



## **Personnel Commission Agenda – Zoom Meeting Thursday, August 11, 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.*

<b>A. CALL TO ORDER</b>	<b>INFORMATION</b>	
	<b>Present</b>	<b>Absent</b>
<b>B. Roll Call – Commissioners</b>  Saleem Shakir-Gilmore, Chair  Yvonne Hudson-Harmon, Vice Chair  Lorrie Owens		
<b>C. Approve Agenda</b>	<b>ACTION</b>	
<b>D. Approve the Minutes of July 14, 2022</b>	<b>ACTION</b>	
<b>E. Comment Cards – <a href="https://forms.gle/nmwkWkfeLbtB1fTb8">Google Form</a> – Items from the Floor:</b> Please fill out a Comment Card prior to the PC meeting using the following link: <a href="https://forms.gle/nmwkWkfeLbtB1fTb8">https://forms.gle/nmwkWkfeLbtB1fTb8</a> 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.		
<b>F. Unfinished Business - NA</b>	<b>ACTION</b>	
<b>G. New Business</b>		
<b>1. Special Assignment Stipend (Extension)</b> – Cynthia Jenkins, Director III, People & Leadership, is requesting extension approval for Dean Reconose, Personnel Assistant, as he works to assist with specific Administrative Assistant, Confidential duties while the recruitment is being conducted. PC Rule 4803.5. ( <i>See Attached</i> )	<b>ACTION</b>	
<b>2. Special Assignment Stipends</b> – Ryan Choate, Director III, Information Technology Network Services, is requesting approval for Chris Jentile, Network Engineer, and Brian Feeley, Network Engineer as they work to assist with specific Network Systems Technician duties while the	<b>ACTION</b>	

recruitment is being conducted for Network Administrator. PC Rule 4803.5. ( <i>See Attached</i> )	
<b>3. Special Assignment Stipend</b> - Cynthia Jenkins, Director III, People & Leadership, is requesting approval for Sherry Causey, Personnel Specialist, as she worked to assist with specific Senior Personnel Specialist duties, as the Senior Personnel Specialist position has been vacant since an employee's departure from the position. PC Rule 4803.5. ( <i>See Attached</i> )	<b>ACTION</b>
<b>4. Working Out of Class</b> – Ryan Choate is requesting approval for a “Working Out of Class” appointment for Norman Kwong, Support Center Specialist, to cover for a vacant Network Administrator position, while it is currently open for recruitment. PC Rule 4803.5. ( <i>See Attached</i> )	<b>ACTION</b>
<b>5. Working Out of Class</b> – Superintendent, L.K. Monroe is requesting approval for a “Working Out of Class” appointment for Cynthia Jenkins, Director III, People & Leadership, to cover for a vacant Chief of People & Leadership position, until the position is filled. PC Rule 4803.5. ( <i>See Attached</i> )	<b>ACTION</b>
<b>6. Budget Analyst/Accountant II</b> - Continue discussion and approval of staff recommendation of position's placement on the CSEA salary schedule.	<b>ACTION</b>
<b>7. Classified Joint Commissioner Appointment</b> – December 1 <sup>st</sup> , 2022 deadline for reappointment or replacement.	<b>INFORMATION</b>
<b>8. Personnel Transactions Report</b> - Approve – July 11, 2022 – August 5, 2022. ( <i>See Attached</i> )	<b>ACTION</b>
<b>9. AB 361 – Teleconferencing Meeting for September 8, 2022</b> – 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.	<b>ACTION</b>

H. Ongoing Business	
<p><b>1. Recruitments – Current Job Postings/Vacancies</b></p> <p>(a) <b>Custodian (Substitute) – (1.0 FTE)</b>  Date Posted: <b>5/2</b>                      Written: <b>NA</b>  Application Deadline: <b>OUF</b>                  Oral: <b>TBD</b></p> <p>(b) <b>Director I, District Advisory Services – (2.0 FTE)</b>  Date Posted: <b>5/26</b>                      Written: <b>NA</b>  Application Deadline: <b>7/21</b>                  Oral: <b>TBD</b></p> <p>(c) <b>Senior Payroll Analyst-Accountant – (1.0 FTE)</b>  Date Posted: <b>7/6</b>                      Written: <b>TBD</b>  Application Deadline: <b>8/12</b>                  Oral: <b>TBD</b></p>	<b>INFORMATION</b>

<p><b>(d) Director III, Fiscal Services – (1.0 FTE)</b>  Date Posted: <b>7/14</b>                      Written: <b>NA</b>  Application Deadline: <b>8/4</b>                Oral: <b>TBD</b></p> <p><b>(e) Administrative Assistant, Confidential – (1.0 FTE)</b>  Date Posted: <b>7/20</b>                      Written: <b>8/18</b>  Application Deadline: <b>8/10</b>             Oral: <b>TBD</b></p> <p><b>(f) Network Administrator – (1.0 FTE)</b>  Date Posted: <b>8/2</b>                        Written: <b>NA</b>  Application Deadline: <b>8/16</b>             Oral: <b>TBD</b></p>	
<b>2. Eligibility List</b>	<b>INFORMATION</b>
<b>3. Report from Personnel Commission Staff</b>	<b>INFORMATION</b>
<b>4. Report from Employee/Employer Relations Committee (EERC)</b>	<b>INFORMATION</b>
<b>5. Items from the Commissioners</b>	<b>INFORMATION</b>
<b>6. Schedule next Regular Personnel Commission Meeting for September 8, 2022 at 12:30, TBD via Room L2 or Zoom</b>	<b>INFORMATION</b>
<b>7. ADJOURNMENT</b>	<b>ACTION</b>



## **Personnel Commission Minutes** **Thursday, July 14, 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.*

<b>A. CALL TO ORDER</b> Meeting called to order at 12:30 PM.	<b>INFORMATION</b>	
<b>B. Roll Call – Commissioners</b>	<b>Present</b>	<b>Absent</b>
Saleem Shakir-Gilmore, Chair	✓	
Yvonne Hudson-Harmon, Vice Chair	✓	
Lorrie Owens	✓	
<b>C. Approve Agenda</b> One amendment for the Job Description Revision for the Internal Communications Events Coordinator (Item G6) – it is both a title change and a job description revision, requested by Cynthia Jenkins, Assistant Chief of People & Leadership.	<b>APPROVED</b>	
<b>D. Approve the Minutes of June 9, 2022 &amp; July 8, 2022</b>	<b>APPROVED</b>	
<b>E. Comment Cards – <a href="https://forms.gle/nmwkWkfeLbtB1fTb8">Google Form</a> – Items from the Floor:</b> Please fill out a Comment Card prior to the PC meeting using the following link: <a href="https://forms.gle/nmwkWkfeLbtB1fTb8">https://forms.gle/nmwkWkfeLbtB1fTb8</a> 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.	<b>N/A</b>	
<b>F. Unfinished Business - NA</b>	<b>ACTION</b>	
<b>G. New Business</b>		
<b>1. Working Out of Class Request (Extension)</b> – 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> )	<b>APPROVED</b>	
<b>2. Working Out of Class Request</b> – Michelle Smith-McDonald, former Director III, Communication & Public Affairs, has requested approval for a “Working Out of Class” appointment for Philip Grasso, Digital	<b>APPROVED</b>	

Content Manager, to cover for Director I, Communications. PC Rule 4803.5. ( <i>See Attached</i> )	
<b>3. Working Out of Class Request (Extension)</b> - 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> )	<b>APPROVED</b>
<b>4. Special Assignment Stipend</b> – 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> )	<b>APPROVED</b>
<b>5. Special Assignment Stipend</b> – 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> )	<b>APPROVED</b>
<p><b>6. Job Description Revision</b> – Approve the revisions made to the CSEA position, Internal Communications Events Coordinator job description, within the Superintendent’s Office.</p> <p>Commissioner Owens asked what the thinking was in making this revision now instead of later when the new Superintendent arrives. Cynthia Jenkins responded as this is a position that is not a cabinet level position, so this is why this specific position can be moved forward now.</p> <p>Denise Carrillo stated that CSEA desired for this position to be a 1.0 FTE position, and that there are qualifications that prevent people from being able to apply to this position internally.</p> <p>Teresa Jimenez stated that CSEA did not see the point in having this position done now instead of when the new Superintendent came in, as there are bigger priorities at the moment and that this position was not being utilized before.</p> <p>Cynthia Jenkins stated that they are open to pushing the position to a 1.0 FTE if the capacity of the job increases to that extent.</p> <p>Commissioner Hudson-Harmon stated that it may be better to see this position finalized when the new Superintendent steps in, as the organizational structure may shift and so may this position.</p>	<b>APPROVED</b>
<b>7. Job Description Revision</b> – Approve the revisions made to the confidential position, Administrative Assistant, Confidential job description, within the Human Resources department.	<b>APPROVED</b>

<p><b>8. Budget Analyst/Accountant II</b> - Continue discussion and approval of staff recommendation of position's placement on the CSEA salary schedule.</p> <p>After much discussion around this subject, the Commissioners decided to table this to next month's meeting until they have a report from CSEA, so that they can have a more manageable way to digest this information.</p>	<p><b>DENIED – Tabled to 8/11 Meeting</b></p>
<p><b>9. Personnel Transactions Report</b> - Approve – June 6, 2022 – July 8, 2022. <i>(See Attached)</i></p>	<p><b>APPROVED</b></p>
<p><b>10. AB 361 – Teleconferencing Meeting for August 11, 2022</b> – 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.</p>	<p><b>APPROVED</b></p>

<b>H. Ongoing Business</b>	
<b>1. Recruitments – Current Job Postings/Vacancies</b>  <b>(a) Custodian (Substitute) – (1.0 FTE)</b> Date Posted: <b>5/2</b> Written: <b>NA</b> Application Deadline: <b>OUF</b> Oral: <b>TBD</b>  <b>(b) Accounting Technician– (1.0 FTE)</b> Date Posted: <b>6/14</b> Written: <b>TBD</b> Application Deadline: <b>7/7</b> Oral: <b>7/15</b>  <b>(c) Director I, District Advisory Services – (2.0 FTE)</b> Date Posted: <b>5/26</b> Written: <b>NA</b> Application Deadline: <b>7/21</b> Oral: <b>TBD</b>  <b>(d) Senior Payroll Analyst-Accountant – (1.0 FTE)</b> Date Posted: <b>7/6</b> Written: <b>TBD</b> Application Deadline: <b>7/28</b> Oral: <b>TBD</b>	<b>INFORMATION</b>
<b>2. Eligibility List</b>	<b>INFORMATION</b>
<b>3. Report from Personnel Commission Staff</b>  Cynthia Jenkins gave an update to the Commissioners concerning the implementation of BoardDocs to the Personnel Commission.	<b>INFORMATION</b>
<b>4. Report from Employee/Employer Relations Committee (EERC)</b>	<b>INFORMATION</b>
<b>5. Items from the Commissioners</b>	

	<b>INFORMATION</b>
<b>6. Schedule next Regular Personnel Commission Meeting for August 11, 2022 at 12:30, TBD via Room L2 or Zoom</b>	<b>INFORMATION</b>
<b>7. ADJOURNMENT</b>	<b>Meeting adjourned at 2:01 PM.</b>

**DATE:** August 11, 2022

**TO:** Personnel Commission

**FROM:** Sherry Causey, Personnel Specialist

**SUBJECT:** Special Assignment Stipend Request (Extension) – Dean Reconose, Personnel Assistant

The Personnel Commission is requesting official approval to extend Dean Reconose, Personnel Assistant a Special Assignment Stipend, as he continues to assist with Administrative Assistant, Confidential duties until the position is filled.

<b>Classification</b>	Administrative Assistant, Confidential	<b>5% of Salary</b>	CSEA Range 14, Step 4
<b>Effective Date</b>	July 1, 2022	<b>Ending Date</b>	September 30, 2022
<b>Department</b>	Human Resources		

**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:** August 2, 2022

**TO:** Dean Reconose, Personnel Assistant

**FROM:** Sherry Causey, Personnel Specialist

**SUBJECT:** Special Assignment Stipend Notice (Extension) – Dean Reconose, Personnel Assistant

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The Personnel Commission has conditionally approved your Special Assignment Stipend extension Request within the Human Resources 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, August 11, 2022 at 12:30 PM, which you are welcome to attend in person or virtually via Zoom.***

<b>Classification</b>	Administrative Assistant, Confidential	<b>5% of Salary</b>	CSEA Range 14, Step 4
<b>Effective Date</b>	July 1, 2022	<b>Ending Date</b>	September 30, 2022
<b>Department</b>	Human Resources		

**4805.14 Special Assignment Stipend for Classified Employees**

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*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

Department Manager \_\_\_\_\_

*Cynthia Jenkins*

Division Manager \_\_\_\_\_

*Dean Reconose*

Employee \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Date

8/5/2022

\_\_\_\_\_ 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: \_\_\_\_\_

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**

**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**

**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 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					
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	23	1	105,243.96	8,770.33	53.76
Database Administrator		2	110,494.08	9,207.84	56.44
Instructional Designer		3	116,009.16	9,667.43	59.26
Network Administrator		4	121,813.44	10,151.12	62.23
Network Engineer		5	127,906.32	10,658.86	65.34
Senior Client Support Analyst					
Senior Network Systems Technician					
School Social Worker	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
School Support Counselor					
Client Support Analyst	21	1	87,759.48	7,313.29	44.83
Community Outreach Specialist		2	92,142.72	7,678.56	47.07
Family and Community Engagement Specialist		3	96,766.56	8,063.88	49.43
School Health and Safety Analyst		4	101,607.36	8,467.28	51.91
Senior Budget Analyst/Accountant		5	106,689.12	8,890.76	54.50
Software Engineer					
Support Center Team Lead					
Website and Database Analyst					
Budget Analyst/Accountant II - DBAS	20				
Budget/Analyst/Accountant II - IBS		1	80,390.04	6,699.17	41.07
Communications Specialist		2	84,411.72	7,034.31	43.12
Digital Content Producer		3	88,626.60	7,385.55	45.27
Senior Payroll Analyst/Accountant		4	93,058.08	7,754.84	47.54
Website Developer		5	97,705.80	8,142.15	49.94
Budget Analyst/Accountant I	19				
Internal Communications/ Events Coordinator		1	73,887.72	6,157.31	37.74
Payroll Analyst/Accountant		2	77,572.44	6,464.37	39.63
Project Specialist		3	81,449.76	6,787.48	41.61
Retirement Specialist		4	85,519.80	7,126.65	43.69
Support Center Specialist		5	89,806.56	7,483.88	45.88
Youth Development Specialist					
Senior Administrative Assistant	18	1	68,179.80	5,681.65	34.83
Senior Credentials Specialist		2	71,575.56	5,964.63	36.56
Senior Human Resources Specialist		3	75,164.04	6,263.67	38.74
Senior Personnel Specialist		4	78,921.00	6,576.75	40.32
Senior Records Database Specialist		5	82,870.56	6,905.88	42.33
Senior Purchasing Specialist					
Administrative Assistant	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
Records Database Specialist					
Skilled Facilities Technician					
Skills Trades Worker					



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

<b>NEW HIRES 7.50 hours per day -ACOE</b>					
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:** August 11, 2022

**TO:** Personnel Commission

**FROM:** Sherry Causey, Personnel Specialist

**SUBJECT:** Special Assignment Stipend Requests – Senior Network Systems Technician

The Personnel Commission is requesting official approval to give both Brian Feeley, Network Engineer and Chris Jentile, Network Engineer, a Special Assignment Stipend, as they have both had increased workloads due to the current Senior Network Systems Technician employees being out on leave, as well as a recent position vacancy for Network Administrator. Increased workload includes essential functions from both of the classifications, which both employees are performing in the department to keep day to day department functions running accurately.

<b>Classification</b>	Senior Network Systems Technician	<b>5% of Salary</b>	CSEA Range 23, Step 4 & 5
<b>Effective Date</b>	July 1, 2022	<b>Ending Date</b>	October 31, 2022
<b>Department</b>	Information Technology Services		

**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:** August 1, 2022

**TO:** Brian Feeley, Network Engineer

**FROM:** Sherry Causey, Personnel Specialist

**SUBJECT:** Special Assignment Stipend Notice – Brian Feeley, Network Engineer

---

The Personnel Commission has conditionally approved your Special Assignment Stipend Request within the Information Technology Network 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, August 11, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.***

<b>Classification</b>	Senior Network Systems Technician	<b>5% of Salary</b>	CSEA Range 23, Step 4
<b>Effective Date</b>	August 1, 2022	<b>Ending Date</b>	October 31, 2022
<b>Department</b>	Information Technology Services		

**4805.14 Special Assignment Stipend for Classified Employees**

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

**DATE:** August 1, 2022

**TO:** Chris Jentile, Network Engineer

**FROM:** Sherry Causey, Personnel Specialist

**SUBJECT:** Special Assignment Stipend Notice – Chris Jentile, Network Engineer

---

The Personnel Commission has conditionally approved your Special Assignment Stipend Request within the Information Technology Network 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, August 11, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.***

<b>Classification</b>	Senior Network Systems Technician	<b>5% of Salary</b>	CSEA Range 23, Step 5
<b>Effective Date</b>	August 1, 2022	<b>Ending Date</b>	October 31, 2022
<b>Department</b>	Information Technology Services		

**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.*

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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: Brian Feeley Phone: 670-7743 Email: bfeeley@acoe.org  
Department: IT Job Title: Network Engineer, Information Technology

### 2. REQUEST DETAILS

Requested By (Manager Name): Ryan Choate Date: 7/22/2022

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

Requested Start Date: 8/1/2022 Requested End Date: NLT 10/31/2022

#### ☐ Classified Managers

Current Monthly Salary \_\_\_\_\_ Requested % \_\_\_\_\_ Monthly Stipend Amount \_\_\_\_\_

#### ☒ Classified Staff

Current Monthly Salary 23/4 \_\_\_\_\_ 5% of Current Monthly 5% \$507.55

### 3. STIPEND DUTIES & JUSTIFICATION

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

All employees in the same classification have been picked to receive this stipend.

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**

The IT department has 1 vacant Network Administrator position and one staff member out on leave. This Special Assignment has been requested for existing IT staff to take on the duties of the 2 Network administrator positions. The special assignment should stay in effect until the vacant position is filled.

### REQUIRED SIGNATURES

<p><u>Ryan Choate</u> Department Manager</p> <p>_____ Division Manager</p> <p>_____ Employee</p>	<p><u>7/22/2022</u> Date</p> <p>_____ Date</p> <p>_____ Date</p>
--	--

☒ 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: **Brian Feeley**

Manager Name: **Ryan Choate**

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: \_\_\_\_\_



## 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: Chris Gentile Phone: 670-4520 Email: cjentile@acoe.org  
 Department: IT Job Title: Network Engineer, Information Technology

### 2. REQUEST DETAILS

Requested By (Manager Name): Ryan Choate Date: 7/22/2022

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

Requested Start Date: 8/1/2022 Requested End Date: NLT 10/31/2022

#### ☐ Classified Managers

Current Monthly Salary \_\_\_\_\_ Requested % \_\_\_\_\_ Monthly Stipend Amount \_\_\_\_\_

#### ☐ Classified Staff

Current Monthly Salary 10,658.86 5% of Current Monthly 532.94

### 3. STIPEND DUTIES & JUSTIFICATION

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

All employees in the same classification have been picked to receive this stipend.

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**

The IT department has 1 vacant Network Administrator position and one staff member out on leave. This Special Assignment has been requested for existing IT staff to take on the duties of the 2 Network administrator positions. The special assignment should stay in effect until the vacant position is filled.

### REQUIRED SIGNATURES

Ryan Choate _____ Department Manager	7/22/2022 _____ Date
_____ 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: Chris Jentile

Manager Name: Ryan Choate

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: \_\_\_\_\_



## **Network Administrator**

### **Purpose Statement**

The job of Network Administrator is done for the purpose/s of installing, securing, repairing and maintaining district wide applications, file/database and Web Servers; ensuring data and network security; managing user access and maintaining related records; assisting in overseeing the computer/server room operation and environment; and providing technical support to district and site staff.

This job reports to Assigned Administrator

### **Essential Functions**

- Administers systems and servers (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, network, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Assists with overseeing the operation of the network center (e.g. monitoring temperature, organizing materials, ensuring availability of materials, etc.) for the purpose of ensuring efficient operations.
- Installs new applications, firewalls, open source based applications for the purpose of upgrading and maintaining ACOE telecommunication systems.
- Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.) for the purpose of ensuring efficient operations.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Supports Technology Specialists and System Support Specialists for the purpose of providing direction and/or solving technical problems.
- Troubleshoots malfunctions of network hardware and/or software applications within the County Offices local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

### **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 periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records; diagnosing equipment malfunctions; operating standard office equipment and office technology.

KNOWLEDGE is required to perform algebra and/or geometry; 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: current, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Intranet applications; and concepts of grammar and punctuation; business telephone etiquette; current and emerging technology.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of 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 significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours; displaying mechanical aptitude; displaying tact and courtesy; working as part of a team; working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of 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.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional 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, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

- Experience:** Three years related experience with network systems configuration.
- Education:** Bachelor's degree in a systems technical discipline.
- Equivalency:** Equivalent combination of education and experience.

**Required Testing:**

Pre-Employment Proficiency Testing

**Continuing Educ. / Training:**

**Certificates and Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	3/26/2019 CSEA Negotiations	23
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	23	1	105,243.96	8,770.33	53.76
Database Administrator		2	110,494.08	9,207.84	56.44
Instructional Designer		3	116,009.16	9,667.43	59.26
Network Administrator		4	121,813.44	10,151.12	62.23
Network Engineer		5	127,906.32	10,658.86	65.34
Senior Client Support Analyst					
Senior Network Systems Technician					
School Social Worker	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
School Support Counselor					
Client Support Analyst	21	1	87,759.48	7,313.29	44.83
Community Outreach Specialist		2	92,142.72	7,678.56	47.07
Family and Community Engagement Specialist		3	96,766.56	8,063.88	49.43
School Health and Safety Analyst		4	101,607.36	8,467.28	51.91
Senior Budget Analyst/Accountant		5	106,689.12	8,890.76	54.50
Software Engineer					
Support Center Team Lead					
Website and Database Analyst					
Budget Analyst/Accountant II - DBAS	20				
Budget/Analyst/Accountant II - IBS		1	80,390.04	6,699.17	41.07
Communications Specialist		2	84,411.72	7,034.31	43.12
Digital Content Producer		3	88,626.60	7,385.55	45.27
Senior Payroll Analyst/Accountant		4	93,058.08	7,754.84	47.54
Website Developer		5	97,705.80	8,142.15	49.94
Budget Analyst/Accountant I	19				
Internal Communications/ Events Coordinator		1	73,887.72	6,157.31	37.74
Payroll Analyst/Accountant		2	77,572.44	6,464.37	39.63
Project Specialist		3	81,449.76	6,787.48	41.61
Retirement Specialist		4	85,519.80	7,126.65	43.69
Support Center Specialist		5	89,806.56	7,483.88	45.88
Youth Development Specialist					
Senior Administrative Assistant	18	1	68,179.80	5,681.65	34.83
Senior Credentials Specialist		2	71,575.56	5,964.63	36.56
Senior Human Resources Specialist		3	75,164.04	6,263.67	38.74
Senior Personnel Specialist		4	78,921.00	6,576.75	40.32
Senior Records Database Specialist		5	82,870.56	6,905.88	42.33
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		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
Records Database Specialist					
Skilled Facilities Technician					
Skills Trades Worker					

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

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	5	63,122.52	5,260.21	32.25	
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	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:** August 11, 2022

**TO:** Personnel Commission

**FROM:** Cynthia Jenkins, Director III, People & Leadership

**SUBJECT:** Special Assignment Stipend Request – Senior Personnel Specialist

The Personnel Commission is requesting official approval to give Sherry Causey, Personnel Specialist, a Special Assignment Stipend, as she has had an increased workload due to the current vacant classification of the Senior Personnel Specialist. Increased workload includes essential functions from the classification, which she has been performing in the department to keep day to day department functions running accurately.

<b>Classification</b>	Senior Personnel Specialist	<b>5% of Salary</b>	CSEA Range 16, Step 5
<b>Effective Date</b>	May 1, 2021	<b>Ending Date</b>	July 31, 2022
<b>Department</b>	Personnel Commission		

**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.*

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*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: Personnel File

**DATE:** August 5, 2022

**TO:** Sherry Causey, Personnel Specialist

**FROM:** Cynthia Jenkins, Director III, People & Leadership

**SUBJECT:** Special Assignment Stipend Notice – Sherry Causey, Personnel Specialist

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The Personnel Commission has conditionally approved your Special Assignment Stipend Request within the Personnel Commission 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, August 11, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.***

<b>Classification</b>	Senior Personnel Specialist	<b>5% of Salary</b>	CSEA Range 16, Step 5
<b>Effective Date</b>	May 1, 2021	<b>Ending Date</b>	July 31, 2022
<b>Department</b>	Personnel Commission		

**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.*

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cc: 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: Sherry Causey Phone: 510 670 7726 Email: scausey@acoe.org  
Department: Personnel Commission Job Title: Personnel Specialist

### 2. REQUEST DETAILS

Requested By (Manager Name): Cynthia Jenkins Date: 8/5/2022

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

Requested Start Date: 05/01/2021 Requested End Date: 07/31/2022

#### ☐ Classified Managers

Current Monthly Salary \_\_\_\_\_ Requested % \_\_\_\_\_ Monthly Stipend Amount \_\_\_\_\_

#### ☐ Classified Staff

Current Monthly Salary 5,960.63 5% of Current Monthly 298.03

### 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

Cynthia Jenkins, Director III, People & Leadership, is requesting approval for Sherry Causey, Personnel Specialist, as she worked to assist with specific Senior Personnel Specialist duties, as the Senior Personnel Specialist position has been vacant since an employee's departure from the position.

### REQUIRED SIGNATURES

Department Manager

Cynthia Jenkins  
Division Manager

Date

8/5/2022

Date

8/5/2022

Date

Sherry Causey  
Employee

☐ 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: Sherry Causey

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: \_\_\_\_\_



## **Senior Personnel Specialist**

### **Purpose Statement**

The job of Senior Personnel Specialist is done for the purpose/s of performing advanced technical and administrative support in the delivery of personnel services for classified employees, under Merit System guidelines; administration of employment policies, programs and procedures; advising and training professional and clerical staff responsible in various personnel practices of human resources management; and performing complex and sensitive professional human resource analytical processes.

This job reports to Assigned Administrator

### **Essential Functions**

- Administers a wide variety of personnel policies and practices (e.g. recruitment, advertising open positions, processing applications, examination, selection, matriculation of classified employees, verifying employment, summer school employment recruitment, documentation of substitutes, security/badge administration, etc.) for the purpose of conforming to established policies, relevant laws, contracts and agreements.
- Advises employees and applicants regarding a variety of procedures, contract agreements, and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to other appropriate personnel for action.
- Audits a variety of written documentation (e.g. payroll items, new hire paperwork, longevity lists, transfers, etc.) for the purpose of ensuring all employment processes are in alignment with Personnel Commission rules, regulatory practices and negotiated agreements.
- Collaborates with County Office managers for the purpose of developing and preparing pre-employment exams, providing technical oral interview questions, developing job postings, letters of employment offers, etc.
- Communicates with other employees, departments, administrators, applicants, legal counsel, and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records, reduction in force, and/or labor relations and related legal requirements.
- Conducts employee orientation for new employees, substitutes, limited term workers and volunteers for the purpose of conveying information on current practices and administrative processes.
- Coordinates job fair activities (e.g. scheduling staff, gathering materials, addressing location arrangements, etc.) for the purpose of supporting the recruitment program of classified personnel and maximizing successful outcomes.
- Coordinates temporary employment process for all departments for the purpose of meeting immediate staffing requirements.
- Coordinates various employment processes (e.g. developing/revising job descriptions, advertising employment opportunities, processing applications, preparing screening criteria, administering/evaluating pre-employment tests, scheduling interviews, employee evaluation processes, etc.) for the purpose of meeting staffing requirements within established guidelines.
- Develops, prepares and maintains a wide variety of written and electronic documentation, materials, reports and records (e.g. employment records, seniority lists, re-employment lists, salary schedules, personnel authorization requests, recruitment logs, survey results, vacancy listings, applicant tracking, employee performance evaluations, annual reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Interprets, under administrative supervision, contract language, education code and employment regulations to all levels of staff for the purpose of administering personnel programs in accordance with established policies, rules, regulations; collective bargaining agreement provisions and procedures; and data management system requirements.
- Participates in meetings that involve a range of employment related issues (e.g. personnel actions, regulatory requirements, reduction in force, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Performs various personnel services (e.g. orientation and onboarding of new staff, supporting classification studies, developing and proctoring pre-employment exams, identifying training opportunities for classified personnel, etc.) for the purpose of enhancing the productivity of staff and ensuring necessary department and/or program outcomes are achieved.
- Provides technical assistance to department staff and other County Office personnel for the purpose of responding to inquiries regarding processes and/or providing information required for their work assignments.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new employment programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.
- Responds, under administrative supervision, to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Serves as a liaison to a variety of County Office administrative department staff (e.g. Payroll, Human Resources, etc.) for the purpose of conveying and/or gathering information required for operations.
- Supports the Executive Director and the Personnel Commissioners for the purpose of assisting in the administration of the department and the performance of their work activities and responsibilities.
- Verifies and processes salary, payroll and related employment data for all classified employees for the purpose of addressing position requirements and adhering to legal and/or administrative requirements.

### **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: utilizing pertinent software applications; classifying data and/or information; generating charts, graphs and other data-related analyses; operating standard office equipment and office technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, 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: personnel practices applied within a school district/county office environment; interpreting contract language; and codes, regulations & laws related to the job functions.; business telephone etiquette; recordkeeping and record retention practices.

ABILITY is required to schedule a number of 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: establishing and maintaining effective working relationships; communicating with persons of diverse backgrounds; working with detailed information and frequent interruptions; and adapting to changing priorities; accuracy and attention to detail; adapting to changing work priorities.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking 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.

### **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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience	Three (3) years job related experience in a personnel office, familiarity with the merit system process; computer data entry required.
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Education	Associate's degree in a related field.
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Equivalency	Equivalent combination of education and experience
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### **Required Testing**

Pre-Employment Proficiency  
Testing

### **Certificates and Licenses**

Valid CA Driver's License/Evidence of Insurability

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

7/2/2019

CSEA negotiations

5/2/2016

PC approval

### **Salary Grade**

18

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	23	1	105,243.96	8,770.33	53.76
Database Administrator		2	110,494.08	9,207.84	56.44
Instructional Designer		3	116,009.16	9,667.43	59.26
Network Administrator		4	121,813.44	10,151.12	62.23
Network Engineer		5	127,906.32	10,658.86	65.34
Senior Client Support Analyst					
Senior Network Systems Technician					
School Social Worker	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
School Support Counselor					
Client Support Analyst	21	1	87,759.48	7,313.29	44.83
Community Outreach Specialist		2	92,142.72	7,678.56	47.07
Family and Community Engagement Specialist		3	96,766.56	8,063.88	49.43
School Health and Safety Analyst		4	101,607.36	8,467.28	51.91
Senior Budget Analyst/Accountant		5	106,689.12	8,890.76	54.50
Software Engineer					
Support Center Team Lead					
Website and Database Analyst					
Budget Analyst/Accountant II - DBAS	20	1	80,390.04	6,699.17	41.07
Budget/Analyst/Accountant II - IBS		2	84,411.72	7,034.31	43.12
Communications Specialist		3	88,626.60	7,385.55	45.27
Digital Content Producer		4	93,058.08	7,754.84	47.54
Senior Payroll Analyst/Accountant		5	97,705.80	8,142.15	49.94
Website Developer					
Budget Analyst/Accountant I	19	1	73,887.72	6,157.31	37.74
Internal Communications/ Events Coordinator		2	77,572.44	6,464.37	39.63
Payroll Analyst/Accountant		3	81,449.76	6,787.48	41.61
Project Specialist		4	85,519.80	7,126.65	43.69
Retirement Specialist		5	89,806.56	7,483.88	45.88
Support Center Specialist					
Youth Development Specialist					
Senior Administrative Assistant	18	1	68,179.80	5,681.65	34.83
Senior Credentials Specialist		2	71,575.56	5,964.63	36.56
Senior Human Resources Specialist		3	75,164.04	6,263.67	38.74
Senior Personnel Specialist		4	78,921.00	6,576.75	40.32
Senior Records Database Specialist		5	82,870.56	6,905.88	42.33
Senior Purchasing Specialist					
Administrative Assistant	17	1	63,170.64	5,264.22	32.27
Records Database Specialist		2	66,349.68	5,529.14	33.89
Skilled Facilities Technician		3	69,648.96	5,804.08	35.58
Skills Trades Worker		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	16				
Computer Support Technician		1	58,859.64	4,904.97	30.07
Human Resources Specialist		2	61,797.72	5,149.81	31.57
Leaves/Benefits Technician		3	64,880.40	5,406.70	33.14
Personnel Specialist		4	68,131.80	5,677.65	34.80
Purchasing Specialist		5	71,527.56	5,960.63	36.54
Administrative Secretary	15	1	55,126.68	4,593.89	28.16
Educational Technology Support Specialist		2	57,872.28	4,822.69	29.56
Lead Custodian		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	14				
Educational Mentor					
Human Resources Assistant		1	51,923.52	4,326.96	26.52
Office Assistant II		2	54,524.64	4,543.72	27.85
Office Specialist		3	57,246.00	4,770.50	29.24
Orientation & Assessment Technician		4	60,111.84	5,009.32	30.71
Personnel Assistant		5	63,122.52	5,260.21	32.25
Shipping & Receiving Specialist					
Utility Worker II					
Account Clerk	13	1	49,226.16	4,102.18	25.15
Custodian		2	51,706.92	4,308.91	26.41
Nutrition Operations Assistant		3	54,283.80	4,523.65	27.73
Office Assistant I		4	57,005.28	4,750.44	29.12
Utility Worker		5	59,847.00	4,987.25	30.57
Courier	12	1	47,010.60	3,917.55	24.01
Early Intervention Home Visitor		2	49,346.76	4,112.23	25.21
Paraeducator, Community Schools		3	51,827.16	4,318.93	26.48
Paraeducator, Juvenile Court School		4	54,404.16	4,533.68	27.79
Resource Library Operations Technician		5	57,125.64	4,760.47	29.18
Early Intervention Assistant	11	1	45,180.00	3,765.00	23.08
Paraeducator, Infant		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:** August 11, 2022

**TO:** Personnel Commission

**FROM:** Dean Reconose, Personnel Assistant

**SUBJECT:** Working Out of Classification Request – Network Administrator – Norman Kwong

Ryan Choate, Director III, Information Technology Network Services, has requested a working out of classification appointment for Norman Kwong, Support Center Specialist, as a Network Administrator (CSEA Range 23, Step 1) to cover for a vacant position. Norman is performing duties related to the classified members of the Information Technology department.

Norman Kwong will be performing all of the job duties of a Network Administrator during this period.

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

<b>Classification</b>	Network Administrator	<b>FTE</b>	1.0
<b>Effective Date</b>	8/1/2022	<b>Ending Date</b>	10/31/2022
<b>Department</b>	Information Technology Network Services	<b>Monthly WOOC Range</b>	CSEA Range 23, 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:** August 5, 2022

**TO:** Norman Kwong, Support Center Specialist

**FROM:** Dean Reconose, Personnel Assistant

**SUBJECT:** Working Out of Classification Request – Norman Kwong

The Personnel Commission has conditionally approved your Working Out of Class Request within the Information Technology Network 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 August 11, 2022. ***Please be advised that this assignment is conditional until final approval by the Personnel Commission at the next Personnel Commission meeting on Thursday, August 11, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.***

<b>Classification</b>	Network Administrator	<b>FTE</b>	1.0
<b>Effective Date</b>	8/1/2022	<b>Ending Date</b>	10/31/2022
<b>Department</b>	Information Technology Network Services	<b>Monthly WOOC Range</b>	CSEA Range 23, Step 1

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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.*

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**Please provide information concerning the proposed assignment as follows:**

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<b>Employee Name:</b> _____	<b>Current Classification:</b> _____				
<b>Proposed Classification:</b> _____	<b>Anticipated length of Assignment:</b> _____				
<b>Dates Requested:</b> _____	<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.

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Department Manager

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Date



## **Network Administrator**

### **Purpose Statement**

The job of Network Administrator is done for the purpose/s of installing, securing, repairing and maintaining district wide applications, file/database and Web Servers; ensuring data and network security; managing user access and maintaining related records; assisting in overseeing the computer/server room operation and environment; and providing technical support to district and site staff.

This job reports to Assigned Administrator

### **Essential Functions**

- Administers systems and servers (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, network, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Assists with overseeing the operation of the network center (e.g. monitoring temperature, organizing materials, ensuring availability of materials, etc.) for the purpose of ensuring efficient operations.
- Installs new applications, firewalls, open source based applications for the purpose of upgrading and maintaining ACOE telecommunication systems.
- Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.) for the purpose of ensuring efficient operations.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Supports Technology Specialists and System Support Specialists for the purpose of providing direction and/or solving technical problems.
- Troubleshoots malfunctions of network hardware and/or software applications within the County Offices local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

### **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 periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records; diagnosing equipment malfunctions; operating standard office equipment and office technology.

KNOWLEDGE is required to perform algebra and/or geometry; 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: current, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Intranet applications; and concepts of grammar and punctuation; business telephone etiquette; current and emerging technology.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of 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 significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours; displaying mechanical aptitude; displaying tact and courtesy; working as part of a team; working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of 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.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional 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, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

**Experience:** Three years related experience with network systems configuration.

**Education:** Bachelor's degree in a systems technical discipline.

**Equivalency:** Equivalent combination of education and experience.

**Required Testing:**

Pre-Employment Proficiency Testing

**Continuing Educ. / Training:**

**Certificates and Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	3/26/2019 CSEA Negotiations	23
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.

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Website Developer		5	97,705.80	8,142.15	49.94
Budget Analyst/Accountant I	19				
Internal Communications/ Events Coordinator		1	73,887.72	6,157.31	37.74
Payroll Analyst/Accountant		2	77,572.44	6,464.37	39.63
Project Specialist		3	81,449.76	6,787.48	41.61
Retirement Specialist		4	85,519.80	7,126.65	43.69
Support Center Specialist		5	89,806.56	7,483.88	45.88
Youth Development Specialist					
Senior Administrative Assistant	18	1	68,179.80	5,681.65	34.83
Senior Credentials Specialist		2	71,575.56	5,964.63	36.56
Senior Human Resources Specialist		3	75,164.04	6,263.67	38.74
Senior Personnel Specialist		4	78,921.00	6,576.75	40.32
Senior Records Database Specialist		5	82,870.56	6,905.88	42.33
Senior Purchasing Specialist					
Administrative Assistant	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
Records Database Specialist					
Skilled Facilities Technician					
Skills Trades Worker					

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

<b>NEW HIRES 7.50 hours per day -ACOE</b>					
	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:** August 11, 2022

**TO:** Personnel Commission

**FROM:** Sherry Causey, Personnel Specialist

**SUBJECT:** Working Out of Classification Request – Chief of People & Leadership - Cynthia J.

Superintendent, L. K. Monroe, has requested a working out of classification appointment for Cynthia Jenkins, Director III, People & Leadership, as a Chief of People & Leadership (MGMT Range 22, Step 3) to cover for a vacant position. Cynthia will be performing duties related to the HR/PC employees of the Human Resources department and Personnel Commission Department.

Job duties to be performed are as follows:

- The Chief of People and Leadership will guide the HR team in supporting cabinet members in Performance Management, Talent Acquisition, Learning & Development, Engagement, Rewards, Visa and Immigration, Policy and Compliance and strategic planning.
- Develop and implement a human resources plan that aligns with the overall mission and strategy of the organization, resulting in innovative, best practices and policies that will service the full range of ACOE's HR needs and help build a high-performing culture of success, accountability, transparency and collaboration.
- Develop and implement a human resources plan that aligns with the overall mission and strategy of the organization, resulting in innovative, best practices and policies that will service the full range of ACOE HR needs and help build a high-performing culture of success, accountability, transparency and collaboration.

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

<b>Classification</b>	Chief of People & Leadership	<b>FTE</b>	1.0
<b>Effective Date</b>	8/15/2022	<b>Ending Date</b>	1/31/2023
<b>Department</b>	Human Resources/Personnel Commission	<b>Monthly WOOC Range</b>	MGMT Range 22, 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:** August 5, 2022

**TO:** Cynthia Jenkins, Director III, People & Leadership

**FROM:** Sherry Causey, Personnel Specialist

**SUBJECT:** Working Out of Classification Request – Cynthia J.

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The Personnel Commission has conditionally approved your Working Out of Class Request within the Human Resources Department. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission meeting on August 11, 2022. ***Please be advised that this assignment is conditional until final approval by the Personnel Commission at the next Personnel Commission meeting on Thursday, August 11, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.***

<b>Classification</b>	Chief of People & Leadership	<b>FTE</b>	1.0
<b>Effective Date</b>	8/15/2022	<b>Ending Date</b>	1/31/2023
<b>Department</b>	Human Resources	<b>Monthly WOOC Range</b>	MGMT Range 22, Step 3

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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:

<b>Employee Name:</b>	Cynthia Jenkins	<b>Current Classification:</b>	Director III, People & Leadership
<b>Proposed Classification:</b>	Chif of People & Leadership	<b>Anticipated length of Assignment:</b>	1/31/2023
<b>Dates Requested:</b>	8/11/2022	<b>New Request</b>	<input checked="" type="checkbox"/> <b>Extended Request:</b> <input type="checkbox"/>

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

Cindy Charan, Chief of People and Leadership is requesting approval for a "Working Out of Class" appointment for Cynthia Jenkins, Director III, People & Leadership, to cover for a vacant Chief of People & Leadership position, until the position is filled.

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

1. The Chief of People and Leadership will guide the HR team in supporting cabinet members in Performance Management, Talent Acquisition, Learning & Development, Engagement, Rewards, Visa and Immigration, Policy and Compliance and strategic planning.
2. Develop and implement a human resources plan that aligns with the overall mission and strategy of the organization, resulting in innovative, best practices and policies that will service the full range of ACOE's HR needs and help build a high-performing culture of success, accountability, transparency and collaboration.
3. Develop and implement a human resources plan that aligns with the overall mission and strategy of the organization, resulting in innovative, best practices and policies that will service the full range of ACOE HR needs and help build a high-performing culture of success, accountability, transparency and collaboration.
4. Develop relationships with employees and as a trusted source provides advice and counsel on HR, cultural, and organizational issues. Facilitates integration of diverse workgroups, cultures, and newly acquired assets.
5. Proactively manages resource allocation and maintains a competitive approach to recruiting and assimilating high-potential talent throughout Alameda County. Advises on people programs and processes to enhance talent attraction, retention, development, and succession. Partners with Finance in overseeing departmental budget and headcount.

**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

### Chief of People and Leadership

#### **Purpose Statement**

The Chief of People and Leadership will be responsible for reimagining ACOE's people function, culture, structure and policies. S/he will drive key Human Resources (HR) best practices and initiatives and provide strategic direction and expertise for the full scope of the HR function, across all offices and school site settings.

Under the general direction of the Associate Superintendent of Business Services, the Chief of People and Leadership supports ACOE's mission, vision, principles and values by developing and executing human resources strategy. The Chief of People and Leadership is responsible for providing strategic direction in the areas of succession planning, talent management, labor/employee relations, change management, workforce development, performance management, training and development, and compensation. This position fosters and cultivates strong relationships with the broad range of ACOE employees and with the districts in support of ACOE's commitment to a learning organization culture.

#### **Essential Functions**

- The Chief of People and Leadership will guide the HR team in supporting cabinet members in Performance Management, Talent Acquisition, Learning & Development, Engagement, Rewards, Visa and Immigration, Policy and Compliance and strategic planning.
- Develop and implement a human resources plan that aligns with the overall mission and strategy of the organization, resulting in innovative, best practices and policies that will service the full range of ACOE's HR needs and help build a high-performing culture of success, accountability, transparency and collaboration.
- Develop and implement a human resources plan that aligns with the overall mission and strategy of the organization, resulting in innovative, best practices and policies that will service the full range of ACOE HR needs and help build a high-performing culture of success, accountability, transparency and collaboration.
- Develop relationships with employees and as a trusted source provides advice and counsel on HR, cultural, and organizational issues. Facilitates integration of diverse workgroups, cultures, and newly acquired assets.
- Proactively manages resource allocation and maintains a competitive approach to recruiting and assimilating high-potential talent throughout Alameda County. Advises on people programs and processes to enhance talent attraction, retention, development, and succession. Partners with Finance in overseeing departmental budget and headcount.
- Provides HR guidance on special projects, HR analytics & reporting, talent reviews, training, change management, organizational design, diversity and inclusion.
- Functions as a strategic partner to managers of each division or department regarding key organizational and management issues.
- Provides leadership and drives the strategic planning process for succession planning that



aligns with the ACOE's strategy and business objectives.

- Develops a comprehensive strategic talent management plan that reflects the skills, knowledge, and competencies of ACOE's future workforce.
- Develops and implements comprehensive compensation and benefits plans that are competitive and cost-effective.
- Provides overall leadership and guidance to the HR function by overseeing talent management, career development, succession planning, retention, training, leadership development, compensation and benefits.
- Oversees HR staffing, training and development, and performance management to foster collaborative and high performing teams committed to partnering and serving the agency.
- Works in collaboration and partnership with respective labor organizations to foster a positive working relationship. Leads collective bargaining and negotiations.
- Drives forward policies and practices that attract, develop, and retain a diverse, high-performing workforce.
- Conducts regular reviews of ACOE's compensation and benefits packages to ensure they meet the needs of current employees and are attractive to new talent.
- Facilitates the Alameda County's school district HR consortium.
- Oversees the Merit System for Classified employees and facilitates the Personnel Commission meetings and works in partnership with the Personnel Commissioners to develop, enhance, and implement policies and procedures that support the Merit System. Supervises the Personnel Commission Staff
- Represents the Superintendent on HR-related matters at Alameda County Board of Education meetings and other designated meetings locally, regionally and nationally.
- Performs other duties as determined by the Associate Superintendent of Business Services and the Superintendent.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge, Skills, and Abilities**

##### Shared Values

- Passionately believes that all students can achieve at high levels.
- Demonstrates cultural competence and a deep understanding of the impact and urgency in addressing issues facing urban and suburban youth and their families.
- Thrives in achievement-oriented and fast-paced environment.
- Demonstrated ability to be self-directed and take initiative.
- Passionate commitment to the mission, vision, and values of ACOE.
- Takes initiative to solve problems and create stakeholder buy-in.

- Demonstrated ability to provide high-quality customer service to internal and external stakeholders at all levels.

#### Relationships & Communication

- Builds and maintains positive relationships with individuals and groups.
- Understands how various systems interact to achieve long-term goals.
- Superior written and verbal communication skills with an ability to articulate a clear and compelling vision and lead others to implement it.
- Actively listens to others and able to effectively interpret others' motivations and perceptions.
- Professional demeanor with the ability to influence and facilitate decision-making among multiple, diverse parties.
- Demonstrated ability to present effectively and persuasively to diverse audiences.

#### Leadership

- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort.
- Establishes clear expectations, deliverables and deadlines.
- Identifies and prioritizes mission critical issues with alignment of people, time and resources.
- Strong project management skills, with ability to multi-task, set and drive priorities, and monitor progress towards goals.
- Exceptional strategic, analytical and critical thinking skills with an ability to use data to make decisions and to translate strategy to plan and action.
- Ability to coach and mentor direct reports, peers and executives on sound talent management practices; track record of driving organizational results through coaching and mentoring.
- Creates and supports in-service training opportunities to grow and develop leaders.
- Ability to train, supervise, support and evaluate staff from diverse backgrounds and skill sets.
- Deep familiarity with talent management issues and the talent challenges facing California schools.

#### **Working Environment**

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or 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.

**Education:** Master's degree in educational leadership, HR administration, or a related field. A Certification in HR is desirable.

**Experience:** Ten (10) years of experience in human resources management with five (5) years of experience in the direction and oversight of a human resources department within a local education agency, public institution, public education-focused organization or government agency.

**Equivalency:** An equivalent combination of education and experience.

**Required Testing**

Pre-Employment Proficiency Testing

**Certificates**

Valid CA Driver's License/Evidence  
of Insurability

**Continuing Educ./Training**

Maintains Certificates and/or  
Licenses  
Criminal Justice

**Clearances**

Fingerprint/Background  
Clearance Tuberculosis Clearance

**FLSA Status**

Exempt

**Approval Date**

11/12/2020 PC Approval

**Salary Range**

Range 22

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  
Classified Management Salary Schedule  
EFFECTIVE July 1, 2022 Approved 07/14/2022

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	\$246,900.00	\$20,575.00	\$945.98	\$252,150.00	\$21,012.50	\$966.09	\$257,405.00	\$21,450.42	\$986.23	\$262,660.00	\$21,888.33	\$1,006.36	\$267,910.00	\$22,325.83	\$1,026.48	\$22,450.83	\$22,534.16	\$22,742.50
23	Chief Human Resources Officer	\$183,860.00	\$15,321.67	\$704.44	\$189,115.00	\$15,759.58	\$724.58	\$194,370.00	\$16,197.50	\$744.71	\$199,620.00	\$16,635.00	\$764.83	\$204,875.00	\$17,072.92	\$784.96	\$17,197.92	\$17,281.25	\$17,489.58
22	Chief of District Business Advisory Services Chief of Finance and Operations Chief of People & Leadership Executive Director, Chief of Learning & Accountability Executive Director, State Resource Centers	\$173,355.00	\$14,446.25	\$664.20	\$178,610.00	\$14,884.17	\$684.33	\$183,860.00	\$15,321.67	\$704.44	\$189,115.00	\$15,759.58	\$724.58	\$194,370.00	\$16,197.50	\$744.71	\$16,322.50	\$16,405.83	\$16,614.17
21	Director IV, Administrative Services Director IV, Information Technology Services	\$162,850.00	\$13,570.83	\$623.95	\$168,100.00	\$14,008.33	\$644.06	\$173,355.00	\$14,446.25	\$664.20	\$178,610.00	\$14,884.17	\$684.33	\$183,860.00	\$15,321.67	\$704.44	\$15,446.67	\$15,530.00	\$15,738.33
20	Director III, Assistant Director People & Leadership 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	\$152,345.00	\$12,695.42	\$583.70	\$157,595.00	\$13,132.92	\$603.81	\$162,850.00	\$13,570.83	\$623.95	\$168,100.00	\$14,008.33	\$644.06	\$173,355.00	\$14,446.25	\$664.20	\$14,571.25	\$14,654.58	\$14,862.92
19	Director II, C.A.R.S. Network Director II, Advisory Services Director II, District Business Services Director II, District Business and Advisory Services Director II, Financial Support Services Director II, Human Resources Director II, Payroll, Leaves, & Benefits Director II, School District Controller Services	\$141,835.00	\$11,819.58	\$543.43	\$147,090.00	\$12,257.50	\$563.56	\$152,345.00	\$12,695.42	\$583.70	\$157,595.00	\$13,132.92	\$603.81	\$163,850.00	\$13,654.17	\$627.78	\$13,779.17	\$13,862.50	\$14,070.83
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	\$131,330.00	\$10,944.17	\$503.18	\$136,585.00	\$11,382.08	\$523.31	\$141,835.00	\$11,819.58	\$543.43	\$147,090.00	\$12,257.50	\$563.56	\$152,345.00	\$12,695.42	\$583.70	\$12,820.42	\$12,903.75	\$13,112.08
17	Client Services Manager Credential Manager Fiscal Manager Policy and Governance Manager School Health & Safety Manager	\$120,825.00	\$10,068.75	\$462.93	\$126,075.00	\$10,506.25	\$483.05	\$131,330.00	\$10,944.17	\$503.18	\$136,585.00	\$11,382.08	\$523.31	\$141,835.00	\$11,819.58	\$543.43	\$11,944.58	\$12,027.91	\$12,236.25
16	Program Mgr. II, After School Academics 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)	\$115,570.00	\$9,630.83	\$442.80	\$120,825.00	\$10,068.75	\$462.93	\$126,075.00	\$10,506.25	\$483.05	\$131,330.00	\$10,944.17	\$503.18	\$136,585.00	\$11,382.08	\$523.31	\$11,507.08	\$11,590.41	\$11,798.75
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, Wellness Manager	\$110,320.00	\$9,193.33	\$422.68	\$115,570.00	\$9,630.83	\$442.80	\$120,825.00	\$10,068.75	\$462.93	\$126,075.00	\$10,506.25	\$483.05	\$131,330.00	\$10,944.17	\$503.18	\$11,069.17	\$11,152.50	\$11,360.83
14	Payroll Supervisor Purchasing & Accounts Supervisor	\$105,065.00	\$8,755.42	\$402.55	\$110,320.00	\$9,193.33	\$422.68	\$115,570.00	\$9,630.83	\$442.80	\$120,825.00	\$10,068.75	\$462.93	\$126,075.00	\$10,506.25	\$483.05	\$10,631.25	\$10,714.58	\$10,922.92
13	Business Administration Supervisor Human Resources Supervisor Superintendent's Office Supervisor	\$99,810.00	\$8,317.50	\$382.41	\$105,065.00	\$8,755.42	\$402.55	\$110,320.00	\$9,193.33	\$422.68	\$115,570.00	\$9,630.83	\$442.80	\$120,825.00	\$10,068.75	\$462.93	\$10,193.75	\$10,277.08	\$10,485.42
12	Executive Assistant Occupational Therapist Public Information Manager	\$94,560.00	\$7,880.00	\$362.30	\$99,810.00	\$8,317.50	\$382.41	\$105,065.00	\$8,755.42	\$402.55	\$110,320.00	\$9,193.33	\$422.68	\$115,570.00	\$9,630.83	\$442.80	\$9,755.83	\$9,839.16	\$10,047.50
11	Maintenance Operations Supervisor	\$89,305.00	\$7,442.08	\$342.16	\$94,560.00	\$7,880.00	\$362.30	\$99,810.00	\$8,317.50	\$382.41	\$105,065.00	\$8,755.42	\$402.55	\$110,320.00	\$9,193.33	\$422.68	\$9,318.33	\$9,401.66	\$9,610.00

**PERSONNEL COMMISSION**  
**ALAMEDA COUNTY OFFICE OF EDUCATION**  
**August 11, 2022**

**CLASSIFIED PERSONNEL TRANSACTIONS**

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

**PROBATIONARY APPOINTMENTS**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Department/Site</u></b>	<b><u>FTE</u></b>	<b><u>Effective</u></b>	<b><u>Last Day of Probation</u></b>
Heather Kroll	Education Mentor	Student Programs & Services	1.0	1/3/2022	8/13/2022
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
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
<b>Tristan Hawes</b>	<b>Custodian</b>	<b>Facilities, Maintenance &amp; Operations</b>	<b>1.0</b>	<b>7/21/2022</b>	<b>1/24/2023</b>
<b>Phillip Owens</b>	<b>Administrative</b>	<b>Research, Assessment</b>	<b>1.0</b>	<b>7/18/2022</b>	<b>1/19/2023</b>

Actions as of July 11, 2022

	<b>Assistant</b>	<b>&amp; Accountability</b>			
<b>Patricia Ramos</b>	<b>Administrative Assistant</b>	<b>Core Learning</b>	<b>1.0</b>	<b>8/1/2022</b>	<b>2/2/2023</b>
<b>Adrianna Walters</b>	<b>Leaves/Benefits Technician</b>	<b>Payroll, Leaves &amp; Benefits</b>	<b>1.0</b>	<b>8/1/2022</b>	<b>2/2/2023</b>
<b>Jennifer Rivera</b>	<b>Office Assistant II</b>	<b>ACOE Opportunity Academy</b>	<b>0.83</b>	<b>NA</b>	<b>NA</b>

**CHANGE OF STATUS**

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

**RETIREMENT**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Department/Site</u></b>	<b><u>Effective</u></b>
<b>Teresa Jimenez Maguire</b>	<b>Orientation &amp; Assessment Technician</b>	<b>Butler Academic Center</b>	<b>9/16/2022</b>

**RESIGNATION**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>	<b><u>Department/Site</u></b>	<b><u>Effective</u></b>
<b>Dennis Stroble</b>	<b>Network Administrator</b>	<b>8</b>	<b>Network Administration &amp; Operations</b>	<b>7/29/2022</b>
<b>Patricia Ramos</b>	<b>Office Assistant II</b>	<b>7</b>	<b>ACOE Opportunity Academy</b>	<b>7/31/2022</b>
<b>Cindy Charan</b>	<b>Chief of People &amp; Leadership</b>	<b>3</b>	<b>Human Resources</b>	<b>8/12/2022</b>
<b>Claudie Dirilo</b>	<b>Budget Analyst/Accountant II</b>	<b>3</b>	<b>Internal Business Services</b>	<b>8/19/2022</b>

**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

**LIMITED TERM ASSIGNMENTS<sup>i</sup>**

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

**SUBSTITUTE ASSIGNMENTS<sup>i</sup>** *(Temporary position during absence of regular employee.)*

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Department/ Site</u></b>	<b><u>Rationale</u></b>	<b><u>Effective</u></b>
<b>Joan Uhlig</b>	<b>Office Assistant I</b>	<b>Superintendent's Office</b>	<b>Subs as needed when regular Office Assistant I is out</b>	<b>7/1/2022 – 6/30/2023</b>

**PROVISIONAL APPOINTMENTS<sup>ii</sup>**

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

**PROFESSIONAL EXPERTS<sup>iii</sup>**

<b><u>Name</u></b>	<b><u>Program/Assignment</u></b>	<b><u>Position Type</u></b>	<b><u>FY Hire Date</u></b>	<b><u>Total # of days to 7/15</u></b>	<b><u>Department/Site</u></b>	<b><u>Effective</u></b>
Gerald Reyes	DLL Symposium	Keynote Speaker	6/18/2022	<b>0</b>	Core Learning	6/18/2022 – 6/18/2022
Carola Oliva-Olson	DLL Symposium	Presenter	6/18/2022	<b>0</b>	Core Learning	6/18/2022 – 6/18/2022
Megan Correa	Butler Academic Center	Professional Expert	6/27/2022	<b>0</b>	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	6.2	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	2	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<sup>iv</sup>**

<b><u>Name</u></b>	<b><u>Out of Class Assignment</u></b>	<b><u>Department/ Site</u></b>	<b><u>Original Start Date (# days)</u></b>	<b><u>Current Ext. Date (# days)</u></b>
<b>Ben Torres</b>	<b>Budget Analyst Accountant I</b>	<b>District Business Services</b>	<b>7/1/2022</b>	<b>10/4/2022</b>
<b>Ivette Alvarez</b>	<b>Budget Analyst Accountant I</b>	<b>District Business Services</b>	<b>7/1/2022</b>	<b>10/4/2022</b>
<b>Mary Ogburn</b>	<b>Education Mentor</b>	<b>Student Programs &amp; Services</b>	<b>7/1/2022</b>	<b>7/22/2022</b>
<b>Phillip Grasso</b>	<b>Director III, Communications &amp; Public Affairs</b>	<b>Communications</b>	<b>7/1/2022</b>	<b>12/31/2022</b>

**SECTION-B: SPECIAL ASSIGNMENT STIPEND<sup>v</sup>**

<b><u>Name</u></b>	<b><u>Special Assignment</u></b>	<b><u>Department/ Site</u></b>	<b><u>Effective Date (# days)</u></b>	<b><u>End Date (# days)</u></b>
<b>Steve Giguere</b>	<b>Assisting with District payroll processing.</b>	<b>Payroll, Leaves &amp; Benefits</b>	<b>7/1/2022</b>	<b>8/31/2022</b>
<b>Emily Zack</b>	<b>Assisting with managing media relations; writing directly for Superintendent, CDPH Safe Schools for All Team Lead.</b>	<b>Communications</b>	<b>7/1/2022</b>	<b>12/31/2022</b>

**<sup>i</sup> 4809.9 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.

**<sup>ii</sup> 4809.7 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.

**<sup>iii</sup> 4809.8 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.

**<sup>iiii</sup> 4809.13 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.

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- 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.

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**<sup>iv</sup>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>Accounting Technician</u>	
DEPARTMENT:	<u>Financial Systems Support</u>	
SALARY (MONTHLY, PRO-RATED):	<u>\$4,904.97 - \$5,960.63</u>	RANGE: <u>16 (5 Steps)</u> CSEA
OPENING DATE:	<u>06/14/2022</u>	LIST ESTABLISHED: <u>08/03/2022</u>
CLOSING DEADLINE:	<u>07/07/2022</u>	LIST EXPIRES: <u>02/03/2023</u>

**EXAMINATIONS:**

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

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>	<b><u>Score</u></b>
<i>1</i>		95%
<i>1</i>		95%
2		89%
3		88%
4		85%
5		83%
5		83%

COMMENTS:	Applications Received:	30
	Passed Paper Screening:	13
	Failed Paper Screening:	17
	Attended Written Exam:	7
	Passed Written Exam:	7
	Below Written Pass Point:	na
	No Show Written:	1
	Attended Orals:	7
	No Show Orals:	na
	Total on Eligibility List:	7

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