



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

July 28, 2022 – 12:30 p.m.

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

Gary Pickavet led the Pledge of Allegiance while Mike Ostini held 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
Kirsten Escobedo

6. **Public Comment** — None

7. **Approval of Minutes of Regular Meeting Held June 30, 2022**
(Attachment)

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

8. **Communications** — None

9. **Informational Items**

a. **Media Releases/Columns**

The County Superintendent of Schools issued a media release about a \$500,000 grant SBCEO has received to help build the early childhood education workforce.

b. **Legislative Update** — The Assistant Superintendent, Human Resources reported that AB 2045, the proposed legislation to allow merit systems to use banded scoring, will be or has been revised to specify that any such change would be initiated by the classified workforce in a particular merit system. The legislation is considered likely to pass.

REGULAR BUSINESS

10. **Informational Items**

a. **List of New Positions**

b. **Classified Personnel Report dated August 4, 2022**

c. **Position Announcements**

11. Action Items

a. Ratification of Eligibility Lists

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

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

b. Classification of Positions

- i. Director, Facilities

The Director, Human Resources recommended the establishment of the new classification of Director, Facilities at management salary range 24.

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

- ii. The Director, Human Resources recommended an adjustment to the salary range for the classification of Maintenance and Operations Supervisor, from range 77 to range 88, with an effective date of 8/1/2022. A revised job description was also proposed.

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

- iii. The Director, Human Resources recommended an adjustment to the salary for the classification of School Occupational Therapist, from classified salary range 96 to range 99, with an effective date of 8/1/2022.

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

c. Job Description

The Director, Human Resources recommended a revision in the job description for Teaching Assistant.

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

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Personnel Commission Budget**

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

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

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2023-1 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

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 it was a very busy time for her district.

17. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human reported that with the departure of Rachel Walsh from SBCEO, Human Resources would be getting support from a temporary employee from a staffing agency. She noted that the recruitment for Classified Human Resources Analyst was open and that she would be attending a Santa Barbara Human Resources Association to do some in-person recruiting. She also expressed her appreciation for the work Tracie Cordero had done in sending the annual compensation notices to classified employees. The Director reported that SBCEO had hosted an ice cream social at Cathedral Oaks as a pleasant in-

person event for our own staff and also as a way to get to know our neighbors at the Cathedral Oaks campus.

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:24 p.m. The next regularly scheduled meeting will be held on August 25, 2022 at 12:30 p.m., possibly by videoconference.



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

July 23, 2022 through Aug 19, 2022

Position #

Position Information

2509

Paraeducator • Infant Services, South/Valley • South County
15.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

September 1, 2022

Appointments

Limited Term/Substitute

Claros Olvera, Destheny August 2, 2022
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Huynh, Tien August 8, 2022
 Student Worker • Human Resources • Cathedral Oaks
 • Hourly as needed

Probationary

Alvarado-Luna, Gabriela August 9, 2022
 Paraeducator • Special Education • Tommie Kunst Junior High DHOH
 50% • 10 months

Ayala, Carolina August 1, 2022
 Office Assistant • Early Care and Education • Early Care and Education - Hope Center
 100% • 12 months

de los Cobos, Erin August 11, 2022
 Paraeducator • Special Education • Zaca Preschool
 40.63% • 10 months

Desales, Alexis August 18, 2022
 Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration
 50% • 12 months

Kolster, Megan August 11, 2022
 School Occupational Therapist • Special Education • School Occupational Therapy Valley
 100% • 10 months

Pacheco, Gabrielle August 12, 2022
Child Care Assistant • Early Care and Education • Young Learners State Preschool
75% • 10 months

Pimentel, Karen August 11, 2022
Child Care Assistant • Early Care and Education • La Honda State Preschool
75% • 10 months

Rodriguez, Alondra August 1, 2022
Office Assistant • Partners In Education • Partners in Education - Program Services
100% • 12 months

Toro, Jasmine August 16, 2022
Paraeducator • Special Education • Cold Spring School
81.25% • 10 months

Trigueros, Crystal August 9, 2022
Paraeducator • Special Education • Battles State Preschool
70% • 10 months

Reemployment

Ramirez, Norma August 19, 2022
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

Changes

Anniversary Increase

Aceves Garcia, Alejandra August 1, 2022
Paraeducator • Special Education • Clarence Ruth Preschool
75% • 10 months

Aguilar, Xochitl August 1, 2022
Child Care Assistant • Early Care and Education • Early Steps to Learning
75% • 12 months

Broeffle, Alondra August 1, 2022
Office Assistant • Transitional Youth Services • Transitional Youth
100% • 12 months

Graves, Melody August 1, 2022
Student Information Specialist • Special Education • Special Education Support Staff, Santa Barbara
100% • 12 months

Klammer, Kathleen August 1, 2022
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby
40% • 12 months

Lazaer, Daisy August 1, 2022
Financial Analyst • School Business Advisory Services • School Business Advisory Services
100% • 12 months

Montero, Lupe August 1, 2022
Clerical Assistant • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months

Noronha, Patricia August 1, 2022
Administrative Support Supervisor • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Santos, Jessica August 1, 2022
Liaison/Clerk, Child Development and Child Care Food Program • Early Care and Education • Hope Center
100% • 12 months

Steelman, Marcella August 1, 2022
Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services
100% • 12 months

Decreased Time (Voluntary)

Klammer, Kathleen September 1, 2022
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby
25% • 12 months
From .40

Decreased Time in lieu of layoff

Castaneda, Gloria August 10, 2022
Child Care Assistant • Early Care and Education • Los Alamos State Preschool
50% • 10 months
From .625

Increased Time (Voluntary)

Acheoual, Nancy August 9, 2022
Paraeducator • Special Education • Robert Bruce Preschool
70% • 10 months
From .675

Zarate Uribe, Odaliss August 9, 2022
Paraeducator • Special Education • Allan Hancock Preschool
70% • 10 months
From .625

Other

Hauber, Vanetta July 1, 2022
Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Santa Maria
75% • 10 months
Title Change from Paraprofessional, Behavioral Intervention

Out of Classification/Return

Barajas-Rodriguez, Carolina August 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
Return to Child Care Services Technician

Probation to Permanent

Adam, Allison August 1, 2022
Communications Specialist • Communications • Communications
100% • 12 months

Barajas-Rodriguez, Carolina August 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Cadena Jr., Juan August 1, 2022
Senior Software Engineer • Information Technology Services • Information Technology Services
100% • 12 months

Hart, Alexander August 1, 2022
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months

Lauridsen, Taylor August 1, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Promotion

Barajas-Rodriguez, Carolina August 2, 2022
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Grimaldo, Monica August 1, 2022
Alternative Payment Program Supervisor • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Leonard, Julie August 9, 2022
Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Lompoc
75% • 10 months

Sherchan, Arlene August 29, 2022
Administrative Assistant, Superintendent's Office (Confidential) - Exempt • Superintendent • Cathedral Oaks
100% • 12 months
From Clerical Assistant

Reassignment

Snow, Crystal

August 9, 2022

Educational Interpreter, American Sign Language, Certified • Special Education • Tommie Kunst Jr. High DHOH
81.25% • 10 months
From Ernest Righetti High School DHOH

Transfer

Moody, Catherine

August 19, 2022

Paraeducator • Special Education • Montecito Union School
81.25% • 10 months
From Cold Spring School

Moreno Covarrubias, Blanca

August 19, 2022

Paraeducator • Special Education • Montecito Union School
81.25% • 10 months
From Cold Spring

Munar, Desiree

August 9, 2022

Paraeducator • Special Education • Battles State Preschool
67.5% • 10 months
From Allan Hancock Preschool

Perez, Alexis

August 11, 2022

Paraeducator • Special Education • Young Learners State Preschool, SPED
84.37% • 10 months
From Arthur Hapgood Preschool

Perez, Silvia

August 11, 2022

Paraeducator • Special Education • Young Learners State Preschool, SPED
87.5% • 10 months
From Arthur Hapgood Preschool

Separation

Resignation

De La Mora, Dianna

July 11, 2022

Paraeducator • Special Education • Cabrillo High School
59.375% • 10 months

Morro, Homer August 31, 2022
Certificated Human Resources Specialist • Human Resources • Human Resources Staff
100% • 12 months

Orozco-Lopez, Maribel August 12, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Pacheco, Maria June 8, 2022
Paraeducator • Special Education • Regency Preschool
70% • 10 months

Retirement

Demchak, Stephanie August 12, 2022
Braille Transcriber • Special Education • Vision Services
100% • 10 months

Graves, Melody October 31, 2022
Student Information Specialist • Special Education • Special Education Support Staff, Santa Barbara
100% • 12 months

Kuhl, Kathryn June 8, 2022
Educational Interpreter, American Sign Language, Certified • Special Education • Orcutt Jr. High DHOH
75% • 10 months



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Seeks candidates for the position of
Maintenance and Operations Supervisor

Full-Time, 100%, 40 hrs/wk • 12 months/year Bring your strong supervisory and building maintenance skills to lead our dedicated Maintenance/Operations team.

Operations South
 Santa Barbara

Salary: \$5964 - \$7579 per month (hiring range) Current top step: \$8371/mo.

Apply By: 8/31/2022

Apply Online: www.sbceo.org

Phone: 805-964-4710 x5212 or x5225

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.

The position: 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



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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

Knowledge: 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.

Abilities: 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.

Education and experience:

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.

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



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and will be ranked according to combined final scores weighted as determined by the Director, Human Resources. If you have a disability that may require an accommodation during any of these selection procedures, you must notify Classified Human Resources by the deadline date specified in this announcement.

Examination dates: This examination has not yet been scheduled.

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.



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Seeks candidates for the position of
Vocational Assistant

Part-Time: 75% 30 hours/week • 11 months/year 30 hrs/wk
Vocational Services
North County

Salary: \$18.39 - \$25.82 per hour

Apply By: Open Until Filled

Apply Online: www.sbceo.org

Phone: 805-964-4710 x5212 or x5225

Ideal candidate: You are patient and caring professional who enjoys working and training students and young adults with disabilities at employment sites throughout the community. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, and families.

The position: Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participate in staff development trainings and implement vocational programs for students. Assists with students transition from school to work by reinforcing life skills and serving as a job coach at the work site.

Specific duties and responsibilities:

- Transports students to job sites and assists students in learning employment skills.
- Works with students to verify skill level and appropriate job match.
- Provides individual assistance for students by critiquing, advising, and training at the job site.
- Develop necessary accommodations for job site.
- Assists students in learning pre-employment skills such as grooming, hygiene, travel skills, transaction handling skills (money and common forms), and community awareness.
- Maintains up-to-date job lists consisting of employer information and job specifications including task analysis.



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- Maintains, updates, and distributes job related data to teachers, employers, supervisors and parents.
- Refers students to suitable employment and volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs.
- Assists in the development of job training-related activities.
- Enters student employment and other data onto student information systems.
- Assists students by processing work permits.

Compiles data for reports on referrals, job placement transactions, retention, and success rates.

- Assists with local labor market surveys that identify potential employment opportunities and rates of pay.
- Advocate/represent student at the worksite as well as other community locations and ensure equity for all students.
- Performs other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge:

- Requires a basic knowledge of employment procedures including those for reaching students with special needs and assuring equal employment opportunity.
- Requires basic knowledge of publicly funded job and training programs.
- Requires knowledge of the rules and regulations governing student employment.
- Requires a basic knowledge of the features of payroll and employee benefit plans.
- Requires demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data to computerized student files using established data entry screens.
- Requires sufficient math skills to compute sums, averages, products, and quotients.
- Requires sufficient human relation skills to convey private information, to give instructions and conduct interviews, and to facilitate discussions.
- Requires language, grammar, and writing skill to prepare documentation of work activities.

Abilities:

- Requires the ability to carry out all aspects of the position.
- Requires the ability to interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement.
- Requires the ability to achieve harmony and cooperation in communications with others.
- Requires the ability to prepare professional correspondence for routine communications.
- Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Requires the ability to maintain up-to-date files and ensure security of private information.



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Education and experience:

Licenses and certificates: Requires a valid California Class C Driver's License and insurance coverage as required by law.

Enrollment in the California Department of Motor Vehicles Government Pull Notice Program as a condition of employment in this classification.

Working conditions: Work is performed indoors and in employment locations where minimal safety consideration exist.

RECRUITMENT INFORMATION

Examination: The recruitment will be Open Continuous, resulting in internal and external candidates being ranked according to final combined scores as a whole group. 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 combined final scores weighted as determined by the Director, Human Resources. If you have a disability that may require an accommodation during any of these selection procedures, you must notify Classified Human Resources by the deadline date specified in this announcement.

Examination dates: This examination has not yet been scheduled.

Eligibility list: These positions are open to promotional applicants and the general public who meet minimum qualifications. Appointments shall be made from the top three ranks on the eligibility list.



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Seeks candidates for the position of
Certificated Human Resources Specialist

Full-Time, 12 mo/yr, 40 hrs/wk • 12 months/year
Human Resources Staff
Santa Barbara

Salary: \$4879 - \$6843 per month

Apply By: 9-2-2022

Apply Online: www.sbceo.org

Phone: 805-964-4710 x5212 or x5225

Ideal candidate: You work efficiently, with strong attention to detail. You are a problem-solver with a “can-do” attitude, and have the ability to work collaboratively on teams and consult effectively and independently with all levels of employees. You understand the sensitive nature of your work and it shows in your care when providing great service to others. You communicate with a high level of respect, patience, and understanding. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

The position: Coordinate the recruitment and employment functions for certificated employees. Maintain consistent and respectful communication with department managers and staff to ensure timely and current records for all certificated employees. Implement modern and creative recruitment strategies including but not limited to job fairs, social media, varied advertisements, developing systems to increase certificated job pools and developing networks. Research, seek, and assist in writing grants to support employees, career ladders, and the field of employment in education. Assist in the development of employee supports to enhance recruitment and retention. Interpret and apply human resources policies and rules consistent with law. Assist in the preparation of information necessary for collective bargaining.

Specific duties and responsibilities: Manage the recruitment and employment of certificated personnel. Conduct certificated employee reference checks to assist departments in the hiring process. Establish salary placement and verify experience of newly hired certificated employees. Determine annual salary schedule



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adjustments and prepare contracts for certificated employees. Collaborate with managers in the development and updates of certificated job descriptions. Coordinate and monitor physicals and other certificated employee requirements. Process and orient new certificated hires including the completion of required forms, obtaining required documents, and participating in employee orientation. Monitor certificated employee evaluations and send reminders and information to supervisors as necessary to ensure timely processing. Administer leave for the certificated employees and determine employee eligibility and entitlements for various leaves such as sick leave, catastrophic leave, leave without pay, and leave under the Family Medical Leave Act and California Family Rights Act. Coordinate the day-to-day certificated human resources functions of the department. Assist in the development and maintenance of department procedures and procedure manuals. Assist in the maintenance of the human resources information systems and application system to ensure the integrity, utility and availability of data and functionality. Compose and distribute certificated personnel job bulletins and advertisement of vacancies. Participate in planning of countywide educator fairs, attend external job fairs, and conduct offsite recruitment as necessary. Independently research and creatively implement modern and effective recruitment strategies. Develop nationwide network of professionals to foster recruitment of certificated employees. Monitor and troubleshoot certificated staff shortages. Develop professional growth systems that foster recruitment and retention. Respond to inquiries and provide technical information regarding human resources policies, procedures, salary, transfers, and job openings. Maintain a wide variety of specialized personnel records and files related to recruitment, credentials, references, coursework, requirements, salary, and other data. Coordinate and administer employee recognition for all SBCEO employees. Prepare and process documents and information related to collective bargaining activities including employee relations and negotiations while maintaining confidentiality. Review, interpret, apply, and explain legal mandates, policies, regulations and guidelines pertaining to certificated personnel. Develop, maintain, and disseminate detailed and updated lists of certificated employees. Design, oversee and maintain division website information. Compile and prepare various complex statistical and financial documents, reports, and surveys. Monitor, interpret, and enter data to submit state and county-level reports as assigned. Coordinate and prepare materials for presentation to the County Board of Education or other entities with whom the manager communicates. Screen mail and handle routine items requiring action, prioritizing items for manager action. Process administrative details not requiring the immediate attention of the manager. Prepare and distribute meeting notices and agendas, attend meetings to participate and record proceedings and prepare and distribute comprehensive minutes of meetings. Assist with planning and coordinating training events including training schedules, attendance, and resolving issues. Coordinate and monitor ordering, inventory and distribution of office supplies and forms. Prepare and maintain calendar of activities, meetings, and events including scheduling appointments, conferences and meetings. Arrange travel accommodations and process travel claims. Compose and independently prepare and distribute correspondence, memoranda, reports and other documents, including that of a confidential nature. Assist in the preparation and monitoring of designated budgets. Process purchase orders and encumbrances as assigned. Perform other essential job-related duties as assigned.



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REQUIREMENTS

Knowledge: Learn County Education Office organization, operations, policies, rules and objectives. Coordinate the establishment and maintenance of automated record-keeping systems and databases for certificated human resources. Independently interpret and apply relevant laws, regulations, and policies using sound judgment. Analyze problems and develop creative solutions. Plan and organize work in an efficient and highly detailed manner. Gather information and compose varied correspondence, reports and other documents. Perform statistical calculations with speed and accuracy. Analyze and interpret credential requirements and university transcripts. Communicate effectively both verbally and in writing with a high level of professionalism. Establish and maintain effective and professional working relationships with others.

Abilities: Principles, practices, and regulations pertaining to school employee human resources management, including credential requirements for certificated personnel. Basic principles of office organization and management. Modern office practices, procedures and equipment. Advanced software and applications including Microsoft Office (advanced Excel), Google Docs, Google Forms, Google Survey, and FileMaker Pro. Database management and cross-database auditing. Statistical and financial record keeping. Advanced oral and written communication skills. Organization skills including advanced attention to detail. Advanced interpersonal skills using tact, respect, patience and courtesy with a variety of contacts.

Education and experience: Education: preferably two years of higher education coursework in public or business administration, human resources, or a field related to education or any combination of human resources experience and higher education in a related field; human resources certification preferred

Experience: five years of responsible human resources experience and/or senior-level office management preferably in an educational institution, or higher education in a related field in lieu of experience

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

Working conditions: Work is performed indoors with minimal exposure to health and safety hazards. Requires travel and participation at events in a variety of school districts and the community.

RECRUITMENT INFORMATION



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

Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	24597	02-08-2023
2	24504	02-08-2023

Number of applicants: 13

Number of applicants passed screening: 6

Number of performance/written exam attendees: 6

Number of oral exam attendees: N/A

08-20-2022



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: Child Care Services Technician, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	24513	02-11-2023
2	24700	02-11-2023
3	24598	02-11-2023
3	24739	02-11-2023
4	24520	02-11-2023
5	24611	02-11-2023
6	24635	02-11-2023

Number of applicants: 13

Number of applicants passed screening: 11

Number of performance/written exam attendees: 9

Number of oral exam attendees: N/A

08-11-2022



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Open Continuous Certification Eligibility List

Job Class: Paraeducator, Part-Time

Rank	Application Number	Date Eligibility Expires
1	24338	01-25-2023



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Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	24568	01-29-2023

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4443 Special Examination Provisions

4443.1 Veterans' Preference

- A. In the case of entry level examination, Veterans shall have five percentage points added to their final passing score on any open examination and disabled Veterans shall have ten percentage points added to their final passing score on any open examination, as prescribed by Education Code Section 45296.

- B. A Veteran is a person who has served at least 30 days of active service in the United States Army, Navy, Marines, Air Force, or Merchant Marines, or as a nurse on active duty with the Red Cross between the dates listed below:

World War II - December 7, 1941 to December 31, 1946
Coast Guard Service – December 7, 1941 to January 1, 1946
Korea – June 27, 1950 to January 31, 1955
Vietnam – August 4, 1964 to May 7, 1975
The Gulf War – As approved by United States Code

- C. Veteran as used in this section means any person which has served in the United State Armed Forces in time of war or national emergency declared by the President of the United States of America and who has been discharged or released under conditions other than dishonorable, proof of which shall be submitted to the Human Resources Office at the time of application.

- D. A disabled Veteran is any Veteran who is currently declared by the United States Veterans Administration to be ten percent or more disabled as a result of service in the Armed Forces. Proof of disability shall be deemed conclusive if it is of record in the United States Veterans Administration.

Reference:

Education Code Sections 45294-45296; United States Code, Title 38

Approved: October 20, 1975
Revised March 24, 1983
November 17, 1992
Pending Approval: October 23, 2014

AGENDA ITEM 13 - proposed revision, changes tracked

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4443 Special Examination Provisions

4443.1 Veterans' Preference

~~A.~~ In the case of ~~entry level~~~~entrance~~ examinations, ~~Veterans-veterans~~ shall have five ~~percentage~~ points added to their final passing score on any open examination and disabled ~~Veterans-veterans~~ shall have ten ~~percentage~~ points added to their final passing score on any open examination, ~~as prescribed by Education Code Section 45296.~~

~~A.B.~~ "Entrance examination" as used in this section means any open competitive examination by which a veteran enters the classified service. Classified employees who have attained permanency are not eligible for veterans' preference points.

~~B.~~ A Veteran is a person who has served at least 30 days of active service in the United States Army, Navy, Marines, Air Force, or Merchant Marines, or as a nurse on active duty with the Red Cross between the dates listed below:

~~World War II—December 7, 1941 to December 31, 1946
Coast Guard Service—December 7, 1941 to January 1, 1946
Korea—June 27, 1950 to January 31, 1955
Vietnam—August 4, 1964 to May 7, 1975
The Gulf War—As approved by United States Code~~

~~C.~~ "Veteran" as used in this section means any person ~~which-who~~ has served in the United States ~~Armed-armed Forces-forces~~ in time of war or national emergency declared by the President of the United States of America and who has been discharged or released under conditions other than dishonorable, proof of which shall be submitted to ~~the~~ Human Resources ~~Office~~ at the time of application.

~~D.~~ A disabled ~~Veteran-veteran~~ is any ~~Veteran-veteran~~ who is currently declared by the United States Veterans Administration to be ten percent or more disabled as a result of service in the ~~Armed-armed Forces-forces~~. Proof of disability shall be deemed conclusive if it is of record in the United States Veterans Administration.

~~D.E.~~ In order to have the additional points added to their passing score, the applicant shall submit proof of qualifying military service, discharge conditions, and (if applicable) disability status to Human Resources at the time of application.

Reference:

~~Education Code Sections 45294-45296; United States Code, Title 38~~

Approved: October 20, 1975
Revised March 24, 1983
November 17, 1992
Pending Approval: October 23, 2014
September 15, 2022 (pending approval)

AGENDA ITEM 13 - proposed revision (changes saved)

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4443 Special Examination Provisions

4443.1 Veterans' Preference

- A. In the case of entrance examinations, veterans shall have five points added to their final passing score on any open examination and disabled veterans shall have ten points added to their final passing score on any open examination.
- B. "Entrance examination" as used in this section means any open competitive examination by which a veteran enters the classified service. Classified employees who have attained permanency are not eligible for veterans' preference points.
- C. "Veteran" as used in this section means any person who has served in the United States armed forces in time of war or national emergency declared by the President of the United States of America and who has been discharged or released under conditions other than dishonorable, proof of which shall be submitted to Human Resources at the time of application.
- D. A disabled veteran is any veteran who is currently declared by the United States Veterans Administration to be ten percent or more disabled as a result of service in the armed forces. Proof of disability shall be deemed conclusive if it is of record in the United States Veterans Administration.
- E. In order to have the additional points added to their passing score, the applicant shall submit proof of qualifying military service, discharge conditions, and (if applicable) disability status to Human Resources at the time of application.

Reference:

Education Code Sections 45294-45296

Approved:	October 20, 1975
Revised	March 24, 1983
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Susan C. Salcido, Superintendent of Schools

Personnel Commission Resolution No. 2023-2

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 **August 25, 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