



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

REGULAR MEETING
July 28, 2022 – 12:30 p.m.

AGENDA

If you need special assistance to participate in the meeting or need this agenda provided in an accessible alternative format, please contact the Human Resources office to help us comply with the Americans with Disabilities Act. Notification at least 48 hours prior to the meeting will assist the Director, Human Resources in making suitable arrangements.

Persons wishing to address the Personnel Commission may complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the end of the public comment period. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. Speakers who need more time may submit written comments.

SPECIAL NOTE

Assembly Bill 361 allows local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act. In addition, Santa Barbara County Public Health officials have declared teleconferencing for public meetings “an effective and recommended social distancing measure.” Therefore, the July 28, 2022 Personnel Commission meeting will be conducted by videoconference.

To Connect to the Meeting Online

Link:

<https://us06web.zoom.us/j/82693819417?pwd=WWxnbUwyR3ZCS2ZvdWdTS1Q5bncxdz09>

Meeting ID: 826 9381 9417

Passcode: P23riw

To Dial In to the Meeting by Phone

Telephone Number: (253) 215-8782

Meeting ID: 826 9381 9417

Passcode: 466721

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**
- 7. Approval of Minutes of Regular Meeting Held June 30, 2022**
(Attachment)

MOVED:

SECONDED:

VOTE:

- 8. Communications — None**
- 9. Informational Items**
 - a. Media Releases/Editorials**
Available for review from the County Superintendent of Schools.
 - b. Legislative Updates**
Available for review from the Director, Human Resources.

REGULAR BUSINESS

- 10. Informational Items**
 - a. List of New Positions**
(Attachment)
 - b. Classified Personnel Report dated August 4, 2022**
(Attachment)

c. Position Announcements
(Attachments)

- i. Child Care Assistant (Dual – North (Lompoc))
- ii. Child Care Services Technician (Dual – North)
- iii. Classified Human Resources Analyst (Dual – South)
- iv. Communications Specialist (Dual – South)

11. Action Items

a. Ratification of Eligibility Lists
(Attachments)

- i. Administrative Assistant, Superintendent’s Office (Dual – South)
- ii. Alternative Payment Program Supervisor (Promotional – North)
- iii. Child Care Assistant (Open Continuous – North (Lompoc))
- iv. Paraeducator (Open Continuous – North)
- v. Paraeducator (Open Continuous – South)
- vi. Paraeducator (Open Continuous – South)

MOVED:

SECONDED:

VOTE:

c. Job Descriptions
(Attachments)

Teaching Assistant. The Personnel Commission approved a title change for this classification (from Teaching Assistant II) in 2018. No other changes were made at that time. The recommended revision reflects the current job duties, proposes no change to the salary range, and has the support of the Assistant Superintendent, Educational Services and CSEA.

MOVED:

SECONDED:

VOTE:

UNFINISHED BUSINESS — None

NEW BUSINESS

12. Personnel Commission Budget
(Attachment)

The Director, Human Resources will present a statement of expenditures through the fourth quarter of the 2021-22 fiscal year, from April 1, 2022 through June 30, 2022. This is an information item.

13. Consideration of Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings
(Attachment)

Pursuant to AB 361, the Personnel Commission may adopt PC Resolution 2023-1 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED:

SECONDED:

VOTE:

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

15. DIRECTOR, HUMAN RESOURCES REPORT

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, August 25, 2022, at 12:30 p.m. The meeting may be held via videoconference, pursuant to Assembly Bill 361. If conducted in person, the meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.