



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
October 27, 2022 – 12:30 p.m.

AGENDA

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

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

SPECIAL NOTE

Assembly Bill 361 allows local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act. In addition, Santa Barbara County Public Health officials have declared teleconferencing for public meetings “an effective and recommended social distancing measure.” Therefore, the October 27, 2022 Personnel Commission meeting will be conducted by videoconference.

To Connect to the Meeting Online

Link:

<https://us06web.zoom.us/j/88935369678?pwd=c2NVSmtMUXkrRks1cUNZeXN3eThHdz09>

Meeting ID: 889 3536 9678

Passcode: 3MagVb

To Dial In to the Meeting by Phone

Telephone Number: (253) 215-8782

Meeting ID: 889 3536 9678

Passcode: 058593

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**
- 7. Approval of Minutes**
 - a. Minutes of Regular Meeting Held September 15, 2022**
(Attachment)

MOVED: SECONDED: VOTE:
 - b. Minutes of Special Meeting Held October 13, 2022**
(Attachment)

MOVED: SECONDED: VOTE:
- 8. Communications — None**
- 9. Informational Items**
 - a. Media Releases/Editorials — None**
 - b. Legislative Updates**
Available for review from the Director, Human Resources.

REGULAR BUSINESS

- 10. Informational Items**
 - a. List of New Positions**
(Attachment)
 - b. Classified Personnel Report dated November 3, 2022**
(Attachment)

c. Position Announcements
(Attachments)

- i. Administrative Assistant (Dual – South)
- ii. Administrator, School Business Advisory Services (Dual – South)
- iii. Assistant Superintendent, Administrative Services (Senior Management – South/North)
- iv. Child Development Technician (Promotional – South)
- v. Clerical Assistant (Dual – South)
- vi. Computer/Network Technician, Information Technology Services (Dual – South)
- vii. Director, Facilities (Dual – South)
- viii. Payroll Technician (Promotional – South)
- ix. Program Associate (Dual – South, PT)
- x. Program Associate (Dual – North)
- xi. School District Financial Advisor (Dual – South)

11. Action Items**a. Ratification of Eligibility Lists
(Attachments)**

- i. School Occupational Therapist (Dual – South)
- ii. Child Care Assistant (Open Continuous – North (Lompoc))
- iii. Certificated Human Resources Specialist (Dual – South)
- iv. Paraeducator (Open Continuous – North)
- v. Maintenance and Operations Supervisor (Dual – South)
- vi. Paraeducator (Open Continuous – North)
- vii. Paraeducator (Open Continuous – North)
- viii. Paraeducator (Open Continuous – South)

MOVED:

SECONDED:

VOTE:

b. Classification of Positions

The Director, Human Resources recommends an adjustment to the salary for the classification of Director, Children’s Creative Project, from management salary range 21 to management salary range 25, with an effective date of 11/1/2022. The recommendation is based primarily on a review of internal salary data and has the support of the Assistant Superintendent, Educational Services and the County Superintendent of Schools.

MOVED:

SECONDED:

VOTE:

c. Job Descriptions — None**UNFINISHED BUSINESS — None**

NEW BUSINESS**12. Personnel Commission Budget**
(Attachment)

The Director, Human Resources will present a statement of expenditures for the first quarter of the 2022-23 fiscal year, from July 1, 2022 through September 30, 2022. This is an information item.

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

Pursuant to AB 361, the Personnel Commission may adopt PC Resolution 2023-5 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED:

SECONDED:

VOTE:

REPORTS**14. PERSONNEL COMMISSIONER REPORTS****15. DIRECTOR, HUMAN RESOURCES REPORT****16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT****CLOSED SESSION** — None scheduled**ADJOURNMENT**

The next regular meeting will be held on Thursday, November 17, 2022, at 12:30 p.m. The meeting may be held via videoconference, pursuant to Assembly Bill 361. If conducted in person, the meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.