



Personnel Commission Agenda – Zoom Meeting Thursday, September 8, 2022 at 12:30 p.m.

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

Call In: +1 669 900 6833

Meeting ID: 872 8008 8138

Passcode: 848847

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

A. CALL TO ORDER	INFORMATION	
	Present	Absent
B. Roll Call – Commissioners Saleem Shakir-Gilmore, Chair Yvonne Hudson-Harmon, Vice Chair Lorrie Owens		
C. Approve Agenda	ACTION	
D. Approve the Minutes of August 11, 2022	ACTION	
E. Comment Cards – Google Form – Items from the Floor: Please fill out a Comment Card prior to the PC meeting using the following link: https://forms.gle/nmwkWkfeLbtB1fTb8 Persons may comment on items on the agenda or items not listed on the agenda. The Commissioners will read such comments, but may not discuss nor act upon them until they appear on the agenda.		
F. Unfinished Business - NA	ACTION	
G. New Business		
1. Personnel Commissioner Selection - Commissioners Reappointment – Saleem Shakir-Gilmore	INFORMATION	
2. Working Out of Class – Ruth Jones, Director III, Office of the Superintendent, is requesting approval for a “Working Out of Class” appointment for Antoinette Geronimo, Office Assistant I, who has covered as Supervisor, Superintendent's Office Supervisor, while the employee was out on leave. PC Rule 4803.5. (See Attached)	ACTION	
3. Accelerated Step Placement – Thurein Htun- Budget Analyst/ Accountant II – Range 20, Step 2 of the CSEA schedule, in accordance on PC Rule 4805.1a (See Attached)	ACTION	

<p>4. Human Resources/Personnel Commission Streamlining Classification Project – Approve the proposal to reclassify/salary increase for the following CSEA positions, HR/PC Specialist and Senior HR/PC Specialist. PC Rule 4805.14 (<i>See Attached</i>)</p>	<p>ACTION</p>
<p>5. Working Out of Class – Cynthia Jenkins, Director III, People and Leadership is requesting approval for a “Working Out of Class” appointment for Sherry Causey, Personal Specialist, to cover for a vacant Senior Personnel Specialist position, until the position is filled, and Nidia Quick, Human Resources Specialist, to cover for a vacant Senior Human Resources Specialist position, until the position is filled. PC Rule 4803.5. (<i>See Attached</i>)</p>	<p>ACTION</p>
<p>6. Budget Analyst/Accountant II - Continue discussion and approval of staff recommendation of position’s placement on the CSEA salary schedule.</p>	<p>ACTION</p>
<p>7. Personnel Transactions Report - Approve – August 8, 2022 – September 2, 2022. (<i>See Attached</i>)</p>	<p>ACTION</p>
<p>8. AB 361 – Teleconferencing Meeting for October 6, 2022 – Effective October 1, 2021, AB 361 modifies Brown Act teleconferencing public meeting requirements during a state of emergency and also requires public agencies to make specified findings every 30 days in order to continue to meet under the relaxed teleconferencing procedures.</p>	<p>ACTION</p>

H. Ongoing Business	
1. Recruitments – Current Job Postings/Vacancies (a) Custodian (Substitute) – (1.0 FTE) Date Posted: 5/2 Written: NA Application Deadline: OUF Oral: TBD (b) Digital Content Producer – (1.0 FTE) Date Posted: 8/23 Written: 10/5 Application Deadline: 9/18 Oral: 10/12	INFORMATION
2. Eligibility List	INFORMATION
3. Report from Personnel Commission Staff	INFORMATION
4. Report from Employee/Employer Relations Committee (EERC)	INFORMATION
5. Items from the Commissioners	INFORMATION
6. Schedule next Regular Personnel Commission Meeting for October 6, 2022 at 12:30, TBD via Room L2 or Zoom	INFORMATION
7. ADJOURNMENT	ACTION



Personnel Commission Minutes **Thursday, August 11, 2022 at 12:30 p.m.**

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

A. CALL TO ORDER <i>Meeting called to order at 12:30 PM.</i>	INFORMATION	
B. Roll Call – Commissioners	Present	Absent
Saleem Shakir-Gilmore, Chair	✓	
Yvonne Hudson-Harmon, Vice Chair	✓	
Lorrie Owens	✓	
C. Approve Agenda	APPROVED	
D. Approve the Minutes of July 14, 2022	APPROVED	
E. Comment Cards – Google Form – Items from the Floor: Please fill out a Comment Card prior to the PC meeting using the following link: https://forms.gle/nmwkWkfeLbtB1fTb8 Persons may comment on items on the agenda or items not listed on the agenda. The Commissioners will read such comments, but may not discuss nor act upon them until they appear on the agenda.	N/A	
F. Unfinished Business - NA	ACTION	
G. New Business		
1. Special Assignment Stipend (Extension) – 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>)	APPROVED	
2. Special Assignment Stipends – 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 <i>while the original employee is on leave</i> , and for the Network Administrator while the recruitment is being conducted. PC Rule 4803.5. (<i>See Attached</i>) Commissioner Owens requested amendment to this item – to be presented that the two Network Engineers – Chris Jentile and Brian	APPROVED	

<p>Feeley – are covering for the Network Systems Technician while the original employee is on leave, and for the Network Administrator while the position is open.</p>	
<p>3. Special Assignment Stipend - 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></p>	<p>APPROVED</p>
<p>4. Working Out of Class – 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></p>	<p>APPROVED</p>
<p>5. Working Out of Class – 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></p>	<p>APPROVED</p>
<p>6. Budget Analyst/Accountant II - Continue discussion and approval of staff recommendation of position's placement on the CSEA salary schedule.</p> <p>Michael Evans stated that the HR/PC department still currently stands with their decision to keep the salary placement of the Budget Analyst/Accountant II at a Range 20 on the CSEA Salary Schedule.</p> <p>Commissioner Hudson-Harmon stated that she felt that the received packet from CSEA did not clarify what additional skills were added that would justify an increase.</p> <p>ACOE employee Nathan Lau spoke on the additional tasks that they felt justified the increase in salary.</p> <p>Commissioner Owens stated that if there would be a salary increase for this classification, then she would prefer that she would like to look at the other classifications in Range 21 as a whole to make sure that those classifications in Range 21 are aligned to the Budget Analyst II's scope of work. Due to that, she is unsure about moving forward with a salary increase at the moment for the Budget Analyst II classification.</p> <p>Denise Carrillo noted that Cynthia Jenkins had stated that the Administrative Assistant and Budget Analyst family would be looked at in the near future.</p>	<p>TABLED to September 8, 2022 Meeting</p>

<p>Commissioner Hudson-Harmon asked what the purpose of these reviews would be since they are lengthy processes and it can create a significant backlog of work – she would prefer that every classification review would be looked at in unison for efficiency, and to be fair to the other positions that need to be looked at as well.</p> <p>Michael Evans answered that there is currently a Senior Budget Analyst position currently at Range 21, but it was not looked at since HR was not recommending a salary increase for the Budget Analyst II position. Instead, HR is looking to establish a career ladder for the Budget Analyst series.</p> <p>Commissioner Owens stated that she is not comfortable with moving forward in increasing the salary for this classification since there is currently an incumbent working in the Senior Budget Analyst classification. She would like to also look at the Senior Budget Analyst simultaneously in order to be fair to the employee who is working in that classification as well.</p> <p>This item was decided to be tabled to the next meeting on September 8, 2022.</p>	
<p>7. Classified Joint Commissioner Appointment – December 1st, 2022 deadline for reappointment or replacement.</p> <p>Michael Evans reported out that the Joint Commissioner Appointment is expiring on December 1st, 2022, and wanted to confirm with Commissioner Gilmore if he is interested in serving another term.</p> <p>Commissioner Gilmore stated that he is interested in serving another term and would like to continue serving as a Commissioner.</p> <p>CSEA stated that they would like to have an open recruitment for this Commissioner Appointment.</p> <p>Commissioner Owens said that she would like to schedule a Closed Session to discuss this and report out on the decision if need be.</p> <p>Trustee Knowles requested that before there's any discussion in a Closed Session, that this information would be shared from the Personnel Commission to the full Board about the next steps in this process as a courtesy.</p>	<p>INFORMATION</p>
<p>8. Personnel Transactions Report - Approve – July 11, 2022 – August 5, 2022. <i>(See Attached)</i></p>	<p>APPROVED</p>

<p>9. AB 361 – Teleconferencing Meeting for September 8, 2022 – Effective October 1, 2021, AB 361 modifies Brown Act teleconferencing public meeting requirements during a state of emergency and also requires public agencies to make specified findings every 30 days in order to continue to meet under the relaxed teleconferencing procedures.</p> <p>The next PC Meeting on September 8, 2022 is planned to take place in person, but the Commissioners have approved AB361 in the event that it needs to transition into a fully virtual meeting via Zoom.</p>	<p>APPROVED</p>
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H. Ongoing Business	
<p>1. Recruitments – Current Job Postings/Vacancies</p> <p>(a) Custodian (Substitute) – (1.0 FTE) Date Posted: 5/2 Written: NA Application Deadline: OUF Oral: TBD</p> <p>(b) Director I, District Advisory Services – (2.0 FTE) Date Posted: 5/26 Written: NA Application Deadline: 7/21 Oral: TBD</p> <p>(c) Senior Payroll Analyst-Accountant – (1.0 FTE) Date Posted: 7/6 Written: TBD Application Deadline: 8/12 Oral: TBD</p> <p>(d) Director III, Fiscal Services – (1.0 FTE) Date Posted: 7/14 Written: NA Application Deadline: 8/4 Oral: TBD</p> <p>(e) Administrative Assistant, Confidential – (1.0 FTE) Date Posted: 7/20 Written: 8/18 Application Deadline: 8/10 Oral: TBD</p> <p>(f) Network Administrator – (1.0 FTE) Date Posted: 8/2 Written: NA Application Deadline: 8/16 Oral: TBD</p>	<p>INFORMATION</p>
2. Eligibility List	INFORMATION
<p>3. Report from Personnel Commission Staff</p> <p>Michael Evans gave out an update on the PC annual reports that are planned to be presented at the PC Meeting on September 8, 2022.</p>	INFORMATION
4. Report from Employee/Employer Relations Committee (EERC)	INFORMATION

5. Items from the Commissioners No items to report.	INFORMATION
6. Schedule next Regular Personnel Commission Meeting for September 8, 2022 at 12:30, TBD via Room L2 or Zoom	INFORMATION
7. ADJOURNMENT	<i>Meeting adjourned at 1:42 PM.</i>

DATE: September 8, 2022

TO: Personnel Commission

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Request – Supervisor, Superintendent's Office
Supervisor – Antoinette Geronimo

Ruth Jones, Director III, Superintendent's Office, has requested a working out of classification appointment for Antoinette Geronimo, Office Assistant I, as a Supervisor, Superintendent's Office Supervisor (MGMT Range 13, Step 1) to cover for the position while the employee was on leave. Antoinette performed duties related to the Superintendent's Office.

Job duties performed are as follows:

- Serves as the Executive Assistant to the Superintendent in managing the Superintendent office for the purpose of Serves as the Executive Assistant to the Superintendent in managing the Superintendent office for the purpose of directly supporting highly sensitive activities, delegating other activities as appropriate and managing the Superintendent's calendar.

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

Classification	Supervisor, Superintendent's Office Supervisor	FTE	1.0
Effective Date	8/25/2022	Ending Date	9/2/2022
Department	Superintendent's Office	Monthly WOOC Range	MGMT Range 13, 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.

DATE: September 8, 2022

TO: Antoinette Geronimo, Office Assistant I

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Request – Antoinette Geronimo

The Personnel Commission has conditionally approved your Working Out of Class Request within the Superintendent's Office. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission meeting on September 8, 2022.

Please be advised that this assignment is conditional until final approval by the Personnel Commission at the next Personnel Commission meeting on Thursday, September 8, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.

Classification	Supervisor, Superintendent's Office Supervisor	FTE	1.0
Effective Date	8/25/2022	Ending Date	9/2/2022
Department	Superintendent's Office	Monthly WOOC Range	MGMT Range 13, 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: Chief
Personnel File

WORKING OUT OF CLASSIFICATION

Certification of Assigned Duties

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

Please provide information concerning the proposed assignment as follows:

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

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

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

1. _____

2. _____

3. _____

4. _____

5. _____

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

Department Manager

Ruth Jones

Date

JOB DESCRIPTION
Alameda County Office of Education

Supervisor, Superintendent's Office Supervisor

Purpose Statement

The job of Supervisor, Superintendent's Office is done for the purpose/s of assisting the Superintendent in the daily operation of the county office; providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the Superintendent to staff, districts, public agencies, etc.; overseeing assigned personnel; and serves as the Executive Assistant to the Superintendent in managing the Superintendent's Office.

This job reports to the Assigned Administrator

Essential Functions

- Acts as liaison with ACOE staff, school districts, local and state agencies and other assigned programs for the purpose of maintaining effective relationships, providing necessary information for making decisions, taking appropriate actions and complying with program guidelines.
- Administers and monitors the Superintendent Administration program budgets for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed.
- Compiles data from a wide variety of diversified sources (e.g. staff members, Community Organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for the Superintendent.
- Coordinates and directs office functions, a wide variety of projects, activities and/or events for the Superintendent (e.g. Conference Center scheduling, Teacher of the Year Program, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Develops systems, formats and procedures for the purpose of monitoring and overseeing programs, and assisting with implementation of policies and procedures within scope of responsibility.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, Senior Administrative Support Staff (SASS) meeting notes, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of the Superintendent (e.g. fiscal matters, advising in the preparation and review of Division budget, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, presentations, and workshops within the scope of responsibility for the purpose of conducting trainings, providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares and maintains a wide variety of often complex materials for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Represents the Office of the Superintendent in the Superintendent's absence for the purpose of addressing matters that require immediate attention.

- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Serves as the Executive Assistant to the Superintendent in managing the Superintendent office for the purpose of directly supporting highly sensitive activities, delegating other activities as appropriate and managing the Superintendent's calendar.
- Supervises and evaluates the work and performance of assigned staff (e.g. administrative secretary (confidential), receptionist, etc.) for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

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: school district operations and philosophy; concepts of grammar and punctuation; and business telephone etiquette; codes/laws/rules/regulations/policies; knowledge of community resources; recordkeeping and record retention practices.

ABILITY is required to schedule a significant 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 significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety 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 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; working with constant interruptions; and working with detailed information/data.

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 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 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

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

Education Bachelors degree in job-related area.

Equivalency Associates degree (A.A.) in Public Administration or related field; three (3) years experience working in the field of education, two years supervisory experience; or equivalent combination of education and experience.

K-12 school district or county office of education experience is desirable.

Required Testing

Pre-Employment Proficiency Testing

Certificates

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

Exempt

Approval Date

9/19/2016

Salary Range

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

DATE: September 8, 2022
TO: Personnel Commission
FROM: Sherry Causey, Personnel Specialist
SUBJECT: Accelerated Step Placement – Budget Analyst/Accountant II, DBAS

BACKGROUND: The District Advisory Services department has requested an accelerated step placement at Range 20, Step 2 (CSEA) of the Budget Analyst/Accountant II, DBAS classification for Thurein Htun.

Thurein's qualifications are beyond the minimum qualifications for this classification. He has over 7 1/2 years of experience of professional work experience in accounting, with the last 5 years serving as an accounting technician at San Mateo County Office of Education/ Belmont-Redwood Shores School District. Thurein also holds a bachelor's degree in Business Administration (Accounting), along with two accounting certifications.

RECOMMENDATION: We are recommending approval of his accelerated step placement at Range 20 Step 2, with an effective date retro to date of hire, in accordance with the Personnel Commission Rules and Regulations 4805.1a Salary on Employment.

We have attached a copy of his resume, PC memo, job description and CSEA Salary Schedule for your review.

Classification	Budget Analyst/Accountant II, DBAS	FTE	1.0
Effective Date	N/A	Ending Date	N/A
Department	District Advisory Services	Hourly Salary	Salary Range 20, Step 2 (CSEA)

4805.1a. Salary on Employment

Appointment to any position in any class shall be made at the minimum rate and advancement to rates greater than the minimum rate shall be by successive steps in the salary range for the class. In the case of recruitment difficulties, desired appointments of individuals with unusually high qualifications, and/or the current salary of the desired appointee is higher than the first step of the salary schedule, upon recommendation of the Superintendent, the Commission may authorize an accelerated salary schedule movement for the classification.

cc: Chief
Personnel File

DATE: September 1, 2022

TO: Thurein Htun, Budget Analyst/Accountant II, DBAS

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Accelerated Step Placement Request – Thurein Htun, Budget Analyst/Accountant II, DBAS

The Personnel Commission has received a request on your behalf, recommending an accelerated step placement at Range 20, Step 2 (CSEA) of the Budget Analyst/Accountant II, DBAS classification located within the District Advisory Services department. This accelerated step placement request will need to be officially approved at the next Personnel Commission meeting on Thursday, September 8, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom.

Below you will find the details of your appointment:

Classification	Budget Analyst/Accountant II, DBAS	FTE	1.0
Effective Date	N/A	Ending Date	N/A
Department	District Advisory Services	Hourly Salary	Salary Range 20, Step 2 (CSEA)

4805.1a. Salary on Employment

Appointment to any position in any class shall be made at the minimum rate and advancement to rates greater than the minimum rate shall be by successive steps in the salary range for the class. In the case of recruitment difficulties, desired appointments of individuals with unusually high qualifications, and/or the current salary of the desired appointee is higher than the first step of the salary schedule, upon recommendation of the Superintendent, the Commission may authorize an accelerated salary schedule movement for the classification.

cc: Chief
Personnel File

THUREIN HTUN

OBJECTIVE

To obtain a meaningful and challenging position in the accounting field that would enable me to utilize my analytical and technical skills to support organization with accuracy and efficiency.

ACCOMPLISHMENTS

- Demonstrates ability to proactively work independently, to produce and lead exceptional performance within a team environment and to creatively resolve problems and capitalize on opportunities.
- Skilled in the production and presentation of financial statements and in the preparation of payroll, sales, and property/use tax returns. Excellent qualifications in financial, managerial and cost accounting and analysis with a history of continuous improvement in cross-functional areas for both increased revenue and decreased expense.
- Proficient in PC and Macintosh desktop systems, Windows, Microsoft Word, Microsoft Excel, Adobe Acrobat, QuickBooks, Paychex Payroll and South East Online Payroll system. Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions.

EDUCATION

08/12/2011 **San Francisco State University** – San Francisco, CA
Business Administration (Accounting) – 3.5GPA
Bachelor of Science

05/22/2009 **City College of San Francisco** – San Francisco, CA
General Education
Associate in Art Degree (AA)

AFFILIATION

London Chamber of Commerce and Industry, Level 1 & Level 2(2001)
Certified Accounting Technician, England (2002)

EXPERIENCE

12/01/2017- Present **San Mateo County Office of Education/ Belmont-Redwood Shores School District**
Accountant/Accounting Technician

Assemble, match, sort, tabulate, check and input a variety of financial and statistical data. Prepares and records financial transactions. Maintain statistical records and process a variety of documents involved in financial transactions. Verifies, audits, codes, and processes documents in order to interpret and apply rules and regulations and assists in the preparation of a variety of State/Federally mandated, and management financial reports.

03/01/2015- 12/01/2017 **Public Utilities Commission/ California State Coastal Conservancy**
Accountant/Auditor I

Schedule payments for contract and miscellaneous invoices. Prepare State Controller Office cash transfers. Process and audit Travel Expense Claim reports and Office revolving checks. Prepare claim schedule reimbursements for Travel Expense Claims and the office revolving fund. Reconcile fund balances and credit card charges against Travel Store reports. File the California State Accounting & Reporting System (CALSTARS) reports.

Budget Analyst/Accountant II-District Business Advisory Services

Purpose Statement

The job of Budget Analyst/Accountant II is done for the purpose/s of providing technical assistance and training in budgeting, finance, accounting, purchasing and related business matters to school district, charter schools and/or the COE; performing audits of records and project expenditures for compliance with GAAP, GASB, AB1200 Federal and State laws and regulations; preparing revenue and expenditure projections; monitoring budgets; and closing books of accounts, all under the review of the department supervisor. This job reports to the Assigned Administrator.

Essential Functions

- Analyzes Local Education Agencies (LEAs - county office, school districts, charter schools, and/or ROPs, etc.) financials, Local Control Accountability Plans (LCAPS), budgets, interim reports, unaudited actuals, multi-year projections, cash flow and audit reports.
- Provide fiscal oversight and monitoring activities for the districts and ACOE Board authorized charter schools and AB1200 support to determine compliance with state statutes.
- Verify LEAs revenues, analyzes financial data, and reconciles entitlements and apportionments to state reports. Reviews and verifies grants and entitlements and compares for reasonableness with LEAs financials, budgets, and multi-year projections.
- Provide business support, technical assistance and training to LEAs and county office administrators on budget and financial matters.
- Assist Directors with monitor and review of LEAs budgets, interim reports, unaudited actuals and audit reports for ensuring that ACOE fulfills its responsibility under AB 1200/AB2756.
- Assists in the development, implementation and technical support of new accounting and budgeting systems and procedures for the purpose of providing guidance and support for internal financial controls needed throughout the County Office, charter schools and school districts.
- Prepares, analyzes and reconciles principal and interest payments of Bond Interest and Redemption Fund for school districts with the County Treasurer Office. Assists with ACOE's fiduciary responsibilities of bond administration and oversight for LEAs.
- Prepares and reconciles a wide variety of fiscal projects including calculations and allocation of Education Revenue Augmentation Fund (ERAF), Special Education Taxes, and property taxes to LEAs.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- May act in a team lead capacity with other accounting positions for the purpose of maintaining the efficient flow of financial processes.

JOB DESCRIPTION

Alameda County Office of Education

- Provides technical guidance in budgeting, finance and related business matters for the purpose of ensuring understanding and accuracy for department and other staff.
- Responds to inquiries from a wide variety of internal and external sources (e.g. districts and County Office staff, County Treasurer's Office, Charter Directors, etc.) for the purpose of providing routine and specialized information regarding financial procedures, laws, regulations and policies.
- Reviews and analyzes, under direction, a variety of LEAs budgets and financial reports (e.g. SACS reports, grants and entitlements, special education programs, Fund Unaudited Actuals Report, categorical programs, etc.) for the purpose of ensuring the accuracy of reported information and compliance with established financial guidelines and program policies, practices and regulatory 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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and ability to gather / aggregate data and organize it in a presentable way for a wide variety of both internal and external parties.

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

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

JOB DESCRIPTION
Alameda County Office of Education

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 15 pounds), carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Four (4) years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education.

Education: Associates degree (A.A.) in accounting or business administration.

Equivalency: Equivalent combination of education and experience.

Required Testing Certificates

Pre-Employment Proficiency Testing

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

9/19/2016 PC
1/30/19 CSEA Negotiations
6/9/22 CSEA Negotiations

Salary Range

20

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

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

NEW HIRES 7.50 hours per day -ACOE					
Range	Step	Annual	Monthly	Hourly	
Accounting Technician Computer Support Technician Human Resources Specialist Leaves/Benefits Technician Personnel Specialist Purchasing Specialist					
	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: September 9, 2022

TO: Personnel Commission

FROM: Cynthia Jenkins, Director III, People and Leadership

SUBJECT: Human Resources/Personnel Commission Classification Streamlining Project
Proposal to Revise HR/PC Specialist and HR/PC Senior Specialist

I. RECOMMENDATION

Cynthia Jenkins, Director III, Executive Director of the Personnel Commission, recommends that the Personnel Commission approve the job description revisions and salary placement for HR/PC Specialist and Senior HR/PC Specialist positions.

II. BACKGROUND:

The Personnel Commission staff have been working on the streamlining of the HR/PC classification structure, which entails the integration and alignment of 6 HR/PC classifications within ACOE. This project is aimed towards achieving efficiency, distinguishing characteristics between classification levels, establishing a career path, and providing clarity of roles and responsibilities.

Based upon completing HR/PC Specialist and Senior HR/PC Specialist, we have included secondary level classification language and senior level classification language in the purpose statements, to distinguish the difference between the roles. Essential functions were revised and added; and experience was updated, to establish a career path for those internal employees in the role a level below the classification.

Based on our initial review of the HR/PC Assistant, we are currently updating essential functions, as well as proposing to add entry-level position language in the purpose statement. We are looking to bring this classification forward to the PC next PC Meeting.

III. SALARY:

Staff conducted a salary survey of comparable HR/PC classifications with like duties in other COEs. The salary survey findings show that current HR/PC positions are not comparable and currently are below both the median and average range.

Comparison for HR Specialist – Range 16

Salary Comparison							
District/COE	Job Title	Range	Salary	8 Hour Workday	7.5 Hour Workday	7.5 Hour Workday Salary Comparison	Additional Comments
						\$0.00	
Hayward USD	Human Resources Analyst	32	\$9,281.16	X		\$53.34	
Castro Valley USD	Certificated Personnel Assistant	314	\$7,040.64	X		\$40.46	Confidential Position; title has Personnel, but duties are similar to that of ACOE's HR specialist due to specializing in Certificated positions
Pleasanton USD	Human Resources Analyst	29	\$6,794.70	X		\$39.05	
Alameda COE	Human Resources Specialist	16	\$5,960.63		X	\$36.54	
Oakland USD	Assistant, Staffing Support	CFCA 8	\$5,926.65		X	\$36.33	Confidential Position
San Lorenzo USD	Human Resources Technician	64	\$5,088.43		X	\$31.19	

Average Salary: \$6,682.04

Median Salary: \$6,377.67

The current salary range for this position is at CSEA Range 16. At step 5, this position would have a salary of \$5,960.63 per month at step 5, which is 6.53% below the median market value. The proposed range is range 17, step 5 (6,244.04) which would bring this position to a median, and would rank ACOE number 3 on the chart above.

Comparison for PC Specialist – Range 16

Salary Comparison							
District/COE	Job Title	Range	Salary	8 Hour Workday	7.5 Hour Workday	Hourly Comparison	Additional Comments
						\$0.00	
San Mateo	Personnel Commission Analyst	137	\$9,220.00	X		\$52.99	
Santa Clara	Classified Personnel Specialist I/II	46	\$6,905.37	X		\$39.69	Very similar to ACOE duties
Alameda	Personnel Specialist	16	\$5,960.63		X	\$36.54	
San Diego	Staffing Technician	52	\$6,257.00	X		\$35.96	Position works with PC/Merit System, previous job title was "Personnel Services Specialist"
Sacramento	Senior Personnel Technician	32	\$6,089.19	X		\$35.00	
Los Angeles	Senior Human Resources Specialist - Merit System	43	\$6,055.00	X		\$34.80	Title is HR Specialist, but job description is closer to PC specialist - no specifically titled PC position, but LACOE is a merit COE

Average Salary: \$6,747.87

Median Salary: \$6,173.10

The current salary range for this position is at CSEA Range 16. At step 5, this position would have a salary of \$5,960.63 per month at step 5, which is 3.44% below the median market value. The proposed range is range 17, step 5 (6,244.04) which would bring this position to a median, and would rank ACOE number 3 on the chart above.

Comparison for Senior HR/PC Specialist – Range 18

Salary Comparison Senior HR & PC Specialist							
District/COE	Job Title	Range	Salary	8 Hour Workday	7.5 Hour Workday	Hourly Rate	Additional Comments
						\$0.00	
Santa Mateo (PC)	Personnel Commission Analyst		\$9,220.00	X		\$56.52	Similar Essential Functions
Los Angeles (PC)	Human Resources Analyst I		\$8,217.00	X		\$47.22	Similar Essential Functions - Classified Management
Santa Clara (PC)	Human Resources Specialist - Lead		\$7,593.97	X		\$43.64	Similar Essential Functions
ACOE (PC)	Senior HR/PC Specialist		\$6,905.88		X	\$42.33	
Sonoma (PC)	Human Resources Analyst		\$7,126.65	X		\$40.96	Similar Essential Functions in hiring/selection, Only 1 HR professional/assigned duties in one of two areas: hiring/selection or benefits/leaves.
Solano	Senior Human Resources Analyst		\$6,735.00	X		\$38.71	Similar Essential Functions
Contra Costa	Human Resources Specialist		\$6,501.00	X		\$37.36	Similar Essential Functions, Only 1 HR professional & a HR Assistant II/Handles some benefits.

Average Salary: \$7,471.36

Median Salary: \$7,126.65

The current salary range for this position is at CSEA Range 18. At step 5, this position would have a salary of \$6,905.88 per month at step 5, which is 3.09% below the median market value. The proposed range is range 19, step 5 (7,301.35) which would bring this position to a median, and would rank ACOE number 3 on the chart above.

IV SUMMARY AND CONCLUSION:

Based on the above rationale, the Personnel Commission staff recommends the adoption of the revisions of the HR/PC Specialist and HR/PC Senior Specialist job descriptions. Staff is recommending the Personnel Commission approve the salary placement for the HR/PC Specialist at Range 17 of the CSEA salary schedule and the salary placement for the Senior HR/PC Specialist at Range 19 of the CSEA Salary Schedule.

As a result, that the existing incumbents in the classifications will have revised job descriptions and new salary ranges. Please see below.

Name	Classification	Original Range	New Salary Range
Sherry Causey	Personnel Commission Specialist	16	17
Nidia Quick	Human Resources Specialist	16	17

JOB DESCRIPTION

Alameda County Office of Education

Human Resources Specialist

Purpose Statement

The job of Human Resources Specialist is done for the purpose/s of providing general administrative support to the delivery of human resource services for certificated staff in the areas of recruitment, testing, selection, classification and compensation; and providing technical information to employees regarding policies, regulations and negotiated language administration. This is a secondary level classification in the Human Resources series that typically works with more independence than the Human Resources Assistant and exercises judgment and discretion in handling assigned responsibilities. This job reports to the Assigned Administrator.

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. recruitment, advertising positions, processing applications, examination, selection, verifying employment, orientation, certification, contracts, job fairs, etc.) for the purpose of conforming to policies, relevant laws, contracts and agreements.
- Collaborates with ACOE managers for the purpose recruitments, including but not limited to of developing and preparing written exams, performance exams, technical oral interview questions, job postings, letters of employment offers, etc.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Conducts onboarding orientation for new employees, educational mentors, substitutes, student workers and volunteers (e.g. introducing personnel, payroll, and benefit policies, assisting with enrollment forms, etc.) for the purpose of conveying knowledge of current practices and administrative processes.
- Coordinates employment processes (e.g. writing/editing job descriptions, advertising, processing applications, preparing screening criteria, administering/evaluating pre-employment tests, scheduling interviews, etc.) for the purpose of meeting staffing requirements while complying with established guidelines.
- Counsels 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 someone else if appropriate.
- Maintains manual and electronic documents, files and records (e.g. survey results, vacancy listings, applicant tracking, annual performance evaluations, personnel files, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Performs record keeping and clerical functions (e.g. scheduling, copying, proofreading, file maintenance, database entries, etc.) for the purpose of supporting department staff and complying with administrative requirements.
- Prepares a variety of reports and related documents (e.g. annual reports, employment offer letters, payroll records, annual increase letters, etc.) for the purpose of providing documentation and information to others.
- Responds 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.

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Supports the Chief of ~~People~~ Personnel and Leadership for the purpose of assisting in the performance of his/her work activities.

- 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.
- May pParticipate in meetings that involve a range of employment 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.

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Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district/county office environment; interpreting contract language; and codes, regulations & laws related to the job functions.

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 work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (up to 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.

Job Description: Printed 1/31/17 Page 2

Experience Two (2) years job related experience in conducting recruitments, administering exams, selection, classification and compensation in personnel office, assisting with recruitment, onboarding, and Experience in a school setting and familiarity with the merit system process preferred.
Or, One (1) year job related experience in the Human Resource or Personnel Assistant position.

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Education High school diploma or general education degree (GED);
Associates (AA) degree preferred.

Equivalency Equivalent combination of education and experience.

Required Testing Certificates

Pre-Employment Proficiency Testing
Valid California Driver's License/Evidence of Insurability

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APHR Preferred

Continuing Educ./Training Clearances

Maintains Certificates and/or Licenses

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

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FLSA Status Approval Date Salary Range

Non-Exempt 7/2/2019 CSEA negotiations 16 9/16/2016 PC Approval

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JOB DESCRIPTION
Alameda County Office of Education

Human Resources Specialist

Purpose Statement

The job of Human Resources Specialist is done for the purpose/s of providing general administrative support to the delivery of human resource services for certificated staff in the areas of recruitment, testing, selection, classification and compensation; and providing technical information to employees regarding policies, regulations and negotiated language administration. This is a secondary level classification in the Human Resources series that typically works with more independence than the Human Resources Assistant and exercises judgment and discretion in handling assigned responsibilities. This job reports to the Assigned Administrator.

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. recruitment, advertising positions, processing applications, examination, selection, verifying employment, orientation, certification, contracts, job fairs, etc.) for the purpose of conforming to policies, relevant laws, contracts and agreements.
- Collaborates with ACOE managers for the purpose of recruitments, including but not limited to developing and preparing written exams, performance exams, technical oral interview questions, job postings, letters of employment offers, etc.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Conducts onboarding for new employees, educational mentors, substitutes, student workers and volunteers (e.g. introducing personnel, payroll, and benefit policies, assisting with enrollment forms, etc.) for the purpose of conveying knowledge of current practices and administrative processes.
- Coordinates employment processes (e.g. writing/editing job descriptions, advertising, processing applications, preparing screening criteria, administering/evaluating pre-employment tests, scheduling interviews, etc.) for the purpose of meeting staffing requirements while complying with established guidelines.
- Counsels 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 someone else if appropriate.
- Maintains manual and electronic documents, files and records (e.g. survey results, vacancy listings, applicant tracking, annual performance evaluations, personnel files, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Performs record keeping and clerical functions (e.g. scheduling, copying, proofreading, file maintenance, database entries, etc.) for the purpose of supporting department staff and complying with administrative requirements.
- Prepares a variety of reports and related documents (e.g. annual reports, employment offer letters, payroll records, annual increase letters, etc.) for the purpose of providing documentation and information to others.
- Responds 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.

- Supports the Chief of People and Leadership for the purpose of assisting in the performance of his/her work activities.
- 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.
- May participate in meetings that involve a range of employment 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.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district/county office environment; interpreting contract language; and codes, regulations & laws related to the job functions.

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 work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (up to 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:** Two (2) years job related experience in conducting recruitments, administering exams, selection, classification and compensation in personnel office. Experience in a school setting and familiarity with the merit system process preferred. Or, One (1) year job related experience in the Human Resource or Personnel Assistant position.
- Education:** Associates (AA) degree preferred.
- Equivalency:** Equivalent combination of education and experience.

Required Testing

Pre-Employment Proficiency Testing

Certificates

Valid California Driver’s License/Evidence of Insurability

APHR Preferred

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

9/16/2016 PC Approval
7/2/2019 CSEA Negotiations
9/8/2022 CSEA Negotiations

Salary Range

17

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

Job Description

Alameda County Office of Education

Purpose Statement Personnel Specialist

The job of Personnel Specialist is done for the purpose/s of providing general administrative support in the delivery of personnel services for classified personnel, under Merit System guidelines, in the areas of recruitment, testing, selection, classification and compensation; and providing technical information to employees regarding policies, regulations and negotiated language administration. This is a secondary level classification in the Personnel series that typically works with more independence than the Personnel Assistant and exercises judgment and discretion in handling assigned responsibilities. This job reports to the Assigned Administrator.

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Essential Functions

- Administers a wide variety of established personnel policies and practices (e.g. recruitment, advertising positions, processing applications, examination, selection, matriculation of classified employees, processing applications, verifying employment, 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.
- Collaborates with County Office managers for the purpose of recruitments, including but not limited to 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 and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Conducts onboarding orientation for new employees, substitutes, limited term workers and volunteers for the purpose of conveying information on current practices and administrative processes.
- Develops, prepares and maintains a wide variety of written and electronic documentation, materials, reports and records (e.g. personnel files and employment records, seniority lists, re-employment lists, salary schedules, personnel authorization requests, recruitment logs, survey results, vacancy listings, applicant tracking, annual performance evaluations, employment offer letters, payroll information, etc.) for the purpose of documenting activities, providing reference materials and/or conveying information.
- Performs processes required to address temporary classified employment needs for all departments for the purpose of meeting immediate staffing requirements.
- Performs record keeping and various clerical functions (e.g. scheduling, copying, proofreading, file maintenance, database entry, etc.) for the purpose of supporting department staff and complying with administrative requirements.
- 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.

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- Reviews 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.
- Supports the Executive Director and the Personnel Commissioners for the purpose of assisting in the performance of their work activities and responsibilities.
- May participate in meetings that involve a range of employment 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.

- 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.

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Personnel Specialist

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district/county office environment; interpreting contract language; and codes, regulations & laws related to the job functions.

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 work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with persons of diverse backgrounds; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some 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 Two (2) years job related experience [in conducting recruitments, administering exams, selection, classification and compensation in a personnel office, and Experience in a school setting and familiarity with the merit system process preferred.](#)

[Or, One \(1\) year job related experience in the Personnel or Human Resource Assistant position.](#)

Education [High School diploma or general education degree \(GED\); Associates \(AA\) degree preferred.](#)

Equivalency Equivalent combination of education and experience

Personnel Specialist

Required Testing Certificates and Licenses

Pre-Employment Proficiency Testing Valid CA Driver's License/Evidence of Insurability PHR Preferred

Continuing Educ. / Training Clearances

Criminal Justice Fingerprint/Background Clearance Tuberculosis Clearance

FLSA Status Approval Date Salary Grade Non Exempt 7/2/2019 CSEA negotiations 16 5/2/2016 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.

Personnel Specialist
Personnel Specialist

Job Description
Alameda County Office of Education

Personnel Specialist

Purpose Statement

The job of Personnel Specialist is done for the purpose/s of providing general administrative support in the delivery of personnel services for classified personnel, under Merit System guidelines, in the areas of recruitment, testing, selection, classification and compensation; and providing technical information to employees regarding policies, regulations and negotiated language administration. This is a secondary level classification in the Personnel series that typically works with more independence than the Personnel Assistant and exercises judgment and discretion in handling assigned responsibilities. This job reports to the Assigned Administrator.

Essential Functions

- Administers a wide variety of established personnel policies and practices (e.g. recruitment, advertising positions, processing applications, examination, selection, matriculation of classified employees, processing applications, verifying employment, 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.
- Collaborates with County Office managers for the purpose of recruitments, including but not limited to 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 and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Conducts onboarding for new employees, substitutes, limited term workers and volunteers for the purpose of conveying information on current practices and administrative processes.
- Develops, prepares and maintains a wide variety of written and electronic documentation, materials, reports and records (e.g. personnel files and employment records, seniority lists, re-employment lists, salary schedules, personnel authorization requests, recruitment logs, survey results, vacancy listings, applicant tracking, annual performance evaluations, employment offer letters, payroll information, etc.) for the purpose of documenting activities, providing reference materials and/or conveying information.
- Performs processes required to address temporary classified employment needs for all departments for the purpose of meeting immediate staffing requirements.
- Performs record keeping and various clerical functions (e.g. scheduling, copying, proofreading, file maintenance, database entry, etc.) for the purpose of supporting department staff and complying with administrative requirements.

- 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.
- Reviews 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.
- Supports the Executive Director and the Personnel Commissioners for the purpose of assisting in the performance of their work activities and responsibilities.
- May participate in meetings that involve a range of employment 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.
- 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.

Other Functions

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

Job Requirements: Minimum

Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district/county office environment; interpreting contract language; and codes, regulations & laws related to the job functions.

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 work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job- related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with persons of diverse backgrounds; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or

methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some 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: Two (2) years job related experience in conducting recruitments, administering exams, selection, classification and compensation in personnel office. Experience in a school setting and familiarity with the merit system process preferred. Or, One (1) year job related experience in the Personnel Assistant position or Human Resource Assistant Position.

Education: Associates (AA) degree preferred.

Equivalency: Equivalent combination of education and experience.

Required Testing

Pre-Employment Proficiency Testing

Certificates and Licenses

Valid CA Driver's License/Evidence of Insurability PHR Preferred

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

5/2/2016 PC Approval
7/2/2019 CSEA Negotiations
9/8/2022 CSEA Negotiations

Salary Grade

17

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JOB DESCRIPTION
Alameda County Office of Education

Senior Human Resources Specialist

The job of Senior Human Resources Specialist is done for the purpose/s of performing advanced technical and administrative support in the implementation and administration of human resources policies, programs and procedures for certificated and classified personnel.; advising and training professional and clerical staff responsible for all aspects of human resources management. ~~and performing complex and sensitive professional human resource analytic work. This is the a senior level classification in the Human Resources series that takes the lead role in recruitment and hiring processes. This classification may be assigned to relatively more complex or sensitive classification or selection projects.~~ This job reports to the Assigned Administrator.

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. recruitment, examination, certification, selection, matriculation of classified and certificated employees, summer school employment recruitment, documentation of substitutes, benefit plans open enrollments, security/badge administration, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Audits a variety of written documentation (e.g. payroll items, new hire paperwork, longevity lists, NCLB credentialing information, retiree benefits, etc.) for the purpose of ensuring all policies and principles are in alignment with legal and negotiated agreements.
- Communicates with other employees, departments, administrators, applicants, legal counsel, and the public for the purpose of providing information and assistance concerning employment, workers compensation, verification of employment, recruitment, personnel records, reduction in force, and/or labor relations and related legal requirements.
- ~~Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.~~
- Coordinates, fills, tracks and processes all certificated employment needs for all departments for the purpose of meeting staffing requirements while complying with established guidelines.
- Develops, prepares and maintains a wide variety of written materials (e.g. seniority lists, reemployment lists, salary schedules, retiree benefit report, personnel authorization forms, recruitment logs, 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, policies, rules, regulations, collective bargaining agreement provisions, procedures, and data management systems.
- Maintains manual and electronic documents, files and records (e.g. salary schedules, job classifications, calendars, etc.) for the purpose of providing up-to-date reference materials.

- Participates in meetings that involve a range of 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 personnel administrative functions (e.g. counseling, training, providing professional development opportunities, etc.) for the purpose of enhancing productivity of staff and ensuring necessary department/program outcomes are achieved.
- Provides training to HR staff regarding process/procedures related to HR office functions and requirements for the purpose of ensuring knowledge of and adherence to adopted policies.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new 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 and/or identifying the relevant issues and recommending or implementing a remediation plan.
- Serves as a liaison to a variety of administrative staff (e.g. Payroll Manager, Senior Payroll Accountant, health plan providers, ACOE Benefits Review Committee, etc.) for the purpose of conveying and/or gathering information required for operations.
- Supports the Chief of Personnel and Leadership or assigned administrator for the purpose of assisting in the administration and performance of work activities.
- Verifies and processes salary, payroll and benefits data for all employees for the purpose of addressing position requirements and adhering to legal and/or administrative requirements.

Other Functions

- Consults with and guides newly-hired employees through the onboarding process; schedules and coordinates onboarding tasks such as livescan, TB tests, and pre-employment physicals; initiates salary placement; prepares and explains employment forms, job offer letters, and other onboarding documents and resources to newly-hired employees; provides a brief overview of applicable union contract to newly hired employees.
- Conducts individual classification studies and position studies, and assists with drafting analysis ~~and~~ reports to establish new job classifications, revise existing classifications, and reclassify positions
- Directs and oversees the administration and scoring of selection examinations
- Conducts or prepares salary surveys; collect and analyze data to prepare reports and summaries to assist ~~Executive Director or Assigned Administrator.~~
- Attends and participates in various meetings and in-services as assigned; attend job fairs and other recruitment activities as assigned, and workshops and conferences.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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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 analytics; 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: 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 moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse groups; 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; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (up to 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 related experience in ~~a personnel office, familiarity with the Merit System process, computer data entry required, conducting recruitments, administering exams, selection, classification and compensation in a personnel office. Experience in a school setting and familiarity with the merit system process preferred.~~

Or, Two (2) years job related experience in the Human Resource or Personnel Specialist position.

Education Associate's (AA) degree or higher in a related field.

Equivalency Equivalent combination of education and experience.

Required Testing

Certificates

Pre-Employment Proficiency Testing

Valid CA Driver's License/Evidence of Insurability

Continuing Educ./Training

Clearances

~~Maintains Certificates and/or Licenses~~

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt 3/11/2019 CSEA negotiations
9/19/2016 PC approval

1948

JOB DESCRIPTION
Alameda County Office of Education

Purpose Statement **Senior Human Resources Specialist**

The job of Senior Human Resources Specialist is done for the purpose/s of performing advanced technical and administrative support in the implementation and administration of human resources policies, programs and procedures for certificated and classified personnel; advising and training professional and clerical staff responsible for all aspects of human resources management. This is the senior level classification in the Human Resources series that takes the lead role in recruitment and hiring processes. This classification may be assigned to relatively more complex or sensitive classification or selection projects. This job reports to the Assigned Administrator.

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. recruitment, examination, certification, selection, matriculation of classified and certificated employees, summer school employment recruitment, documentation of substitutes, benefit plans open enrollments, security/badge administration, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Audits a variety of written documentation (e.g. payroll items, new hire paperwork, longevity lists, NCLB credentialing information, retiree benefits, etc.) for the purpose of ensuring all policies and principles are in alignment with legal and negotiated agreements.
- Communicates with other employees, departments, administrators, applicants, legal counsel, and the public for the purpose of providing information and assistance concerning employment, workers compensation, verification of employment, recruitment, personnel records, reduction in force, and/or labor relations and related legal requirements.
- Coordinates, fills, tracks and processes all certificated employment needs for all departments for the purpose of meeting staffing requirements while complying with established guidelines.
- Develops, prepares and maintains a wide variety of written materials (e.g. seniority lists, reemployment lists, salary schedules, retiree benefit report, personnel authorization forms, recruitment logs, 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, policies, rules, regulations, collective bargaining agreement provisions, procedures, and data management systems.
- Maintains manual and electronic documents, files and records (e.g. salary schedules, job classifications, calendars, etc.) for the purpose of providing up-to-date reference materials.
- Participates in meetings that involve a range of 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 personnel administrative functions (e.g. counseling, training, providing professional development opportunities, etc.) for the purpose of enhancing productivity of staff and ensuring necessary department/program outcomes are achieved.
- Provides training to HR staff regarding process/procedures related to HR office functions and requirements for the purpose of ensuring knowledge of and adherence to adopted policies.

- Research information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new 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 and/or identifying the relevant issues and recommending or implementing a remediation plan.
- Serves as a liaison to a variety of administrative staff (e.g. Payroll Manager, Senior Payroll Accountant, health plan providers, ACOE Benefits Review Committee, etc.) for the purpose of conveying and/or gathering information required for operations.
- Supports the Chief of Personnel and Leadership or assigned administrator for the purpose of assisting in the administration and performance of work activities.
- Verifies and processes salary, payroll and benefits data for all employees for the purpose of addressing position requirements and adhering to legal and/or administrative requirements.
- Consults with and guides newly-hired employees through the onboarding process; schedules and coordinates onboarding tasks such as livescan, TB tests, and pre-employment physicals; initiates salary placement; prepares and explains employment forms, job offer letters, and other onboarding documents and resources to newly-hired employees; provides a brief overview of applicable union contract to newly hired employees.
- Conducts individual classification and position studies, and assists with drafting analysis reports to establish new job classifications, revise existing classifications, and reclassify positions.
- Conducts or prepares salary surveys; collect and analyze data to prepare reports and summaries to assist Assigned Administrator.
- Attends and participates in various meetings and in-services as assigned; attend job fairs and other recruitment activities as assigned, and workshops and conferences.

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 analytics; 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: 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 moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse groups; 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; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (up to 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 related experience in conducting recruitments, administering exams, selection, classification and compensation in a personnel office. Experience in a school setting and familiarity with the merit system process preferred. Or, Two (2) years job related experience in the Human Resource or Personnel Specialist position.

Education: Associate's (AA) degree in a related field.

Equivalency: Equivalent combination of education and experience.

Required Testing

Pre-Employment Proficiency Testing

Certificates

Valid CA Driver's License/Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

Continuing Educ./Training

FLSA Status
Non Exempt

Approval Date
9/19/2016 PC Approval
3/11/2019 CSEA Negotiations
9/8/2022 CSEA Negotiations

Salary Range
19

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

Job Description
Alameda County Office of Education

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 is the senior level classification in the Personnel Commission series that takes the lead role in recruitment and hiring processes. This classification may be assigned to relatively more complex or sensitive classification or selection projects. This job reports to the 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 onboarding/orientation for new employees, substitutes, limited term workers and volunteers for the purpose of conveying information on current practices and administrative processes, duties include but are not limited to schedule and coordinate onboarding tasks such as livescan, TB tests, and pre-employment physicals.~~

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 or assigned administrator 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.

- Consults with and guides newly-hired employees through the onboarding process; schedules and coordinates onboarding tasks such as livescan, TB tests, and pre-employment physicals; initiates salary placement; prepares and explains employment forms, job offer letters, and other onboarding documents and resources to newly-hired employees; provides a brief overview of applicable union contract to newly hired employees.
- Conducts individual classification and position studies ~~and position studies~~, and assists with drafting analysis ~~writes reports~~ to establish new job classifications, revise existing classifications, and reclassify positions
- Directs and oversees the administration and scoring of selection examinations
- Prepares and maintains data for monthly Personnel Commission meetings; attends meetings and assists in preparing the annual report.
- Conducts or prepares salary surveys; collect and analyze data to prepare reports and summaries to assist Executive Director of the Personnel Commission or Assigned Administrator.
- Attends and participates in various meetings and in-services as assigned; attend job fairs and other recruitment activities as assigned, and workshops and conferences.

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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; conducting recruitments, administering exams, selection, classification and compensation in a personnel office.~~ Experience in a school setting and familiarity with the merit system process preferred.

Or, Two (2) years job related experience in the Personnel or Human Resource Specialist position.

Education Associate's (AA) degree or higher in a related field.

Equivalency Equivalent combination of education and experience

Required Testing Certificates and Licenses

Pre-Employment Proficiency Testing

Valid CA Driver's License/Evidence of Insurability

Continuing Educ. / Training Clearances

Maintains Certificates and/or Licenses

Criminal Justice Fingerprint/Background Clearance Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade	
Non Exempt	<u>1948</u>	7/2/2019	CSEA negotiations
		5/2/2016	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.

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. This is the senior level classification in the Personnel series that takes the lead role in recruitment and hiring processes. This classification may be assigned to relatively more complex or sensitive classification or selection projects. This job reports to the 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.
- 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.
- Research 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 or assigned administrator 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.
 - Consults with and guides newly-hired employees through the onboarding process; schedules and coordinates onboarding tasks such as livescan, TB tests, and pre-employment physicals; initiates salary placement; prepares and explains employment forms, job offer letters, and other onboarding documents and resources to newly-hired employees; provides a brief overview of applicable union contract to newly hired employees.
 - Conducts individual classification and position studies, and assists with drafting analysis to establish new job classifications, revise existing classifications, and reclassify positions.
 - Directs and oversees the administration and scoring of selection examinations.
 - Prepares and maintains data for monthly Personnel Commission meetings; attends meetings and assists in preparing the annual report.
 - Conducts or prepares salary surveys; collect and analyze data to prepare reports and summaries to assist Executive Director of the Personnel Commission or Assigned Administrator.
 - Attends and participates in various meetings and in-services as assigned; attend job fairs and other recruitment activities as assigned, and workshops and conferences.

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.

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Responsibility

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

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Experience: Three (3) years job related experience in conducting recruitments, administering exams, selection, classification and compensation in a personnel office. Experience in a school setting and familiarity with the merit system process preferred. Or, Two (2) years job related experience in the Personnel or Human Resource Specialist position.

Education: Associate's (AA) degree in a related field.

Equivalency: Equivalent combination of education and experience.

Required Testing

Pre-Employment Proficiency
Testing

Certificates and Licenses

Valid CA Driver's License/Evidence of Insurability

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

5/2/2016

PC Approval

7/2/2019

CSEA Negotiations

9/8/2022

CSEA Negotiations

Salary Grade

19

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

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

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

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

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

5/9/2022

Longevity is for years of service at ACOE

12 163.125

DATE: September 8, 2022

TO: Personnel Commission

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Request – Sr. Human Resources Specialist – Nidia Q.

Cynthia Jenkins, Director III, People & Leadership, has requested a working out of classification appointments for Nidia Quick, Human Resources Specialist, as a Senior Human Resources Specialist (CSEA Range 18, Step 2) to cover for a vacant position. Nidia will be performing duties related to the Senior Human Resources Specialist duties in the Human Resources Department.

Job duties to be performed are as follows:

- Administers a wide variety of personnel policies and programs (e.g. recruitment, examination, certification, selection, matriculation of classified and certificated employees, summer school employment recruitment, documentation of substitutes, benefit plans open enrollments, security/badge administration, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Audits a variety of written documentation (e.g. payroll items, new hire paperwork, longevity lists, NCLB credentialing information, retiree benefits, etc.) for the purpose of ensuring all policies and principles are in alignment with legal and negotiated agreements.
- Communicates with other employees, departments, administrators, applicants, legal counsel, and the public for the purpose of providing information and assistance concerning employment, workers compensation, verification of employment, recruitment, personnel records, reduction in force, and/or labor relations and related legal requirements.

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

Classification	Senior Human Resources Specialist	FTE	1.0
Effective Date	8/15/2022	Ending Date	12/31/2022
Department	Human Resources	Monthly WOOC Range	CSEA Range 18, Step 2

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: Nidia Quick, Human Resources Specialist

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Request – Nidia Q.

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.***

Classification	Senior Human Resources Specialist	FTE	1.0
Effective Date	8/15/2022	Ending Date	12/31/2022
Department	Human Resources	Monthly WOOC Range	CSEA Range 18, Step 2

4803.5 Working Out of Classification

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

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

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

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

cc: Director III, People & Leadership
Personnel File

WORKING OUT OF CLASSIFICATION

Certification of Assigned Duties

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

Please provide information concerning the proposed assignment as follows:

Employee Name:	Nidia Quick	Current Classification:	HR Specialist
Proposed Classification:	Senior HR Specialist	Anticipated length of Assignment:	12/31/2022
Dates Requested:	8/15/2022	New Request	<input checked="" type="checkbox"/> Extended Request: <input type="checkbox"/>

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

Working Out of Class – Cynthia Jenkins, Director III, People and Leadership is requesting approval for a "Working Out of Class" appointment for Nidia Quick, Human Resources Specialist, to cover for a vacant Senior Human Resources Specialist 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. Administers a wide variety of personnel policies and programs (e.g. recruitment, examination, certification, selection, matriculation of classified and certificated employees, summer school employment recruitment, documentation of substitutes, benefit plans open enrollments, security/badge administration, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
2. Audits a variety of written documentation (e.g. payroll items, new hire paperwork, longevity lists, NCLB credentialing information, retiree benefits, etc.) for the purpose of ensuring all policies and principles are in alignment with legal and negotiated agreements.
3. Communicates with other employees, departments, administrators, applicants, legal counsel, and the public for the purpose of providing information and assistance concerning employment, workers compensation, verification of employment, recruitment, personnel records, reduction in force, and/or labor relations and related legal requirements.
4. Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
5. Coordinates, fills, tracks and processes all certificated employment needs for all departments for the purpose of meeting staffing requirements while complying with established guidelines.

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

9/1/2022
Date

JOB DESCRIPTION
Alameda County Office of Education

Senior Human Resources Specialist

Purpose Statement

The job of Senior Human Resources Specialist is done for the purpose/s of performing advanced technical and administrative support in the implementation and administration of human resources policies, programs and procedures for certificated and classified personnel.; advising and training professional and clerical staff responsible for all aspects of human resources management; and performing complex and sensitive professional human resource analytic work.

This job reports to the Assigned Administrator

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. recruitment, examination, certification, selection, matriculation of classified and certificated employees, summer school employment recruitment, documentation of substitutes, benefit plans open enrollments, security/badge administration, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Audits a variety of written documentation (e.g. payroll items, new hire paperwork, longevity lists, NCLB credentialing information, retiree benefits, etc.) for the purpose of ensuring all policies and principles are in alignment with legal and negotiated agreements.
- Communicates with other employees, departments, administrators, applicants, legal counsel, and the public for the purpose of providing information and assistance concerning employment, workers compensation, verification of employment, recruitment, personnel records, reduction in force, and/or labor relations and related legal requirements.
- Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Coordinates, fills, tracks and processes all certificated employment needs for all departments for the purpose of meeting staffing requirements while complying with established guidelines.
- Develops, prepares and maintains a wide variety of written materials (e.g. seniority lists, reemployment lists, salary schedules, retiree benefit report, personnel authorization forms, recruitment logs, 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, policies, rules, regulations, collective bargaining agreement provisions, procedures, and data management systems.
- Maintains manual and electronic documents, files and records (e.g. salary schedules, job classifications, calendars, etc.) for the purpose of providing up-to-date reference materials.
- Participates in meetings that involve a range of 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 personnel administrative functions (e.g. counseling, training, providing professional development opportunities, etc.) for the purpose of enhancing productivity of staff and ensuring necessary department/program outcomes are achieved.

- Provides training to HR staff regarding process/procedures related to HR office functions and requirements for the purpose of ensuring knowledge of and adherence to adopted policies.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new 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 and/or identifying the relevant issues and recommending or implementing a remediation plan.
- Serves as a liaison to a variety of administrative staff (e.g. Payroll Manager, Senior Payroll Accountant, health plan providers, ACOE Benefits Review Committee, etc.) for the purpose of conveying and/or gathering information required for operations.
- Supports the Chief of Personnel and Leadership for the purpose of assisting in the administration and performance of work activities.
- Verifies and processes salary, payroll and benefits data for all 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 analytics; 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: 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 moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse groups; 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; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (up to 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 related experience in a personnel office, familiarity with the Merit System process; computer data entry required.

Education Associate's degree in a related field.

Equivalency 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

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

3/11/2019 CSEA negotiations
9/19/2016 PC approval

18

DATE: September 8, 2022

TO: Personnel Commission

FROM: Cynthia Jenkins, Director III, People & Leadership

SUBJECT: Working Out of Classification Request – Sr. Personnel Specialist – Sherry C.

Cynthia Jenkins, Director III, People & Leadership, has requested a working out of classification appointment for Sherry Causey, Personnel Specialist, as a Senior Personnel Specialist (CSEA Range 18, Step 5) to cover for a vacant position. Sherry will be performing duties related to the Senior Personnel Specialist duties in the Personnel Commission Department.

Job duties to be performed are as follows:

- 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.
- 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.
- 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.
- 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.

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

Classification	Senior Personnel Specialist	FTE	1.0
Effective Date	8/15/2022	Ending Date	12/31/2022
Department	Personnel Commission	Monthly WOOC Range	CSEA Range 18, Step 5

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: Sherry Causey, Personnel Specialist

FROM: Cynthia Jenkins, Director III, People & Leadership

SUBJECT: Working Out of Classification Request – Sherry C.

The Personnel Commission has conditionally approved your Working Out of Class 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 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.***

Classification	Senior Personnel Specialist	FTE	1.0
Effective Date	8/15/2022	Ending Date	12/31/2022
Department	Personnel Commission	Monthly WOOC Range	CSEA Range 18, Step 5

4803.5 Working Out of Classification

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

cc: Personnel File

WORKING OUT OF CLASSIFICATION

Certification of Assigned Duties

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

Please provide information concerning the proposed assignment as follows:

Employee Name:	Sherry Causey	Current Classification:	Personnel Specialist
Proposed Classification:	Senior Personnel Specialist	Anticipated length of Assignment:	12/31/2022
Dates Requested:	8/15/2022	New Request <input checked="" type="checkbox"/>	Extended Request: <input type="checkbox"/>

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

Cynthia Jenkins, Director III, People and Leadership is requesting approval for a "Working Out of Class" appointment for Sherry Causey, Personal Specialist, to cover for a vacant Senior Personnel Specialist 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. 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.
2. 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.
3. 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.
4. 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.
5. 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.

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

Cynthia Jenkins

Department Manager

Date

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.

Education Associate's degree in a related field.

Equivalency Equivalent combination of education and experience

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

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

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

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

5/9/2022

Longevity is for years of service at ACOE

12 163.125

DATE: September 2, 2022

TO: Personnel Commission

FROM: Cynthia Jenkins, Assistant Director of People & Leadership

SUBJECT: Salary Placement – Budget Analyst/Accountant II, Internal Business Services and Budget Analyst/Accountant II, District Advisory Services Department.

I. RECOMMENDATION

Cynthia Jenkins, Director III, Executive Director of the Personnel Commission, recommends that the Personnel Commission approve staff recommended placement of Budget Analyst/Accountant II, Internal Business Services and Budget Analyst/Accountant II, District Advisory Services Department on the CSEA salary schedule.

II. BACKGROUND

On June 9, 2022 staff brought a recommendation to the Commission to revise the current Budget Analyst/Accountant II job descriptions. At that time, staff also recommended the salary for said position shall remain the same at Range 20 on the CSEA Salary Schedule. The Commission approved revisions to the Budget Analyst/Accountant II job descriptions but tabled the decision on salary placement pending further review and discussion.

III. SUMMARY AND CONCLUSION

Staff conducted an extensive salary survey using 10 COE's and 8 LEA's with comparable positions and like duties. The findings show the ACOE Budget Analyst/Accountant II is consistent and competitive with the surrounding COE's and LEA's. The current salary is above both average and median salaries resulting in ACOE's placement within the top range of compensation. Staff recommends the salary for Budget Analyst/Accountant II remain as is at Range 20 of the Classified CSEA Salary Schedule.

Salary Comparison							
District/COE	Job Title	Range	Salary	8 Hour Workday	7.5 Hour Workday	Hourly Rate	Additional Comments
						\$0.00	
Berkeley USD	Budget Analyst II	67	\$8,980.00		X	\$55.05	
Oakland USD	Financial Accountant II	13	\$8,746.78		X	\$53.62	Classified Management **Salary increase for 22-23 FY
Alameda COE	Budget Analyst/Accountant II	20	\$8,142.15		X	\$49.91	**Salary increase for 22-23 FY
Hayward USD	Budget Accountant II	25	\$7,807.38	X		\$44.87	
Livermore USD	Accounting Analyst	26	\$7,605.00	X		\$43.71	**Salary increase for 22-23 FY
Pleasanton USD	Budget Analyst	29	\$6,552.84	X		\$37.66	
Fremont USD	Accounting Technician II	27	\$6,459.31	X		\$37.12	
Alameda USD	Accountant	42	\$6,196.14	X		\$35.61	
San Leandro USD	Accounting Technician	46	\$5,572.00		X	\$34.16	

Average \$7,340.18

Median \$7,605.00

Personnel Commissioners

Lorrie Owens
 Saleem Shakir-Gilmore
 Yvonne Hudson-Harmon

**Chief of People &
 Leadership**

Cindy Charan

District/COE	Job Title	Range	Salary	8 Hour Workday	7.5 Hour Workday	Hourly Rate
San Mateo	Financial Analyst	136	\$8,997.00	X		\$51.71
Napa	External Accountant - District Services, Fiscal Services Department	N/A	\$8,056.50		X	\$49.39
Alameda	Budget Analyst/Accountant II	20	\$7,943.56		X	\$48.70
Contra Costa	District Fiscal Advisor	35	\$8,292.00	X		\$47.66
Santa Clara	Accountant II	47.5	\$8,147.01	X		\$46.82
Contra Costa	Program Accountant	32	\$7,694.00	X		\$44.22
Sonoma	Accounting Analyst	42	\$7,605.54	X		\$43.71
Los Angeles	Budget Technician	48	\$6,479.00	X		\$37.24
Solano	Accounting Analyst	30	\$5,818.00	X		\$33.44
San Joaquin	Account Technician III	34	\$4,985.00	X		\$28.65

Average Salary: \$6,973.72

Median Salary: \$7,240.87

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

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

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

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

5/9/2022

Longevity is for years of service at ACOE

12 163.125

BAlI Summary

The BAlIs should qualify for higher pay due to the following:

Below is the information shared by San Mateo COE Director Doris Kwok.

1. External Financial Analysts - 4 FTE

- Their Financial Analyst are not required to calculate the LCFF revenues of the districts (they are only required to review the LCFF Calculator submitted for reasonableness and accuracy compared to projections).
- Their Analysts are not involved in LCAP review (only Managers) maybe some addition of numbers only.
- They are not involved in reconciling the Bond & Interest Redemption Fund. The County Controller's Office is in charge of the Bond Funds who will send San Mateo COE files to download to SACS once a year (around July or August).
- San Mateo COEs Financial Analyst are not doing any budget - primarily review of the districts' submission. However, they're approving the school districts Accounts Payable because all their districts are online.

2. Internal Financial Analyst - 3 FTE

- Their Internal Financial Analyst are not required to calculate the LCFF revenues. Managers and Directors are doing this for San Mateo COE.
- Their Analysts are not involved in LCAP preparation (only Managers and Directors).
- Their Financial Analysts are not in charge of the County Run/Authorized Charter. They have Third Party in charge of preparing the Budget, Financial Reports, process Payroll, Accounts Payable and Accounts Receivable.

There is a huge difference in the scope of work of ACOE and San Mateo COE's Internal and External Analyst. ACOE's Budget Analyst are performing higher job duties than San Mateo COEs.

Also, according to Kwok's email, they have 4 FTEs for External Financial Analyst and 3 FTEs for Internal Financial Analyst. They have more staffs to do the work that we are currently performing and we have higher job duties and workloads than San Mateo COEs Financial Analysts. From what Kwok said in the email, their financial analysts also do not "manage" staff/employees, they are just "assigned" to work with other staff/employees on certain work assignments.

Compare to Sonoma COE:

Sonoma District Fiscal Analyst performed about the same duties as our external Budget Analyst II, but they have more staffing to do the work that we are performing.

Internal Fiscal Services Analyst in Sonoma COE has much higher pay, compare to ACOE's.

Conclusion:

The 7.5 hours/ 8 hours should not be the most important factor in this decision because the quality of work is always more important than the quantity of time they spent each day at work. In order to retain the talents and experienced staff in ACOE, management should consider to adjust the pay range of Budget Analyst since they are playing big roles in supporting all LEAs with accounting support and keeping them fiscal solvent under our oversight. We thrive to perform our job duties to ensure the students in our community, such as follow accounting procedures and reporting standards, and perform proper AB1200 oversight which are critical back-bones for ACOE.

In the last few meetings, there was question about "special skills" to be a Budget Analyst, I would say competent financial literacy (which grows with experience) and to be able to apply the California School Accounting Procedure, attend workshops/ keep up-to-date with the CDE new release information for new grants. There are demanding skills for this role. When people say our work is automated, I disagree and that shows the misconception and disrespect of our work, although a piece of the work was automated such as the LCFF calculator because it is provided by the FCMAT. Before putting in numbers requires a lot of work and analysis based on the information we have collected, it is not just blindly putting in numbers.

During the past few years, and since the last EMS (2016) job study, our positions have gained a significant amount of responsibility. For external, the duties added are the LCFF Review, LCAP Review and the Bond & Interest Bond Funds for 18 school districts. For internal, the duties added are the LCAP support and preparation, and LCFF calculation which are huge responsibilities that require special skills and justify a higher salary range. These duties are considered higher job, and skill level duties compared to other COEs. We are respectfully requesting the support of the Personnel Commissioners and that they take into account the increase of these duties and the absence of a salary increase during the last six years.

Thank you.

Job Classification	Range	Current MQ	CSEA proposed MQ (see attached link)	PC Staff Career Ladder MQ-Will bring recommendations to Commission in near future
Accounting Assistant	14	Experience: Two (2) years related experience and/or training.	None	None
		Education: Associates Degree (A.A.) or equivalent from two-year college or technical school.		
Accounting Technician	16	Experience: Three (3) years related experience of increasing responsibility in school district or county office of education accounting.	Experience: Two years (2) related experience of increasing responsibility in school district or county office of education accounting.	Experience: Two years (2) related experience of increasing responsibility in school district or county office of education accounting. Or, One (1) year job related experience in Accounting Assistant position.
		Education: Associate's degree (A.A.) or equivalent from two-year college or technical school	None	None
Budget Analyst/Accountant I	19	Experience: Three (3) years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education.	None	Experience: Three (3) years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education. Or, Two (2) years job related experience in the Accounting Technician position.
		Education: Associate's degree in accounting or business administration.	None	None
Budget Analyst/Accountant II - Internal Business Services	20	Experience: Three (3) years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education; Five (5) years experience preferred	Experience Four (4) years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education	Experience Four (4) years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education. Or, Three (3) years job related experience in the Budget Analyst/Accountant I position.
Budget Analyst/Accountant II - District Business Advisory Services				
		Education Associates degree (A.A.) in accounting or business administration.	None	None
Senior Budget Analyst/Accountant	21	Experience Job related experience within a specialized field is required	Experience Five (5) years Job related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education	Experience Five (5) years Job related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education . Or, Four (4) years job related experience in the Budget Analyst/Accountant II position.
		Community college and/or vocational school degree with study in job-related area.	Education Bachelor's degree in Accounting or Business Administration preferred.	Education Bachelor's degree in Accounting or Business Administration preferred.
Business Analyst	23	Experience Eight (8) years related experience with increasing responsibility in accounting, auditing or financial analysis, including at least four (4) in a school district or county office of education. Two years' experience with budget modeling and position control programs preferred.	Experience Six (6) years related experience with increasing responsibility in accounting, auditing or financial analysis, including at least four (4) in a school district or county office of education. Two years' experience with budget modeling and position control programs preferred.	Experience Six (6) years related experience with increasing responsibility in accounting, auditing or financial analysis, including at least four (4) in a school district or county office of education. Two years' experience with budget modeling and position control programs preferred. Or, Five (5) years job related experience in the Senior Budget Analyst/Accountant position.
		Education Bachelor's degree in Accounting or Business Administration preferred.	None	None

**PERSONNEL COMMISSION
ALAMEDA COUNTY OFFICE OF EDUCATION
September 8, 2022**

CLASSIFIED PERSONNEL TRANSACTIONS

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

PROBATIONARY APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Department/Site</u>	<u>FTE</u>	<u>Effective</u>	<u>Last Day of Probation</u>
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
Tristan Hawes	Custodian	Facilities, Maintenance & Operations	1.0	7/21/2022	1/24/2023
Phillip Owens	Administrative Assistant	Research, Assessment & Accountability	1.0	7/18/2022	1/19/2023
Patricia Ramos	Administrative Assistant	Core Learning	1.0	8/1/2022	2/2/2023
Adrianna Walters	Leaves/Benefits	Payroll, Leaves &	1.0	8/1/2022	2/2/2023

Actions as of August 8, 2022

	Technician	Benefits			
Justina Rivera	Office Assistant II	ACOE Opportunity Academy	0.83	8/24/2022	3/6/2023

CHANGE OF STATUS

<u>Name</u>	<u>Rationale</u>	<u>Department/Site</u>	<u>Effective</u>
Natalie Espinoza	Transfer from Bridge Academy/AOA Academy - Oakland	William P. Burke Academy	9/1/2023

RETIREMENT

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

RESIGNATION

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

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 ASSIGNMENTSⁱ

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

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

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

PROVISIONAL APPOINTMENTSⁱⁱ

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

PROFESSIONAL EXPERTSⁱⁱⁱ

<u>Name</u>	<u>Program/Assignment</u>	<u>Position Type</u>	<u>FY Hire Date</u>	<u>Total # of days to 7/15</u>	<u>Department/Site</u>	<u>Effective</u>
Robin Malfatti	Superintendent's Office	COVID Coordinator	7/1/2022	15.8	Winton	7/1/2022 – 9/30/2022
Scott Bollander	Research, Assessment & Accountability Partnerships	Facility Inspector	7/1/2022	NA	Winton	7/1/2022 – 12/31/2022
Telesforo Castro	Research, Assessment & Accountability Partnerships	Facility Inspector	7/1/2022	5	Winton	7/1/2022 – 12/31/2022
Tom McGann	Research, Assessment & Accountability Partnerships	Facility Inspector	7/1/2022	5	Winton	7/1/2022 – 12/31/2022
Marco Alberto	REACH Ashland Youth Center	YPAR Lead/Digital Media	7/15/2022	4.4	Social Emotional Learning	7/15/2022 – 12/31/2022
Gregory Duggan	REACH Ashland Youth Center	Digital Arts Program Associate	7/15/2022	16.6	Social Emotional Learning	7/15/2022 – 12/31/2022
Vincent Garrett	REACH Ashland Youth Center	Recording Engineer & Teaching Artist	7/15/2022	10	Social Emotional Learning	7/15/2022 – 12/31/2022

Diana Lopez	REACH Ashland Youth Center	Recording Engineer & Teaching Artist	7/15/2022	10.33	Social Emotional Learning	7/15/2022 – 12/31/2022
Jasmine Quiroga	REACH Ashland Youth Center	Visual Arts Program Associate	7/15/2022	16.47	Social Emotional Learning	7/15/2022 – 12/31/2022
Quentin Torres	REACH Ashland Youth Center	Visual Arts Program Associate	7/15/2022	16.53	Social Emotional Learning	7/15/2022 – 12/31/2022
Page Tomblin	Core Learning	Early Learning Policy Consultant	7/18/2022	NA	Winton	7/18/2022 – 1/18/2023
Tracy Blincoe	Superintendent's Office	Professional Expert	7/1/2022	NA	Winton	7/1/2022 – 12/30/2022
Damian Maldonado	Expanded Learning	Professional Expert	10/3/2022	NA	Winton	10/3/2022 – 4/3/2023
Julie Nicholson	Core Learning	Early Learning TK Consultant	8/15/2022	NA	Winton	8/15/2022 – 10/30/2022
Quentin Torres	Social Emotional Learning	Community Arts Program Associate	9/15/2022	NA	REACH Ashland Youth Center	9/15/2022 – 12/31/2022
Norman Chuck	Systems of Support for Expanded Learning	Community Arts Program Associate	9/15/2022	NA	REACH Ashland Youth Center	9/15/2022 – 12/31/2022
Chrissantus Favares	Social Emotional Learning	Community Arts Program Associate	9/15/2022	NA	REACH Ashland Youth Center	9/15/2022 – 12/31/2022
Chi-Ying (Maria) Lee	Expanded Learning	Animation Arts Teaching Artist	9/15/2022	NA	REACH Ashland Youth Center	9/15/2022 – 12/31/2022
Gregory Duggan	Expanded Learning	Digital Arts Youth Program Associate	9/15/2022	NA	REACH Ashland Youth Center	9/15/2022 – 12/31/2022
Armando Quiroga	Social Emotional Learning	Art Program Associate	9/15/2022	NA	REACH Ashland Youth Center	9/15/2022 – 12/31/2022

Kenyata Dibiase	Expanded Learning	Digital Arts Program Assistant	9/15/2022	NA	REACH Ashland Youth Center	9/15/2022 - 12/31/2022
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SECTION-A: WORKING OUT OF CLASS^{iv}

<u>Name</u>	<u>Out of Class Assignment</u>	<u>Department/ Site</u>	<u>Original Start Date (# days)</u>	<u>Current Ext. Date (# days)</u>
Ben Torres	Budget Analyst Accountant I	District Business Services	7/1/2022	10/4/2022
Ivette Alvarez	Budget Analyst Accountant I	District Business Services	7/1/2022	10/4/2022
Phillip Grasso	Director III, Communications & Public Affairs	Communications	7/1/2022	12/31/2022
Norman Kwong	Network Administrator	Information Technology Network Services	8/1/2022	10/31/2022
Cynthia Jenkins	Chief of People & Leadership	Human Resources/ Personnel Commission	8/15/2022	1/31/2023

SECTION-B: SPECIAL ASSIGNMENT STIPEND^v

<u>Name</u>	<u>Special Assignment</u>	<u>Department/ Site</u>	<u>Effective Date (# days)</u>	<u>End Date (# days)</u>
Emily Zack	Assisting with managing media relations; writing directly for Superintendent, CDPH Safe Schools for All Team Lead.	Communications	7/1/2022	12/31/2022
Sherry Causey	Assisting with Sr. PC Specialist duties until the position is filled.	Personnel Commission	5/1/2021	7/1/2022
Dean Reconose	Assisting with Administrative Assistant, Confidential duties until the position is filled.	Human Resources	7/1/2022	9/30/2022
Chris Jentile	Assisting with Senior Network Systems Technician duties until	Information Technology Network	7/1/2022	10/31/2022

	employee on leave returns.	Services		
Brian Feeley	Assisting with Senior Network Systems Technician duties until employee on leave returns.	Information Technology Network Services	7/1/2022	10/31/2022

ⁱ4809.9 Limited Term Appointments

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

ⁱⁱ4809.7 Provisional Appointments

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

ⁱⁱⁱ4809.8 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.

ⁱⁱⁱⁱ4809.13 Professional Expert Assignments

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

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

^{iv}4803.5 Working Out of Classification

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

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

ELIGIBILITY LIST

CLASSIFICATION:	<u>Director I, District Advisory Services</u>		
DEPARTMENT:	<u>District Advisory Services</u>		
SALARY (MONTHLY, PRO-RATED):	<u>\$10,944.17 - \$12,695.42</u>	RANGE:	<u>18 (5 Steps)</u> MGMT
OPENING DATE:	<u>05/26/2022</u>	LIST ESTABLISHED:	<u>08/24/2022</u>
CLOSING DEADLINE:	<u>07/21/2022</u>	LIST EXPIRES:	<u>02/24/2023</u>

EXAMINATIONS:

<u>Application & Resume Appraisal</u>	<u>PASS/FAIL</u>
<u>Supplemental Questionnaire</u>	<u>PASS/FAIL</u>
<u>Technical Oral Interview</u>	<u>100%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>
1		94%
2		91%
3		89%
4		86%
5		80%
6		75%

COMMENTS:	Applications Received:	15
	Passed Paper Screening:	8
	Failed Paper Screening:	7
	Attended Written Exam:	NA
	Passed Written Exam:	NA
	Below Written Pass Point:	NA
	No Show Written:	NA
	Attended Orals:	6
	No Show Orals:	2
	Total on Eligibility List:	6

Italicized names indicate current ACOE employee(s)
History:

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

ELIGIBILITY LIST

CLASSIFICATION:	<u>Director III, Fiscal Services</u>		
DEPARTMENT:	<u>Internal Business Services</u>		
SALARY (MONTHLY, PRO-RATED):	<u>\$12,695.42 - \$14,446.25</u>	RANGE: <u>20 (5 Steps)</u>	MGMT
OPENING DATE:	<u>07/14/2022</u>	LIST ESTABLISHED:	<u>08/26/2022</u>
CLOSING DEADLINE:	<u>08/04/2022</u>	LIST EXPIRES:	<u>02/26/2023</u>

EXAMINATIONS:

<u>Application & Resume Appraisal</u>	PASS/FAIL
<u>Technical Oral Interview</u>	100%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>
<i>1</i>		89%
<i>2</i>		75%
<i>3</i>		74%

COMMENTS:	Applications Received:	5
	Passed Paper Screening:	3
	Failed Paper Screening:	2
	Attended Written Exam:	NA
	Passed Written Exam:	NA
	Below Written Pass Point:	NA
	No Show Written:	NA
	Attended Orals:	3
	No Show Orals:	NA
	Total on Eligibility List:	3

Italicized names indicate current ACOE employee(s)
History:

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

ELIGIBILITY LIST

CLASSIFICATION: Senior Payroll Analyst-Accountant

DEPARTMENT: Payroll Leaves & Benefits

SALARY (MONTHLY,
PRO-RATED): \$6,699.17 - \$8,142.15 RANGE: 20 (5 Steps) CSEA

OPENING DATE: 07/06/2022 LIST ESTABLISHED: 08/31/2022

CLOSING DEADLINE: 08/05/2022 LIST EXPIRES: 02/31/2023

EXAMINATIONS:

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

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>
<i>1</i>		92%
<i>2</i>		91%
<i>3</i>		86%
<i>4</i>		82%
<i>5</i>		81%
<i>6</i>		75%

COMMENTS: Applications Received: 10

Passed Paper Screening: 6

Failed Paper Screening: 4

Attended Written Exam: 6

Passed Written Exam: 6

Below Written Pass Point: NA

No Show Written: NA

Attended Orals: 6

No Show Orals: NA

Total on Eligibility List: 6

Italicized names indicate current ACOE employee(s)
History:

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

ELIGIBILITY LIST

CLASSIFICATION: Network Administrator
DEPARTMENT: Information Technology
SALARY (MONTHLY, PRO-RATED): \$8,770.33 - \$10,658.86 RANGE: 23 (5 Steps) CSEA
OPENING DATE: 08/02/2022 LIST ESTABLISHED: 09/01/2022
CLOSING DEADLINE: 08/16/2022 LIST EXPIRES: 03/01/2022

EXAMINATIONS:

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

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>
1		88%
2		84%
3		81%

COMMENTS: Applications Received: 8
Passed Paper Screening: 5
Failed Paper Screening: 3
Attended Written Exam: 3
Passed Written Exam: 3
Below Written Pass Point: NA
No Show Written: 2
Attended Orals: 3
No Show Orals: NA
Total on Eligibility List: 3

Italicized names indicate current ACOE employee(s)
History: