFESSIONAL EXPERTSⁱⁱⁱ

<u>Name</u>	<u>Program/Assignment</u>	<u>Position Type</u>	<u>FY Hire Date</u>	<u>Total # of days to 7/15</u>	<u>Department/Site</u>	<u>Effective</u>
Gerald Reyes	DLL Symposium	Keynote Speaker	6/18/2022	1	Core Learning	6/18/2022 – 6/18/2022
Carola Oliva-Olson	DLL Symposium	Presenter	6/18/2022	0	Core Learning	6/18/2022 – 6/18/2022
Megan Correa	Butler Academic Center	Professional Expert	6/27/2022	0	Student Programs & Services	6/27/2022 – 7/1/2022
Ken Laxamana	Butler Academic Center	Professional Expert	6/27/2022	0	Student Programs & Services	6/27/2022 – 7/1/2022
Robin Malfatti	Superintendent's Office	COVID Coordinator	7/1/2022	13	Winton	7/1/2022 – 9/30/2022

Scott Bollander	Research, Assessment & Accountability Partnerships	Facility Inspector	7/1/2022	0	Winton	7/1/2022 – 12/31/2022
Telesforo Castro	Research, Assessment & Accountability Partnerships	Facility Inspector	7/1/2022	0	Winton	7/1/2022 – 12/31/2022
Tom McGann	Research, Assessment & Accountability Partnerships	Facility Inspector	7/1/2022	0	Winton	7/1/2022 – 12/31/2022
Marco Alberto	REACH Ashland Youth Center	YPAR Lead/Digital Media	7/15/2022	0	Social Emotional Learning	7/15/2022 – 12/31/2022
Gregory Duggan	REACH Ashland Youth Center	Digital Arts Program Associate	7/15/2022	0	Social Emotional Learning	7/15/2022 – 12/31/2022
Vincent Garrett	REACH Ashland Youth Center	Recording Engineer & Teaching Artist	7/15/2022	0	Social Emotional Learning	7/15/2022 – 12/31/2022
Diana Lopez	REACH Ashland Youth Center	Recording Engineer & Teaching Artist	7/15/2022	0	Social Emotional Learning	7/15/2022 – 12/31/2022
Jasmine Quiroga	REACH Ashland Youth Center	Visual Arts Program Associate	7/15/2022	0	Social Emotional Learning	7/15/2022 – 12/31/2022
Quentin Torres	REACH Ashland Youth Center	Visual Arts Program Associate	7/15/2022	0	Social Emotional Learning	7/15/2022 – 12/31/2022
Page Tomblin	Core Learning	Early Learning Policy Consultant	7/18/2022	0	Winton	7/18/2022 – 1/18/2023

SECTION-A: WORKING OUT OF CLASS^{iv}

<u>Name</u>	<u>Out of Class Assignment</u>	<u>Department/ Site</u>	<u>Original Start Date (# days)</u>	<u>Current Ext. Date (# days)</u>
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

SECTION-B: SPECIAL ASSIGNMENT STIPEND^v

<u>Name</u>	<u>Special Assignment</u>	<u>Department/ Site</u>	<u>Effective Date (# days)</u>	<u>End Date (# days)</u>
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

ⁱ4809.9 Limited Term Appointments

Appointment to a position not to exceed one day less than six (6) months, or in the case of an appointment as a substitute for an absent employee, shall not exceed the authorized absence of the employee. Time spent on limited term appointments shall not constitute part of the probationary period. Appointments shall be made from appropriate eligible lists whenever possible. Acceptance or refusal of an eligible to serve in a limited term position shall not affect eligibility to a regular appointment.

ⁱⁱ4809.7 Provisional Appointments

If no regular appointment is made and less than three (3) persons are available for appointment from the lists specified in 4809.4, with the approval of the personnel director, a provisional appointment may be made of a person meeting the employment standards for the class. If a provisional appointment is made, the personnel director shall immediately proceed to establish a list of persons qualified by testing and shall make certification from the resulting list to the Superintendent. The provisional appointment shall terminate within twenty (20) days after the eligible list is established.

ⁱⁱ4809.8 Limitation on Provisional Appointments

The Commission hereby declares it to be in the interests of the Office of Education service that provisional appointments shall be held to a minimum and that highest priority shall be given by the personnel director to establish eligible lists in classes in which such appointments have been made. It shall be the Commission's policy that provisional appointments be permitted to run no longer than ninety (90) days. Time spent on a provisional appointment shall not constitute a part of the probationary period.

ⁱⁱⁱ4809.13 Professional Expert Assignments

- a. Professional experts may be employed in positions which do not require certification qualifications on a temporary basis for a specific project and shall be exempt from the classified service.
- b. When a professional expert assignment is to be made, the administration shall submit to the personnel director a description of the project, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the assigned employee, nor shall a limited-term position be filled by a professional expert assignment if the duties and responsibilities fit an existing class for which a reemployment or eligibility list exists.
- c. When the person is known who is to be appointed as a professional expert, his/her name and data relative to his/her qualifications shall be submitted to the personnel director. In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of his/her own profession. Authorization for service as a professional expert shall not exceed six months.
- d. In addition to the exemptions authorized in Education Code Section 45256, there shall be exempt from the classified service positions established for the employment of community representatives in advisory or consulting capacities for not more than 90 working days in a fiscal year, provided that:
 1. the authorized duties are approved by the Personnel Commission in advance of employment; and
 2. A regular classified employee of the school district shall not receive a concurrent appointment to such a position.

No person whose contribution consists solely in performing individual personal services and whose employment does not come within the scope of the exceptions listed above shall be employed outside the classified service.

^{iv}4803.5 Working Out of Classification

- a) When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.
- b) Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.
- c) An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.
- d) Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission.

**Alameda County Office of Education
Personnel Commission
313 West Winton Avenue, Hayward, CA 94544-1136**

ELIGIBILITY LIST

CLASSIFICATION:	<u>Custodian (1.0 FE)</u>	
DEPARTMENT:	<u>Facilities, Maintenance, and Operations</u>	
SALARY (MONTHLY, PRO-RATED):	<u>\$4,002.13 - \$4,865.61</u>	RANGE: <u>13 (5 Steps)</u> CSEA
OPENING DATE:	<u>05/09/2022</u>	LIST ESTABLISHED: <u>06/21/2022</u>
CLOSING DEADLINE:	<u>05/30/2022</u>	LIST EXPIRES: <u>12/21/2022</u>

EXAMINATIONS:

<u>Application & Resume Appraisal</u>	<u>PASS/FAIL</u>
<u>Written Exam</u>	<u>50%</u>
<u>Technical Oral Interview</u>	<u>50%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>
<u>1</u>		<u>94%</u>

COMMENTS:	Applications Received:	10
	Passed Paper Screening:	3
	Failed Paper Screening:	7
	Attended Written Exam:	2
	Passed Written Exam:	2
	Below Written Pass Point:	na
	No Show Written:	1
	Attended Orals:	2
	No Show Orals:	na
	Total on Eligibility List:	1

**Alameda County Office of Education
Personnel Commission
313 West Winton Avenue, Hayward, CA 94544-1136**

ELIGIBILITY LIST

CLASSIFICATION: Leaves/Benefits Technician
DEPARTMENT: Payroll, Leaves & Benefits
SALARY (MONTHLY, PRO-RATED): \$4,785.34 – \$5,815.25 RANGE: 16 (5 Steps) CSEA
OPENING DATE: 05/09/2022 LIST ESTABLISHED: 06/24/2022
CLOSING DEADLINE: 05/27/2022 LIST EXPIRES: 12/24/2022

EXAMINATIONS:

Application & Resume Appraisal	PASS/FAIL
Written Exam	50%
Technical Oral Interview	50%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>
<i>1</i>		88%
<i>2</i>		86%
<i>3</i>		84%
<i>4</i>		82%
<i>5</i>		79%
<i>6</i>		78%
<i>7</i>		76%

COMMENTS: Applications Received: 19
Passed Paper Screening: 10
Failed Paper Screening: 9
Attended Written Exam: 8
Passed Written Exam: 8
Below Written Pass Point: na
No Show Written: 2
Attended Orals: 7
No Show Orals: 1
Total on Eligibility List: 7

Italicized names indicate current ACOE employee(s)
History:

**Alameda County Office of Education
Personnel Commission
313 West Winton Avenue, Hayward, CA 94544-1136**

ELIGIBILITY LIST

CLASSIFICATION: Administrative Assistant
DEPARTMENT: Accountability Services & Core Learning
SALARY (MONTHLY, PRO-RATED): \$ 5,264.22 - \$ 6,400.14 RANGE: 17 (5 Steps) CSEA
OPENING DATE: 5/20/2022 LIST ESTABLISHED: 7/6/2022
CLOSING DEADLINE: 6/5/2022 LIST EXPIRES: 1/6/2023

EXAMINATIONS:

<u>Application & Resume Appraisal</u>	<u>PASS/FAIL</u>
<u>Written Exam</u>	<u>50%</u>
<u>Technical Oral Interview</u>	<u>50%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>
<u>1</u>		<u>90%</u>
<u>2</u>		<u>88%</u>
<u>3</u>		<u>87%</u>

COMMENTS: Applications Received: 16
Passed Paper Screening: 7
Failed Paper Screening: 9
Attended Written Exam: 7
Passed Written Exam: 4
Below Written Pass Point: 3
No Show Written: NA
Attended Orals: 4
No Show Orals: NA
Total on Eligibility List: 3

*Italicized names indicate current ACOE employee(s)
History:*