



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

June 30, 2022 – 12:30 p.m.

LOCATION

As authorized by Assembly Bill 361 allowing 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, the meeting was conducted by videoconference only. Login information for the meeting was included in the publicly posted agenda for any members of the public who wished to attend.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:31 p.m.

2. Roll Call

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance while holding up a U.S. flag for attendees to see.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Mari Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Jill Stevens, Coordinator, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Rachel Walsh, Classified Human Resources Analyst

Pat Noronha

6. Public Comment — None

7. Approval of Minutes

a. Minutes of Regular Meeting Held May 26, 2022

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

b. Minutes of Special Meeting Held June 17, 2022

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

8. Communications — None

9. Informational Items

a. Media Releases/Columns

The County Superintendent of Schools made available media releases about the 2022 Education Celebration and a statement about the school shooting in Uvalde, Texas.

b. Legislative Update — None

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated July 7, 2022

c. Position Announcements

11. Action Items

a. Ratification of Eligibility Lists

- i. Child Care Assistant (Open Continuous – North (Lompoc))
- ii. Health Advocate – Bilingual (Open Continuous – South)
- iii. Health Advocate – Bilingual (Open Continuous – North)
- iv. Office Assistant (Dual – South)
- v. Paraeducator (Open Continuous – North)
- vi. Paraeducator (Open Continuous – South)
- vii. Vocational Assistant (Open Continuous – North)

Approved with a correction noted to the applicant flow for the Office Assistant eligibility list.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

b. Classification of Positions

- i. Health Advocate

The Director, Human Resources recommended the establishment of the new classification of Health Advocate at the salary range of 62.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

- ii. The Director, Human Resources recommended an adjustment to the salary range for the classifications listed below, with an effective date of 7/1/2022.

Data Entry Clerk, from salary range 38 to range 53

Food Service Worker, from salary range 51 to range 53

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

- iii. The Director, Human Resources recommended an adjustment to the salary range for the classification of Child Care Services Technician from salary range 59 to range 61, with an effective date of 7/1/2022.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

- iv. The Director, Human Resources recommended that a single position in the Early Care and Education program currently classified as Administrative Assistant be reclassified to Senior Administrative Assistant, with an effective date of 7/1/2022.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

- v. The Director, Human Resources recommended that a single position currently classified as Senior Administrative Analyst be reclassified to the proposed new classification of Administrative Support Supervisor with an effective date of 7/1/2022. The recommendation was to establish the new classification and reclassify the employee into the new classification.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

c. Job Descriptions

- i. Jill Stevens of Human Resources provided the Personnel Commission with an overview of SBCEO's expanded participation in the DMV Government Employer Pull Notice Program. The Director, Human Resources recommended revisions to the following job descriptions to reflect their inclusion in the program.

- A. Custodian
- B. Custodian/Delivery Driver
- C. Custodian/Maintenance Worker
- D. Delivery Specialist I
- E. Delivery Specialist II
- F. Lead Custodian/Maintenance Worker
- G. Paraeducator
- H. Vocational Assistant

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

- ii. The Director, Human Resources recommended a revision in the job description and title for Paraprofessional, Behavioral Intervention to Paraeducator, Behavioral Intervention.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Consideration of Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2022-12 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

13. Change of Personnel Commission Meeting Date

The Director, Human Resources requested a change in the September Personnel Commission meeting date to September 15.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

REPORTS**16. PERSONNEL COMMISSIONER REPORTS**

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini had no PC-related items to report.

Commissioner Jaramillo reported that her district is gearing up for the coming school year with a lot of recruiting activity.

17. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:41 p.m. The next regularly scheduled meeting may be held on July 28, 2022 at 12:30 p.m., possibly by videoconference.

A handwritten signature in black ink that reads "Amy R. Ramos". The signature is written in a cursive, flowing style.

Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Carmen Jaramillo
Chair, Personnel Commission



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307

Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

June 25, 2022 through July 22, 2022

Position #**Position Information**

2499

Communications Specialist • Communications • South County
40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

August 4, 2022

Appointments*Limited Term/Substitute*

Guefroudj, Rima June 27, 2022

Student Worker • Internal Services • Cathedral Oaks
• Hourly as needed

Jette, Margaret July 5, 2022

School District Financial Advisor • School Business Advisory Services • Cathedral Oaks
• Hourly as needed

Livne, Sabrina June 28, 2022

Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Hope
• Hourly as needed

Llinares Senon, Illa July 1, 2022

Manager, Health Linkages Program • Educational Services • Cathedral Oaks
• Hourly as needed

Maldonado-Gomez, Mayra July 21, 2022

Paraeducator • Special Education • Cathedral Oaks
• Hourly as needed

Vasquez, Angie July 21, 2022

Child Care Assistant • Early Care and Education • Lompoc
• Hourly as needed

Changes*Anniversary Increase*

Clapp, Charles July 1, 2022

Paraeducator • Special Education • Hollister School
81.25% • 10 months

Cuevas, Ivett	July 1, 2022
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 100% • 12 months	
 Fraire, Kathleen	 July 1, 2022
Paraeducator • Special Education • Deaf/Hard of Hearing Services 75% • 10 months	
 Gonzalez, Jose	 July 1, 2022
Paraeducator • Special Education • Alice Shaw Elementary 77.5% • 10 months	
 Hansen, Janelle	 July 1, 2022
Student Information Specialist • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 50% • 12 months	
 Hauber, Vanetta	 July 1, 2022
Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Santa Maria 75% • 10 months	
 Medina, Luis	 July 1, 2022
Mixed Media Specialist • Communications • Reprographics 100% • 12 months	
 Rubio, Paloma	 July 1, 2022
Paraeducator • Special Education • Oakley Preschool 70% • 10 months	
 Tremblay, Bryan	 July 1, 2022
Data Entry Clerk • Partners In Education • Partners in Education - Program Services 20% • 12 months	
 Vega, Wendy	 July 1, 2022
Paraeducator • Special Education • Vision Services 75% • 10 months	

Increased Time (Voluntary)

Yamasaki, Katherine

July 1, 2022

Program Associate • Children's Creative Project • Children's Creative Project
100% • 12 months
From 75%

Longevity Increment

Aguilar, Manuel

July 1, 2022

Lead Custodian/Maintenance Worker • Internal Services • Operations North
62.5% • 12 months
30 years

Probation to Permanent

Herrera, Wendy

July 1, 2022

Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Professional Growth

Goksu, Sibel

July 1, 2022

Educational Data Analyst • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Reclassification

Anderson, Lisa

July 1, 2022

Child Care Services Technician • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months
From range 59 to 61

Bomer, Dyan

July 1, 2022

Senior Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months
From Administrative Assistant

Garza-Torrez, Karina

July 1, 2022

Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months
From range 59 to 61

Grimaldo, Monica July 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
From range 59 to 61

Harris, Debora July 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
From range 59 to 61

Herrera, Wendy July 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months
From range 59 to 61

Lauridsen, Taylor July 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
From range 59 to 61

Noronha, Patricia July 1, 2022
Administrative Support Supervisor • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months
From Senior Administrative Analyst

Orozco-Lopez, Maribel July 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
From range 59 to 61

Quezada, Jacqueline July 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
From range 59 to 61

Robles, Violeta July 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
From range 59 to 61

Rodriguez, Alejandra July 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months
From range 59 to 61

Sanchez-Corona, Nancy July 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
From range 59 to 61

Sena, Rosalynd July 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
From range 59 to 61

Tremblay, Bryan July 1, 2022
Data Entry Clerk • Partners In Education • Partners in Education - Program Services
20% • 12 months
From range 38 to 53

Separation

Resignation

Buenavista-Rico, Alissa June 10, 2022
Child Care Assistant • Early Care and Education • La Honda State Preschool
75% • 10 months
Accepted a Certificated position

Conrad, Courtney July 1, 2022
School Occupational Therapist • Special Education • School Occupational Therapy Services
100% • 10 months

Lyons, Virginia July 15, 2022
Program Associate • Partners In Education • Partners In Education
100% • 12 months

Padilla, Mayra June 10, 2022
Child Care Assistant • Early Care and Education • Learning Place State Preschool
75% • 10 months
Accepted a Certificated position

Walsh, Rachel

July 29, 2022

Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff
100% • 12 months

Retirement

Stepka, Joseph

July 29, 2022

Maintenance and Operations Supervisor • Internal Services • Operations South
100% • 12 months
1%



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of Child Care Assistant

Part-Time: 75% 30 hours/week • 10 months/year

Multiple Vacancies

Lompoc

Salary: \$15.72 - \$19.95 per hour (hiring range; current top step \$22.03)

Initial placement is at one of the first ten steps of the salary range.

Apply by: 8/2/2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a creative person with a basic knowledge of early childhood education who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

The position: Provides direct care to infant-to-preschool aged children and assistance at a school site or child care facility. Implements innovative, age- and developmentally appropriate, child-centered activities for infant to preschool-aged child care programs that may include parenting education for student parents. While care is custodial in nature, incumbents are required to facilitate developmental activities and parenting instruction.

Specific duties and responsibilities: Assists teachers by caring for and providing positive play and developmental experiences for infants to preschool aged children. May assist with supervision and training of student parents and in the activities connected with an infant care center (Cal-SAFE only). Assists with organizing specific activities such as, but not limited to, reading stories, basic arts and crafts, individual and group play and games. Assists in maintaining order by observing and focusing the activities and behaviors of the children in group activities using positive behavior intervention strategies. Assists teachers by instructing parents in developmentally appropriate practices in areas such as nutrition, hygiene, parenting skills, age-appropriate child development, and learning activities. Instructs parents and volunteers in hygiene-related tasks such as, but not limited to, cleaning and disinfecting cribs, furniture, and toys and other surfaces. Gives each parent and child individual and special attention each day. Responds to each child's particular needs and characteristics. Ensures that children receive equal attention in all activities. Assists in preparing developmental profiles and lesson plans. Prepares and organizes materials for children's activities. Plans and alternates activities to meet children's needs. Provides personal hygiene assistance to children, including changing diapers and assisting in sanitation and oral hygiene such as teeth brushing. Reports any signs of illness or distress observed in children. Assists in dealing with the situation, as appropriate. Assists with feeding of children. Performs light housekeeping to maintain rooms in a sanitary, safe, and

orderly manner. Supports the children and teachers to prepare and maintain the outdoor classroom. Helps maintain an esthetically pleasing environment by keeping it clean, organized, safe, and appropriately decorated. Engages in activities that support the operation and administration of the child care and adult food program. Performs other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge: Principles and practices of child guidance. Goals and objectives of an infant, toddler and preschool-aged child care program in a school district environment. Learning exercises and approaches that are appropriate for parents. Needs and behavior of infant, toddler, and preschool-aged children. Proper sanitization and sterilization methods. Safe handling of cleaning materials and disinfectants.

Abilities: Understand and follow teacher's instructions. Interact effectively with children, parents, and staff. Understand the needs and differences of children. Reach and engage children in activities. Balance emotional support and discipline in dealing with behavior problems. Demonstrate sensitivity to parents' needs and approach.

Education and experience: Completion of 6 semester units (or 9 quarter units) of early childhood education (ECE) curriculum. Applicants who have completed a minimum of 3 semester units (6 quarter units) in ECE and can demonstrate current enrollment in required coursework that will be successfully completed prior to the end of the probationary period may compete in the examination process. Some paid or volunteer experience working with students in a classroom setting or equivalent environment.

Licenses and certificates: Requires a current First Aid and child/infant CPR certificate. May require a valid California driver's license and insurance coverage as required by law

Working conditions: Work is performed indoors and outdoors with minimal safety hazards, yet some exposure to communicable diseases.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: The written examination for this classification is tentatively scheduled for 8/2/2022. The oral examination for this classification is tentatively scheduled for 8/4/2022. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Child Care Services Technician**

Full-Time • 12 months/year

Bilingual Required

Early Care and Education - Santa Maria
Santa Maria

Salary: \$19.67 - \$24.96 per hour (hiring range; current top step \$27.59)

Initial placement is at one of the first ten steps of the salary range.

Apply by: 8/1/2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a team player with a “can-do” attitude and a flexible approach to carrying out assignments. You are detail-oriented and accurate in your work. You are adept to following rules and regulations and working within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You collaborate and have positive relationships with the community organizations and providers. You strive to provide the best services to families and their children; supporting SBCEO’s vision of service and leadership.

The position: Performs enrolling and registering of children and families into the subsidized childcare programs offered through the Santa Barbara County Education Office. Determines family program eligibility and need. The Child Care Services Technician provides customer service to the Child Development Programs that requires demonstrated knowledge of the programs as well as enrollment and eligibility determination.

Specific duties and responsibilities:

- Enrolls children and families into the program.
- Determines level of need, family income, and eligibility for subsidies. Assists families with enrollment applications.
- Applies family fees according to income level, family size and other needs; all according to fee schedules established by the Department of Education.
- May assist families by making referrals to other subsidies and support.
- Serves as a family advocate.
- Advises families on program requirements, procedures and obligations for subsidized childcare on a sustained basis.
- Works with other agencies to maintain up-to-date client file data such as employment, medical and other information.
- Reviews documentation for accuracy and contacts families to correct discrepancies.
- Serves as point-of-contact for parents to arrange and track their participation in childcare activities and verify participation that complies with program obligations.
- Assists with periodic program evaluations by participating in internal audits of case load

files, contracted providers, and eligibility compliance.

- Prepares communications with families including those for terminating services. Performs other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge:

- Requires a basic knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping.
- Requires working knowledge of special subsidy programs.
- Requires knowledge of and skill at using personal computers to access and use common desktop productivity software and perform data entry on to student information databases.
- Requires knowledge of and skills in office methods and procedures, proper English language usage, grammar, syntax, composition, vocabulary, spelling and punctuation.
- Requires sufficient math skill to perform business math computations.
- Requires sufficient human relation skills to use proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office.

Abilities:

- Requires the ability to learn and apply regulations, policies, guidelines and procedures relating to childcare, enrollment, eligibility, and compliance.
- Requires the ability to multi-task and remain calm in possible stressful and/or urgent situations.
- Requires the ability to work independently and collaboratively, prioritize workload, analyze problems and determine solutions.
- Requires the ability to compile student and family-related data.
- Requires the ability to maintain productive work relationships with staff, parents and external agencies.
- Requires the ability to compose general office correspondence, analyze income and other financial documentation.
- Requires the ability to maintain accurate records, file and maintain filing systems, maintain confidentiality of private and/or sensitive information.
- May require the ability to work varying shifts.

Education and experience: Requires a high school diploma or equivalent and two years of experience in social service and/or community work. College units in early childhood education or child development are preferred.

Licenses and certificates: May require a valid California driver's license and insurance coverage as required by law.

Working conditions: Work is performed indoors where minimal safety considerations exist. Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will

be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: The written examination for this classification is tentatively scheduled for 8/1/2022. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Classified Human Resources Analyst** Full-Time, 40 hours/week • 12 months/year

We are looking for a human resources professional with exceptional writing and critical thinking skills to join our dynamic HR team.

Classified Human Resources
Santa Barbara

Salary: \$65,436 - \$83,100 (current top salary: \$91,788)
Initial placement is at one of the first ten steps of the salary range.

Apply by: 8/9/2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You have highly developed analytical and critical thinking skills. You are able to manage multiple projects effectively and meet timelines. Your oral and written communication skills are exceptional. You are equally skilled at attending to details and seeing the big picture. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You are committed to providing the best service possible to Santa Barbara County Education Office departments, employees, and applicants.

The position: Under general direction, perform a full range of professional analytical work associated with merit system human resources, including examination development and validation, recruitment planning and applicant sourcing, position classification, compensation, and other human resources research.

Specific duties and responsibilities:

- In collaboration with hiring managers, plan and develop comprehensive recruitment plans, including applicant sourcing and appropriate examination process.
- Develop qualified and diverse applicant pipelines and sources by a variety of methods, including social media, professional networking, participating in recruiting events, identifying appropriate advertising and outreach, preparing position announcements, and writing and placing advertisements.
- Promote the recruitment and retention of qualified applicant pools by prompt and professional communication with job applicants regarding employment opportunities, application and recruitment status, examination results, and SBCEO employment process.
- Review applications to determine whether applicants meet minimum qualifications.
- In consultation with subject matter experts, develop various types of examinations that result in ranked eligibility lists to be used in the selection of candidates for classified jobs; select items for written examinations; develop written exercises and performance examinations; develop oral examination competencies, scoring guidelines, and questions; set passpoints.
- Ensure content validity and predictive power of examinations by reviewing item histories and examination results and making refinements as needed.
- Facilitate the administration and scoring of examinations.

- Certify eligibility lists in accordance with Personnel Commission Rules.
- Facilitate the onboarding of new classified employees by providing new hire documents, monitoring the completion of pre-employment requirements, arranging pre-employment physical examinations, processing new employee records and files, and scheduling new employee orientation.
- May conduct new employee orientation.
- Promote understanding and acceptance of merit system practices by educating hiring managers on the classified selection process and their opportunities to participate.
- May serve as a rater or oral examination panelist as needed.
- Under the direction of the Director of Human Resources, conduct classification studies and draft reports regarding the establishment of new job classifications, reclassification of positions, and revision of current job descriptions; draft new or revised job descriptions for approval by Personnel Commission.
- Under the direction of the Director of Human Resources, conduct compensation studies and draft reports and recommendations for salaries for proposed new classifications or revised salaries for current classifications.
- Respond to salary surveys conducted by other parties.
- Analyze current classified human resources practices and processes and propose modifications, with the goals of greater efficiency, validity, effectiveness, and equity.
- As assigned, draft revisions to sections of the classified employee handbook or Personnel Commission Rules.
- May conduct research or data collection on human resources-related topics as assigned.
- Perform related duties as assigned.

REQUIREMENTS

Knowledge:

- Principles, practices, methods and terminology used in public human resources administration, including job analysis, selection, recruitment, classification and compensation.
- Federal and state employment law relating to employee selection.
- Merit system rules and regulations.
- Generally accepted professional practices in the development and validation of employee selection procedures, job classification, and job analysis.
- Correct English usage, grammar, spelling, punctuation and vocabulary. •Arithmetic, including percentages and fractions.
- Modern office practices, procedures, and equipment.
- Telephone and email etiquette.
- Standard office productivity software applications, including spreadsheet programs.
- Record-keeping practices.

Abilities:

- Gather, evaluate, and analyze data and draw sound conclusions.
- Analyze situations accurately and adopt an effective course of action.
- Draft a variety of written documents, including advertisements, examination materials, candidate communications and correspondence, recommendations, rules, and procedures.
- Perform accurate arithmetical calculations.
- Communicate effectively, both orally and in writing.
- Interpret, explain, and apply laws, regulations, rules, and policies.
- Learn County Education Office organization, operations, policies and objectives.
- Learn and apply California Education Code relating to classified employee selection.
- Maintain current knowledge of laws, rules, and regulations related to classified human resources.
- Learn and apply descriptive statistics.
- Plan and organize work to meet deadlines.
- Work independently and as part of a team.
- Interact effectively with a wide variety of people within and outside the organization.
- Operate a computer and other office equipment and related software programs.
- Use a human resources information system, enterprise financial system, applicant tracking

system, and other proprietary and commercial databases. •Maintain accurate records and files. •Maintain confidentiality of sensitive information.

Education and experience: Possession of a bachelor's degree in human resources, public or business administration, psychology, social sciences, or related field. Additional related professional experience may be substituted for up to two years of the required higher education on a year-for-year basis.

Two years of professional experience in human resources that included one or more of the following: employee recruitment; applicant sourcing; examination development; position classification; and compensation administration. A master's degree in a closely related field may be substituted for up to one year of required professional experience.

Experience in public sector human resources and/or a merit system is preferred.

Licenses and certificates: Possession of a valid California Class C driver's license, insurance as required by law, and the use of a dependable automobile are required.

Must be eligible to be a custodian of records as required by the Department of Justice.

Working conditions: This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and recruiting events and conduct interviews and examinations, is required. Occasional overnight travel may be required.

RECRUITMENT INFORMATION

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Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Communications Specialist**

Full-Time • 12 months/year

Join a dynamic team of content-creation and communications professionals in service to
public education countywide

Communications

Based in Santa Barbara (onsite)

Salary: \$4,669 - \$5,905 (hiring range; current top step \$6,555)

Initial placement is at one of the first ten steps of the salary range.

Apply by: 7/29/2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are an effective communicator, with advanced writing and verbal communications skills, and a willingness to learn new communications tools and strategies. You are highly organized and detail-oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, students, and the community.

The position: Under general supervision, this position coordinates and implements internal and external communication strategies for SBCEO and SBCEO provides support to the Director on administrative matters requiring knowledge of department policies and procedures, SBCEO rules and regulations, federal guidelines, and related codes and laws.

Specific duties and responsibilities:

- Execute social media strategies, create and maintain web content, market events, update databases and media lists, track projects and media exposure, and select or create digital media.
- Draft, edit, proof, and distribute digital and print communications copy (e.g. press releases, radio commentaries, publications, social media posts, flyers, Superintendent's columns) to represent SBCEO in the community.
- Research and summarize a variety of topics in order to make recommendations for management about media strategies, suggest topics for editorials, prepare for media interviews, and accomplish other communications goals.
- Gather, synthesize, and report data, including website and social media analytics, to evaluate the effectiveness of various communication strategies and recommend adjustments as needed.
- Coordinate and produce special events, including planning, logistics, marketing, and communications.
- Edit employee newsletter, including content creation and layout.
- Attend, photograph, and report on events and activities, as assigned.
- Advise and support departments to ensure that SBCEO's communications standards, policies, and procedures are followed.

- Independently or with the Director, represent SBCEO at events; provide staff support at meetings and events by taking notes, registering guests, and other activities.
- Represent SBCEO to the media as authorized by the Director of Communications or the Superintendent. Serve as backup webmaster.
- Provide emergency communications support during natural disasters and other urgent situations affecting SBCEO or the community.
- Coordinate update of annual directory including data collection, publication distribution, and billing; provide updated information to key staff throughout the year; maintain lists of principals, superintendents, and school board members for website and directory purposes.
- Provide administrative support to Communications Department including creating requisitions, purchases, and budget reports and monitoring expenditures using SBCEO's enterprise financial system.
- Perform related duties as assigned.

REQUIREMENTS

Knowledge:

- Correct usage, grammar, spelling, punctuation, and vocabulary.
- Effective social media practices and strategies, including Facebook, Twitter, YouTube, and other platforms.
- Software applications used in the department.
- Public relations practices, procedures, and terminology.

Abilities:

- Draft a variety of written materials independently and from general oral instructions.
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change.
- Plan, organize, coordinate, and prioritize work.
- Learn to use an enterprise financial system.
- Learn principles of budget administration.
- Complete work despite frequent interruptions.
- Meet schedules and timelines.
- Work independently with little direction.
- Research topics and succinctly summarize findings.
- Quickly learn and navigate new technologies.
- Organize and edit rough draft copy.
- Take photos using a variety of devices, including camera, phone, and tablet.
- Use mobile devices to update digital content.
- Interact positively with peers, supervisors, the public, and other agencies.
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism.
- Operate a variety of office machines and software efficiently.
- Experience using a website content management system (CMS) and skills in photography and videography are desirable.

Education and experience: Possession of an associate's degree in communications, journalism, public relations, marketing, or related field is required. Possession of a bachelor's degree in a related field is preferred and three years of experience in communications, public relations, marketing, or social media management, preferably in the public, education, or nonprofit sectors.

Licenses and certificates: Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working conditions: This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards. Work is performed in a

typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: The written examination for this classification is tentatively scheduled for 7/29/2022 at 5:00p.m. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Administrative Assistant, Superintendent's Office (Confidential) - Exempt, Full-Time

Rank	Application Number	Date Eligibility Expires
1	24427	01-22-2023
2	24352	01-22-2023
3	24249	01-22-2023
4	24445	01-22-2023

Number of applicants: 76

Number of applicants passed screening: 57

Number of performance/written exam attendees: 27

Number of oral exam attendees: 5

07-22-2022



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Susan C. Salcido, Superintendent of Schools

Promotional Certification Eligibility List

Job Class: Alternative Payment Program Supervisor, Full-Time

Rank	Application Number	Date Eligibility Expires
1	24073	12-27-2022
2	24012	12-27-2022

Number of applicants: 3

Number of applicants passed screening: 2

Number of performance/written exam attendees: 2

Number of oral exam attendees:

06-27-2022



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Child Care Assistant, Part-Time: 75% 30 hours/week

Rank	Application Number	Date Eligibility Expires
1	24195	01-06-2023
2	24203	01-06-2023



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Paraeducator, Part-Time (North County)

Rank	Application Number	Date Eligibility Expires
1	24430	01-20-2023
2	24371	01-13-2022
3	24416	01-22-2023
4	24373	01-12-2023



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Paraeducator, Part-Time

Rank	Application Number	Date Eligibility Expires
1	24204	12-29-2022
2	24202	12-29-2022
3	24187	12-29-2022
4	24155	12-29-2022



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Paraeducator, Part-Time

Rank	Application Number	Date Eligibility Expires
1	24301	01-22-2022
2	24344	01-20-2023
3	24345	01-19-2023



Personnel Commission

JOB DESCRIPTION

DIRECTOR, FACILITIES – DRAFT

Reports to: Administrator, Internal Services

Division: Internal Services

Our ideal candidate

You are an excellent leader with experience in roles of responsibility for facilities maintenance and construction, preferably with an emphasis on safety, energy efficiency, sustainability, and modernization. You take pride in your programs, have a commitment to workplace safety, and strive for excellence. You have a track record of success in project management. You handle and manage multiple projects to meet timelines and deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You are an excellent communicator, both orally and in writing.

General description

This position oversees strategic facilities planning; directs property management services for SBCEO properties; manages and coordinates facilities maintenance and construction projects for leased and SBCEO-owned properties; directly and through subordinate supervisors and contracted providers, oversees the activities of the custodial, grounds, building maintenance, fleet, and mail/cargo delivery functions.

Specific duties and responsibilities

- Prepare long-range facility plans and related policies, with an emphasis on energy efficiency, sustainability, and updating of SBCEO infrastructure; develop and implement goals, objectives, policies, and priorities for assigned functions; collaborate with SBCEO managers and staff to develop and implement effective programs for facilities planning and management; evaluate emerging facilities technologies and recommend adoption of new solutions and practices to improve efficiency and reduce costs.
- Establish and maintain property management services for properties leased by SBCEO, including but not limited to: development of policies and procedures on accessibility, safety, and security; negotiation of leases, tenant improvements, and contracts for support services; and serving as liaison between SBCEO program manager and landlord/property manager.
- Develop scope of work, project specifications, and requests for proposals for maintenance, construction, and other facilities services; communicate with affected managers and staff to plan for and mitigate the impact of projects on program operations; coordinate the competitive bidding process; evaluate proposals and recommend selection of contractors and vendors; coordinate the negotiation and administration of contracts and agreements; ensure that contracted services are provided according to contract terms; establish and maintain project timelines and provide project updates to affected managers and staff; represent SBCEO with inspectors, engineers, architects, contractors, and other service providers, and see projects to completion.
- Collaborate with other managers to ensure safety and security of SBCEO staff and property by correcting facilities-related safety hazards, operating and maintaining building and life safety systems, and participating in the evaluation, planning, and coordination of emergency preparedness systems and practices, including training and drills.

DIRECTOR, FACILITIES – DRAFT

- Plan, direct, and oversee building and vehicle maintenance programs, including grounds, fleet, energy management equipment, and fire and security alarm systems; establish and oversee the execution of preventive maintenance plans for building systems.
- Develop and administer the department's annual budget as well as project budgets; monitor, determine allowability of, and approve expenditures; ensure that funder requirements are met; prepare for and represent the facilities program during facilities audits.
- Select and train staff; assign and review work; establish performance goals and standards; ensure safe workplace practices; provide coaching and leadership development to subordinate supervisors; support supervisors in creating and sustaining high-performance teams.
- Prepare and present staff reports and project updates, as assigned.
- Perform related duties as assigned.

Requirements

Education: Possession of a postsecondary degree (associate's or bachelor's) in business, public administration, construction management, or related field is preferred.

Experience: Four years' experience that included supervision of staff, preferably in the public sector, in construction project management, facilities maintenance, or property management. Experience in energy efficiency and conservation management, sustainability, and/or building and life safety is preferred.

Knowledge of:

- management principles and practices, including goal setting, program development, implementation, and evaluation.
- principles and practices of facilities planning and maintenance.
- strategic planning.
- applicable federal, state, and local laws, regulations, ordinances, policies, and procedures pertaining to the planning, development, construction, and modernization of facilities.
- principles and practices of construction project management.
- technical aspects of facilities planning, construction, and maintenance, including HVAC, plumbing, fire/life safety, carpentry, hardware, water and wastewater, and electrical distribution infrastructure.
- principles and practices of budget development and management.
- principles and practices of contract administration.
- principles and practices of supervision and training.
- workplace safety standards and procedures.
- standard English usage, spelling, vocabulary, grammar, and punctuation.
- arithmetic, including percentages.
- modern office practices, procedures, and equipment, including standard office productivity software.

DIRECTOR, FACILITIES – DRAFT

Ability to:

- perform varied and complex administrative duties.
- gather and analyze data, reach sound conclusions, and determine an appropriate course of action.
- learn operations, policies, practices, and objectives of County Education Office.
- read architectural and engineering plans and specifications.
- prepare a variety of written documents, including policies, project updates, and construction documents.
- initiate, plan, and execute projects.
- make presentations to a wide variety of stakeholders.
- represent department and SBCEO effectively with internal and external contacts.
- work independently and as part of a team.
- provide effective leadership.
- maintain effective working relationships with contractors, property managers, vendors and other service providers, and SBCEO management and staff.
- work effectively to accomplish goals and meet timelines.
- operate a computer and other office equipment and related software programs.
- communicate effectively, both orally and in writing.
- exercise tact and diplomacy.
- perform arithmetic calculations.

Licenses and certificates

- Possession of a related certification — such as Certified Facility Manager (IFMA), Facilities Management Certificate (BOMI), or LEED Accredited Professional — is desirable.
- Possession of a valid California driver's license and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Some duties associated with this position are performed while sitting at a desk and involve extensive use of computers, telephones, and other office equipment. Work is also performed in the field at various sites. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — may occasionally be associated with this position. Incumbent may occasionally be exposed to safety hazards when visiting construction or other worksites and may be required to wear personal protective equipment when performing certain duties.

Local travel by vehicle to a variety of locations countywide is required.

The incumbent may be required to respond on-site to facilities-related matters outside of regular office hours.



Personnel Commission

JOB DESCRIPTION

DIRECTOR, FACILITIES – DRAFT

Management salary range 24

Approved by the Personnel Commission:

July 28, 2022 (pending approval)



Personnel Commission

JOB DESCRIPTION

MAINTENANCE AND OPERATIONS SUPERVISOR

Reports to: Maintenance and Operations Manager

Division: Internal Services

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You are sensitive to and understanding of building a strong team of collaborative workers. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do an excellent job.

General description

Responsible for overall maintenance work throughout the office and its sites. Provide supervision and training to custodial staff and oversee work assignments, rotations, and performance as assigned. Fill in during the manager’s absence and perform those managerial responsibilities as required.

Specific duties and responsibilities

- Assume responsibilities during the absence of the Maintenance and Operations Manager, including on-site security, custodial assignments and rotations, and general support for contractors
- Perform complex building maintenance and repairs, such as but not limited to plumbing, electrical, carpentry and construction, HVAC, painting, and masonry
- Provide work direction for custodial staff and fill in when necessary
- Supervise custodial staff including but not limited to training, providing constructive input, regular performance evaluations, staff assignments, and disciplinary action as needed
- Move supplies, furniture, and equipment between various county education office departments and sites and, when needed, help with furniture and equipment configuration for special events
- Oversee and participate in the replacement of bulbs, tubes and ballasts, and strip, wax, and buff floors as needed
- Take office vehicles for servicing and perform preventive maintenance on assigned county equipment
- Help assure security of building and staff through proactive measures
- Maintain custodial supply inventory, setting minimum reorder points, and initiating purchase orders when required
- Perform related duties as assigned

Requirements

Education: High school diploma; completion of trade school courses in one or more building trades preferred

MAINTENANCE AND OPERATIONS SUPERVISOR

Experience: Three years of increasingly responsible experience in building maintenance and custodial work, including at least one year of lead work; journey level experience in one or more building trades preferred

Knowledge of:

- methods, materials, tools and equipment used in custodial, building maintenance, and groundskeeping
- health and safety regulations
- record-keeping techniques, especially those involving hazardous materials
- supervisory and training principles
- modern proactive security measures

Skills in:

- moving materials, equipment and furniture safely and efficiently
- oral and written communication

Ability to:

- plan and organize work, meeting schedules and timelines
- perform complex building maintenance
- clean buildings, fixtures, and equipment
- communicate effectively orally and in writing, and follow oral and written directions.
- work cooperatively with others, maintaining effective working relationships
- solve problems by analyzing situations accurately and adopting an effective course of action
- train and supervise staff
- work independently
- lift objects weighing up to 50 pounds, heavier with assistance

Licenses and certificates

Valid California driver's license

Working conditions

Indoor and outdoor work, plus travel from site to site, lifting, climbing. Exposure to dust, fumes, and cleaning chemicals. In absence of manager, may be required to be on call 24 hours a day for emergencies.

Series

Maintenance/Operations/Transportation

Salary range 77

<i>Approved by the Personnel Commission:</i>	Oct. 28, 1987
<i>Revised:</i>	June 23, 2016
	June 27, 2019

MAINTENANCE AND OPERATIONS SUPERVISOR - DRAFT

Reports to: Maintenance and Operations Manager

Division: ~~Internal~~ Administrative Services

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You ~~are sensitive to and understanding of~~ have the commitment and capacity to building a strong team of collaborative workers. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do an excellent job.

General description

~~Responsible for Supervise and perform a variety of activities in overall facilities maintenance, custodial services, and mail/cargo delivery services work throughout the office and its at multiple sites throughout Santa Barbara County. Provide supervision and training to custodial and mail/cargo delivery staff, and overseeing work assignments, and rotations, and ensuring satisfactory performance as assigned. Fill in during the manager's absence and perform those managerial responsibilities as required. May act in the absence of the manager, within limits of authority.~~

Specific duties and responsibilities

- Supervise custodial and delivery staff, including but not limited to training, providing constructive input, feedback, regular performance evaluations, staff assignments, and disciplinary action as needed.
- Assume responsibilities during the absence of the ~~Maintenance and Operations Manager~~, including on-site security, ~~custodial assignments and rotations, and general support for liaison with~~ contractors, and responding to urgent requests for facilities support
- Independently or with support from contractors, pPerform routine and complex building maintenance and repairs, such as but not limited to plumbing, electrical, carpentry and construction, HVAC, painting, and masonry
- ~~Provide work direction for custodial staff and fill in when necessary~~
- ~~Supervise custodial staff including but not limited to training, providing constructive input, regular performance evaluations, staff assignments, and disciplinary action as needed~~
- Oversee and participate as needed in the cleaning of buildings, fixtures, and equipment; replacement of bulbs, tubes, and ballasts; and stripping, waxing, and buffing of floors
- Move supplies, furniture, and equipment between various county education office departments and sites and, when needed, help with furniture and equipment configuration for special events
- ~~Oversee and participate in the replacement of bulbs, tubes and ballasts, and strip, wax, and buff floors as needed~~
- Serve as backup for custodial and delivery staff as needed
- Take office vehicles for servicing and perform preventive maintenance on assigned county equipment
- ~~Help a~~Assure security of building and staff through proactive measures
- Maintain custodial supply inventory, setting minimum reorder points, and initiating

- purchase orders when required
- Perform related duties as assigned

Requirements

Education: Possession of a high school diploma or equivalent; completion of trade school courses or apprenticeship in one or more building trades preferred.

MAINTENANCE AND OPERATIONS SUPERVISOR

Experience: Three years of increasingly responsible experience in building maintenance and custodial work, including at least one year of experience as a lead-worker; journey level experience in one or more building trades preferred. Experience in delivery of mail, packages, or cargo is desirable.

Knowledge of:

- methods, materials, tools and equipment used in custodial services, building maintenance, and groundskeeping
- health and safety regulations
- safe workplace practices, including safe driving
- record-keeping techniquespractices, especially those involving hazardous materials
- supervisory and training principlesprinciples and practices of supervision and training
- modern proactive security measures.

Skills in:

- assembling and moving materials, equipment, and furniture safely and efficiently
- ~~oral and written communication~~

Ability to:

- plan and organize work of self and others
- set and adjust priorities for self and others
- ~~, meeting schedules and timelines~~
- ~~perform complex building maintenance~~
- ~~clean buildings, fixtures, and equipment~~
- communicate effectively orally and in writing
- ~~, and follow oral and written directions-~~
- ~~work cooperatively with others, maintaining effective working relationships~~
- establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- ~~solve problems by analyz~~ing situations accurately and adopting an effective course of action
- train and supervise staff
- assign and review work, provide constructive feedback, and establish and maintain performance standards
- ~~use good judgment~~
- work independently and as member or leader of a team
- meet schedules and timelines
- independently lift objects weighing up to 50 pounds and lift, heavier objects with assistance.

Licenses and certificates

- Possession of a valid California driver's license and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.
- Valid California driver's license



Personnel Commission

JOB DESCRIPTION

Working conditions

Indoor and outdoor work, plus travel from site to site, lifting, climbing. Exposure to dust, fumes, and cleaning chemicals. In absence of manager, may be required to be on call 24 hours a day for emergencies.

Series

Maintenance/Operations/Transportation

Salary range ~~7788~~

<i>Approved by the Personnel Commission:</i>	Oct. 28, 1987
<i>Revised:</i>	June 23, 2016
<i><u>Revised:</u></i>	June 27, 2019
<i><u>Revised:</u></i>	<u>July 28, 2022 (pending approval)</u>

MAINTENANCE AND OPERATIONS SUPERVISOR - DRAFT

Reports to: Maintenance and Operations Manager

Division: Administrative Services

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You have the commitment and capacity to build a strong team of collaborative workers. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do an excellent job.

General description

Supervise and perform a variety of activities in facilities maintenance, custodial services, and mail/cargo delivery services at multiple sites throughout Santa Barbara County. Provide supervision and training to custodial and mail/cargo delivery staff, overseeing work assignments and rotations, and ensuring satisfactory performance. May act in the absence of the manager, within limits of authority.

Specific duties and responsibilities

- Supervise custodial and delivery staff, including but not limited to training, providing constructive feedback, regular performance evaluations, staff assignments, and disciplinary action as needed.
- Assume responsibilities during the absence of the manager, including on-site security, liaison with contractors, and responding to urgent requests for facilities support
- Independently or with support from contractors, perform routine and complex building maintenance and repairs, such as but not limited to plumbing, electrical, carpentry and construction, HVAC, painting, and masonry
- Oversee and participate as needed in the cleaning of buildings, fixtures, and equipment; replacement of bulbs, tubes, and ballasts; and stripping, waxing, and buffing of floors
- Move supplies, furniture, and equipment between various county education office departments and sites and, when needed, help with furniture and equipment configuration for special events
-
- Serve as backup for custodial and delivery staff as needed
- Take office vehicles for servicing and perform preventive maintenance on assigned county equipment
- Assure security of building and staff through proactive measures
- Maintain custodial supply inventory, setting minimum reorder points, and initiating purchase orders when required
- Perform related duties as assigned

Requirements

Education: Possession of a high school diploma or equivalent; completion of trade school courses or apprenticeship in one or more building trades preferred.

MAINTENANCE AND OPERATIONS SUPERVISOR

Experience: Three years of increasingly responsible experience in building maintenance and custodial work, including at least one year of experience as a leadworker; journey level experience in one or more building trades preferred. Experience in delivery of mail, packages, or cargo is desirable.

Knowledge of:

- methods, materials, tools and equipment used in custodial services, building maintenance, and groundskeeping
- health and safety regulations
- safe workplace practices, including safe driving
- record-keeping practices, especially those involving hazardous materials
- principles and practices of supervision and training
- modern proactive security measures.

Skill in:

- assembling and moving materials, equipment, and furniture safely and efficiently

Ability to:

- plan and organize work of self and others
- set and adjust priorities for self and others
- communicate effectively orally and in writing
- follow oral and written directions
-
- establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- analyze situations accurately and adopt an effective course of action
- train and supervise staff
- assign and review work, provide constructive feedback, and establish and maintain performance standards
- work independently and as member or leader of a team
- meet schedules and timelines
- independently lift objects weighing up to 50 pounds and lift heavier objects with assistance.

Licenses and certificates

- Possession of a valid California driver's license and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Indoor and outdoor work, plus travel from site to site, lifting, climbing. Exposure to dust, fumes, and cleaning chemicals. In absence of manager, may be required to be on call 24 hours a day for emergencies.

**Series**

Maintenance/Operations/Transportation

Salary range 88

<i>Approved by the Personnel Commission:</i>	Oct. 28, 1987
<i>Revised:</i>	June 23, 2016
<i>Revised:</i>	June 27, 2019
<i>Revised:</i>	July 28, 2022 (pending approval)

POSITION: TEACHING ASSISTANT II

Department/Site: Juvenile Court and Community Schools or Summit High School

FLSA: non-exempt

Reports to/Evaluated by: Administrator, Director, Principal or Assigned Supervisor

Salary Ranges:

Current = 59

Effective 11/1/07 = 60

Effective 7/1/08 = 62

Effective 7/1/09 = 64

SUMMARY

Assists teachers, counselors, staff, parents, probation officers, and agencies by providing a safe learning environment for >at-risk= students who are in a juvenile court and/or community school or community day school. Combines instruction support, and tutoring to students in a strictly monitored setting.

DISTINGUISHING CAREER FEATURES

The Teacher Assistant II is a specialized position within career path for instructional support to teachers. The position assists educators and others with tutoring of students having at-risk behaviors and who may be remanded to the program through the juvenile court system. The Teacher Assistant II has been specially trained to support and reinforce instruction in highly structured environs and demonstrates competency in advanced behavior assistance and discrete trial teaching.

REPRESENTATIVE DUTIES:

Assists teachers by supervising at-risk secondary education students. May perform student intakes. Assist with daily screening for weapons, banned substances, and paraphernalia. Assists with assessments of students for academic placement and to set a basis to reinforce learning. Works on an in-depth basis with individual students academic needs. Tutors individual students in core academic and vocational subjects. Prepares and may develop age-grade appropriate instructional aids and exercises to support the subject matter being taught. Assists with assessment instruments, scores objective tests, and keeps appropriate records for teachers, including those on computerized student data systems. Assures confidentiality of student information.

Administers CELDT and other mandated tests. Acts as proctors for standardized assessments. Receives data from school districts and may enter information to computerized student data system. Monitors student activity to-and-from classroom, lunchroom, lavatories, and recreational areas including dismissal. Documents behavioral incidents, and reports to site supervisor.

Participates in consultations with parents and staff on behavior interventions for students. Participates in communications partnerships with parents to assist with students= success in a restorative justice environment. May participate in parent teacher conferences. May contact, under the direction of the site supervisor, designated probation officials when resolutions cannot be made with students and parents.

Provides input to teachers and specialists on student performance, progress, and behavior.

Develops and uses incentives as positive reinforcement. Exercises constant supervision of children. Supports the teacher=s assessment of the need for, and uses appropriate discipline in accordance with school safety plan and school rules.

Monitor classroom activities when a teacher is absent from the classroom. Observes, monitors, and redirects the behavior of students within approved procedures. Reinforces behavior modification techniques determined by the teacher.

Accompanies students going from one location to another. Assists with loading and unloading of assigned students onto buses or other transportation. Assures
Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Education and Experience:

The position requires a high school diploma and the ability to pass a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam. Requires two years of experience working with adolescents and/or at-risk students.

Knowledge and Skills

The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires working knowledge of judicial processes for adolescent students. Requires working knowledge of the core subjects taught in the schools served by the SBCEO, including English Language Arts, Mathematics, Science and Social Studies, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise extreme levels of patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to at-risk students. May require competency in a second language.

Abilities

Requires the ability to assist teaching staff with implementation of instructional goals and activities. Requires the ability to work with students who have a variety of behavioral needs. Requires the ability to apply principles of positive reinforcement. Requires the ability to manage students who act out verbally and physically. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and assessments, and perform general clerical tasks. Requires the ability to work with and demonstrate sensitivity to a diverse population of students and parents. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence. Ability to effectively communicate both orally and in writing with teachers, supervisors and parents. May require competency in a second language or basic competency in sign language.

LICENSES AND CERTIFICATES

May require a valid California driver's license and insurance coverage required by law. May require a valid first aid card, CPR, and/or Crisis Prevention Certificate (CPI) within a reasonable time frame.

WORKING CONDITIONS

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. **Physical Abilities:** Requires the ability to perform indoors in an office, classroom, or recreational environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and teach work materials. Requires ability to walk with student groups during PE classes and to escort students at dismissal. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

APPROVED BY PERSONNEL COMMISSION: September 27, 2007

POSITION: ~~TEACHING ASSISTANT II~~

~~Department/Site: Reports to: Director, Juvenile Court and Community Schools or Summit High School~~

~~FLSA: non-exempt~~

~~Reports to/Evaluated by: Administrator, Director, Principal or Assigned Supervisor~~

~~Division: Educational Services~~

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with young adults in a court or community school setting. You are a team player who listens well and contributes to a positive and efficient work and learning environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Work collaboratively with

Salary Ranges:

Current = 59

Effective 11/1/07 = 60

Effective 7/1/08 = 62

Effective 7/1/09 = 64

SUMMARY

~~Assists teachers, counselors, SBCEO and Probation staff, parents, probation officers, and public and non-profit agencies by providing to provide a safe learning environment for >at-risk=promise students who are in a juvenile court and/or community-school-or-community-day school. Combines instruction; under the direction of the classroom teacher, provide instructional support, and tutoring to students in a strictly monitored setting.~~

DISTINGUISHING CAREER FEATURES

~~The Teacher Assistant II is a specialized position within career path for~~Specific duties and responsibilities

~~Provide instructional support to teachers. The position assists educators and others with tutoring of students having at-risk behaviors and who may be remanded to the program through the juvenile court system. The Teacher Assistant II has been specially trained to support and reinforce instruction in highly structured environs and demonstrates competency in advanced behavior assistance and discrete trial teaching.~~

REPRESENTATIVE DUTIES:

- ~~Assists teachers by supervising at-risk secondary education students. May perform student intakes. Assist with daily screening for weapons, banned substances, and paraphernalia. Assists with assessments of students for academic placement and to set a basis to reinforce learning. Works on an in-depth basis with individual students academic needs. Tutors individual students in core academic and vocational subjects. Prepares to students; prepare and may develop age- and grade-appropriate instructional aids and exercises to support the subject matter being taught. Assists with assessment instruments, scores objective tests, and keeps appropriate records for teachers, including those on computerized student data systems. Assures confidentiality of student information.~~

- ~~Administers CELDT and other mandated tests. Acts as proctors for standardized assessments. Receives data from school districts and may enter information to computerized student data system. Monitors~~ May perform student intakes; proctor and conduct state-mandated assessments of students to establish baselines, determine academic needs and placement, and measure progress; score objective tests; keep appropriate records, using electronic student information systems; ensure confidentiality of student information.
- ~~Assist with daily screening for weapons, banned substances, and paraphernalia; escort students going from one location to another; monitor student activity to-in and-from between classroom, lunchroom, lavatories, restrooms, and recreational areas throughout the school day, including dismissal. Documents time; monitor classroom activities during brief absence of a teacher.~~

~~Observe, monitor, and redirect the behavior of students within approved procedures; reinforce behavior modification techniques determined by the teacher; develop and use incentives as positive reinforcement; document behavioral incidents; and reports report them to site supervisor.~~

- ~~Participates; participate~~ in consultations with parents and staff on ~~behavior behavioral~~ interventions for students. ~~Participates in communications partnerships; use appropriate discipline in accordance with school safety plan, school rules, and teacher's assessment.~~
- ~~As part of the instructional team: support communication with parents to assist with students=facilitate students' success in a restorative justice environment. May; provide input to teachers and specialists on student performance, progress, and behavior; may participate in parent-teacher conferences. May; may be assigned to contact, under the direction of the site supervisor, designated probation Probation officials when resolutions resolution cannot be made reached with students and parents.~~

~~Provides input to teachers and specialists on student performance, progress, and behavior.~~

~~Develops and uses incentives as positive reinforcement. Exercises constant supervision of children. Supports the teacher=s assessment of the need for, and uses appropriate discipline in accordance with school safety plan and school rules. Monitor classroom activities when a teacher is absent from the classroom. Observes, monitors, and redirects the behavior of students within approved procedures. Reinforces behavior modification techniques determined by the teacher.~~

~~Accompanies students going from one location to another. Assists with loading and unloading of assigned students onto buses or other transportation. Assures~~

- ~~Performs Perform~~ other duties as assigned that support the overall objective of the position.



Personnel Commission

JOB DESCRIPTION

TEACHING ASSISTANT - DRAFT

QUALIFICATIONS

TEACHING ASSISTANT - DRAFT

Requirements:

~~Education and:~~ Possession of Experience:

~~The position requires~~ a high school diploma and ~~the ability to pass~~ passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam. ~~Requires two years of experience working with adolescents and/or at-risk students.~~

Experience: **Knowledge and Skills**

~~The position requires~~

Two years of experience working ~~knowledge with~~ at-risk adolescents or young adults.
Classroom or other instructional experience is preferred.

Knowledge of the:

- principles and practices of age-appropriate child development and guidance applicable for
an educational to a court or community school setting. ~~Requires working knowledge of~~
~~judicial processes for adolescent students.~~ ~~Requires working knowledge~~
- principles and practices of the positive reinforcement
- core subjects taught in the schools served by the SBCEO, including English Language Arts,
Mathematics, Science language arts, mathematics, science, and Social Studies social studies,
with sufficient competency to assist students with individual or group studies. ~~Requires a~~
~~basic knowledge of~~
- teaching and instructional methods. ~~Requires knowledge of~~
- basic clerical and skill at record-keeping processes.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record
information, and send communications. ~~Requires well-developed human relation skills to~~
~~work~~
- working productively and cooperatively with teachers, staff of other agencies, students, and
parents in formal and informal settings.

Ability to:

- assist teaching staff with implementation of instructional goals and activities
- support and interact with students who have a variety of behavioral needs
- apply principles of positive reinforcement,
- manage students' verbal and physical behavior in a constructive manner
- learn juvenile court system, including both dependency and delinquency processes
- learn system of care for youth in the juvenile justice system
- learn educational and community resources available for students and families
- interact with teachers, administration, Probation staff, parents, and specialists in order to
carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks

TEACHING ASSISTANT - DRAFT

- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals
- exercise ~~extreme levels of~~ patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to at-risk students. May require competency in a second language.

Abilities

- Requires the ability to demonstrate sensitivity to a diverse population of students and families
- communicate effectively both orally and in writing.

Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

Licenses and certificates

~~assist teaching staff with implementation of instructional goals and activities. Requires the ability to work with students who have a variety of behavioral needs. Requires the ability to apply principles of positive reinforcement. Requires the ability to manage students who act out verbally and physically. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and assessments, and perform general clerical tasks. Requires the ability to work with and demonstrate sensitivity to a diverse population of students and parents. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence. Ability to effectively communicate both orally and in writing with teachers, supervisors and parents. May require competency in a second language or basic competency in sign language.~~

LICENSES AND CERTIFICATES

May require a valid California ~~driver's~~ driver's license and insurance coverage required by law. May require a valid ~~first aid~~ First Aid card, CPR certification, and/or certification in Crisis Prevention Certificate/Intervention (CPI) ~~within a reasonable time frame.~~

WORKING CONDITIONS

Working conditions

Some positions in this classification are assigned to work in a juvenile detention facility. Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. ~~Physical Abilities:~~ Requires the ability to perform indoors in an office, classroom, or recreational environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and teach work materials. Requires ability to walk with student groups during PE classes and to escort students at dismissal. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight

TEACHING ASSISTANT - DRAFT

(under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Series

Instructional

Salary

~~APPROVED BY PERSONNEL COMMISSION: September 27, 2007~~
range 64

Approved by the Personnel Commission:

September 27, 2007

Revised:

July 28, 2022 (pending
approval)



Personnel Commission

JOB DESCRIPTION

TEACHING ASSISTANT - DRAFT

Reports to: Director, Juvenile Court and Community Schools

Division: Educational Services

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with young adults in a court or community school setting. You are a team player who listens well and contributes to a positive and efficient work and learning environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Work collaboratively with teachers, SBCEO and Probation staff, parents, and public and non-profit agencies to provide a safe learning environment for at-risk students who are in a juvenile court or community school; under the direction of the classroom teacher, provide instructional support to students in a strictly monitored setting.

Specific duties and responsibilities

- Provide instructional support in core academic and vocational subjects to students; prepare and may develop age- and grade-appropriate instructional aids and exercises to support the subject matter being taught.
- May perform student intakes; proctor and conduct state-mandated assessments of students to establish baselines, determine academic needs and placement, and measure progress; score objective tests; keep appropriate records, using electronic student information systems; ensure confidentiality of student information.
- Assist with daily screening for weapons, banned substances, and paraphernalia; escort students going from one location to another; monitor student activity in and between classroom, lunchroom, restrooms, and recreational areas throughout the school day, including dismissal time; monitor classroom activities during brief absence of a teacher.
- Observe, monitor, and redirect the behavior of students within approved procedures; reinforce behavior modification techniques determined by the teacher; develop and use incentives as positive reinforcement; document behavioral incidents and report them to site supervisor; participate in consultations with parents and staff on behavioral interventions for students; use appropriate discipline in accordance with school safety plan, school rules, and teacher's assessment.
- As part of the instructional team: support communication with parents to facilitate students' success in a restorative justice environment; provide input to teachers and specialists on student performance, progress, and behavior; may participate in parent-teacher conferences; may be assigned to contact designated Probation officials when resolution cannot be reached with students and parents.
- Perform other duties as assigned that support the overall objective of the position.

TEACHING ASSISTANT - DRAFT

Requirements:

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience:

Two years of experience working with at-risk adolescents or young adults. Classroom or other instructional experience is preferred.

Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable to a court or community school setting
- principles and practices of positive reinforcement
- core subjects taught in the schools served by SBCEO, including English language arts, mathematics, science, and social studies, with sufficient competency to assist students with individual or group studies
- teaching and instructional methods
- basic clerical and record-keeping processes.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications
- working productively and cooperatively with teachers, staff of other agencies, students, and parents in formal and informal settings.

Ability to:

- assist teaching staff with implementation of instructional goals and activities
- support and interact with students who have a variety of behavioral needs
- apply principles of positive reinforcement
- manage students' verbal and physical behavior in a constructive manner
- learn juvenile court system, including both dependency and delinquency processes
- learn system of care for youth in the juvenile justice system
- learn educational and community resources available for students and families
- interact with teachers, administration, Probation staff, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to a diverse population of students and families
- communicate effectively both orally and in writing.

TEACHING ASSISTANT - DRAFT

Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

Licenses and certificates

May require a valid California driver's license. May require a valid First Aid card, CPR certification, and/or certification in Crisis Prevention Intervention (CPI).

Working conditions

Some positions in this classification are assigned to work in a juvenile detention facility. Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. Requires the ability to perform indoors in an office, classroom, or recreational environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and teach work materials. Requires ability to walk with student groups during PE classes and to escort students at dismissal. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Series

Instructional

Salary range 64

Approved by the Personnel Commission:

Revised:

September 27, 2007

July 28, 2022 (pending approval)

Fiscal06a

Comparative Object Summary

Account Object Code	2021/22 Original Budget	2021/22 Revised Budget	2021/22 Actuals+ Encumb	2021/22 Rev Budget -Actuals	2021/22 Actuals/ Rev Budget	
Fund 01 - General Fund/County School Ser						
Expense						
2300 Class Admin Sal	135,610	137,604	137,604.00		100.00 %	
2400 Cler/Office Sal	136,331	141,082	141,589.85	507.85-	100.36 %	
2430 Extra Hours/OT	3,000	3,000		3,000.00		
2440 Substitutes	3,000	5,664	5,607.88	56.12	99.01 %	
Total for Object 2000	277,941	287,350	284,801.73	2,548.27		
3200	63,351	64,205	63,596.67	608.33	99.05 %	
3300	4,158	4,605	4,546.78	58.22	98.74 %	
3400	122,511	89,641	89,640.10	.90	100.00 %	
3500	138	1,423	1,401.86	21.14	98.51 %	
3600	3,976	4,462	4,400.48	61.52	98.62 %	
Total for Object 3000	194,134	164,336	163,585.89	750.11		
4300 Supplies	200	200		200.00		
4340 Tangible Dev	400					
4350 Office Supply	3,140	3,140	1,712.19	1,427.81	54.53 %	
Total for Object 4000	3,740	3,340	1,712.19	1,627.81		
5200 Travel	9,000	4,935	3,850.11	1,084.89	78.02 %	
5300 Dues/Membership	5,650	3,973	3,813.00	160.00	95.97 %	
5610 Rntl Les w/o Op	1,300	2,300	1,670.53	629.47	72.63 %	
5630 Repairs	200	200		200.00		
5640 Computer Repr	500	500	99.00	401.00	19.80 %	
5650 Maint Agreemnts	700	1,400	747.13	652.87	53.37 %	
5710 Inter Prg Trans	400					
5720 Postage	50	50	.51	49.49	1.02 %	
5730 Printing/Dupl	1,400	1,400	761.75	638.25	54.41 %	
5740 Computer Suppt	710	815	265.00	550.00	32.52 %	
5800 Prof Consulting	7,400	7,674	7,673.95	.05	100.00 %	
5810 Contract Servs	5,000					
5830 Advertisement	3,000	14,914	14,914.00		100.00 %	

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2022, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

ESCAPE ONLINE

Page 1 of 2

Account Object Code	2021/22 Original Budget	2021/22 Revised Budget	2021/22 Actuals+ Encumb	2021/22 Rev Budget -Actuals	2021/22 Actuals/ Rev Budget
Fund 01 - General Fund/County School Ser (continued)					
Expense (continued)					
5850 Consultant Cont	2,500				
5930 Postge,Rfl Mtrs		49	48.28	.72	98.53 %
Total for Object 5000	37,810	38,210	33,843.26	4,366.74	
Total for Org 061, Fund 01 and Expense accounts	513,625	493,236	483,943.07	9,292.93	



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Personnel Commission Resolution No. 2023-1

Recognizing a State of Emergency and Authorizing Teleconferenced Meetings

WHEREAS, in response to the novel coronavirus (“COVID-19”) pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act (“Brown Act”) were followed; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

WHEREAS, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

WHEREAS, social distancing measures have been recommended by the Santa Barbara County Public Health Department to mitigate the spread of COVID-19; and

WHEREAS, the Santa Barbara County Education Office Personnel Commission is committed to open and transparent governance in compliance with the Brown Act; and

WHEREAS, the Santa Barbara County Education Office Personnel Commission is conducting virtual meetings by way of internet-based and/or telephonic services so as to allow members of the public to fully participate in meetings and offer public comment;

NOW THEREFORE, BE IT RESOLVED, by the Santa Barbara County Education Office Personnel Commission:

1. The Santa Barbara County Education Office Personnel Commission has reconsidered the circumstances of the State of Emergency and recognizes that the State of Emergency in the State of California continues to exist due to the COVID-19 pandemic;

2. The Santa Barbara County Education Office Personnel Commission recognizes that social distancing measures remain recommended by state and local officials;
3. The Santa Barbara County Education Office Personnel Commission authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).

PASSED AND ADOPTED by the Santa Barbara County Education Office Personnel Commission on **July 28, 2022**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA

COUNTY OF SANTA BARBARA

I, Amy R. Ramos, Secretary to the Personnel Commission, do hereby certify that the foregoing is a full and correct copy of a resolution duly passed and adopted by said Personnel Commission at a regularly called and conducted meeting held on said date:

Director, Human Resources/
Secretary to the Personnel Commission