



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

September 15, 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 12:32 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 Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tom Heiduk, Manager, Credentials Services

Tracie Cordero, Classified Human Resources Specialist

6. Public Comment — None**7. Approval of Minutes****a. Minutes of Regular Meeting Held August 25, 2022**
(Attachment)

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

b. Minutes of Special Meeting Held August 31, 2022
(Attachment)

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

8. Communications — None**9. Informational Items****a. Media Releases/Columns — None****b. Legislative Update**

The Director, Human Resources reported that Governor Newsom was expected to sign AB 152, extending Supplemental Paid Sick Leave (which employees could use for time taken off work for a variety of COVID-related reasons) from the original sunset date of September 30 through December 31, 2022.

She also reported that the Governor had signed SB 1100, which authorizes the presiding member or designee of a legislative body conducting a meeting to remove an individual for disruption of the meeting, effective January 1, 2023. The bill defines “disrupting” as engaging in behavior that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of a meeting. She noted that the Personnel Commission is covered by this legislation because it meets the definition of a “legislative body” under the Brown Act, but the likely need ever to take such an action seemed low.

On the regulatory side, the Director reported that CDPH is lifting the requirement for weekly COVID testing of unvaccinated individuals in high-risk workplaces and schools, effective September 17. She noted that SBCEO will continue to offer weekly testing in Santa Barbara and Santa Maria for the convenience of those employees who wish to test, but the testing will now be optional for all employees.

REGULAR BUSINESS

10. Informational Items

- a. List of New Positions — None**
- b. Classified Personnel Report dated October 6, 2022**
- c. Position Announcements**

11. Action Items

a. Ratification of Eligibility Lists

- i. Vocational Assistant (Open Continuous – North)
- ii. School Occupational Therapist (Open Continuous – South)
- iii. Classified Human Resources Analyst (Dual – South)
- iv. Communications Specialist (Dual – South)
- v. Paraeducator (Open Continuous – North)
- vi. Paraeducator (Open Continuous – South)
- vii. Paraeducator (Open Continuous – North)
- viii. Paraeducator (Open Continuous – North)

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Organization of the Personnel Commission

There was a motion to reappoint Commissioner Jaramillo to the seat appointed by the appointee of the governing board and the appointee of the classified employees for a new term starting starting December 1, 2022.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 2-0, with Commissioner Jaramillo abstaining

13. Revision of Merit System Rule – Presented for Second Reading

4443.1 Veterans' preference

The rule was presented for second reading with revisions made after first reading.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

NEW BUSINESS**14. Public Hearing — time certain 1:00 p.m.**

A public hearing was called to order at 1:09 and conducted in accordance with State Board of Education requirements for consideration of SBCEO's waiver request for Educational Interpreter, American Sign Language. The public hearing was closed at 1:13.

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

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2023-3 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

Because the next regular PC meeting is scheduled more than 30 days out, it was also agreed to hold a special meeting on Thursday, October 13, at 11:30 a.m.

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 she had attended the Classified School Employees of the Year ceremony at the Board meeting on September 1.

17. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that the full-day webinar she took on onboarding for success was excellent, and she came away with many ideas for enhancing SBCEO's onboarding process, which she looks forward to implementing.

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Commissioner Ostini reported that there had been a unanimous decision from the chapter to endorse a new term for Commissioner Jaramillo.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:40 p.m. The next regularly scheduled meeting will be held on October 27, 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
PERSONNEL COMMISSION**

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

SPECIAL MEETING

October 13, 2022 – 11:30 a.m.

LOCATION

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, this special meeting on October 13, 2022 of the Personnel Commission was conducted by videoconference.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 11:31 a.m.

2. Roll Call

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

3. Pledge of Allegiance

Carmen Jaramillo 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

HR staff present:

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Melissa Rodriguez, Classified Human Resources Analyst

6. Public Comment — None

7. Job Descriptions

a. Administrator, School Business Advisory Services

The Director, Human Resources recommended an update to the job description for Administrator, School Business Advisory Services. This recommendation had the support of the County Superintendent of Schools and the Assistant Superintendent, Administrative Services.

Approved as amended.

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

b. Assistant Superintendent, Administrative Services

The Director, Human Resources recommended an update to the job description for Assistant Superintendent, Administrative Services. This recommendation had the support of the County Superintendent of Schools. The Director clarified that this position currently remains one of the positions designated as senior management, pursuant to Education Code 45100.5(a).

Approved as amended.

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

8. Adoption of Resolution

In accordance with AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2023-4 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

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:57 a.m. The next regularly scheduled meeting will be held on Thursday, October 27, 2022 at 12:30 p.m., likely by videoconference, pursuant to Assembly Bill 361.



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

Sept 15, 2022 through Oct 21, 2022

Position #	Position Information
2515	Administrative Assistant • Special Education Support Staff, Santa Barbara • South County 40.00 hours per week • 12.00 months
2516	Program Associate • Children’s Creative Project • South County 30.00 hours per week • 12.00 months
2517	Director, Facilities • Operations Administration • South County 40.00 hours per week • 12.00 months
2518	Child Development Technician • Early Care and Education - Hope Center • South County 40.00 hours per week • 12.00 months
2520	Program Associate • Health Linkages - Lompoc • Lompoc 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

November 3, 2022

Appointments

Limited Term/Substitute

Acquafresca, Whitney September 26, 2022
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Aguirre, Julian October 18, 2022
 Student Worker • Partners In Education • Hope
 • Hourly as needed

Baez, Melissa September 19, 2022
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Demchak, Stephanie October 17, 2022
 Braille Transcriber • Special Education • North County
 • months

Gonzalez, Adelina September 13, 2022
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Gutierrez, Jasmin October 4, 2022
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Holt, Max October 18, 2022
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Hoyos, Silkia September 20, 2022
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Hughes, Morgan September 20, 2022
Paraeducator • Special Education • Various Sites
• Hourly as needed

Lee, Hannah October 3, 2022
Student Worker • Partners In Education • Hope
• Hourly as needed

Machado, Michelle September 30, 2022
Paraeducator • Special Education • Various Sites
• Hourly as needed

Sharma, Anuradha September 27, 2022
Student Worker • Partners In Education • Various Sites
• Hourly as needed

Velarde, Priscilla September 21, 2022
Child Care Assistant • Early Care and Education • Various Sites
• Hourly as needed

Probationary

Beltran de Alvarez, Cecilia October 19, 2022
Vocational Assistant • Special Education • Vocational Services
75% • 10 months

Clark, Dionysius September 13, 2022
Paraeducator • Special Education • Arthur Hapgood Preschool
67.5% • 10 months

Cortez, Heidi September 19, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Gonzalez, Adelina September 23, 2022
Paraeducator • Special Education • Zaca Preschool
43.75% • 10 months

Hoyos, Silkia September 27, 2022
Paraeducator • Special Education • Taylor Preschool
70% • 10 months

Lopez-DelaCruz, Guadalupe September 29, 2022
Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Lynch, Ryan October 10, 2022
School Occupational Therapist • Special Education • School Occupational Therapy Services
100% • 10 months

Patrick, Delaney October 11, 2022
Communications Specialist • Communications • Communications
100% • 12 months

Rivera, Fabiola September 19, 2022
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Rodriguez, Melissa September 28, 2022
Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff
100% • 12 months

Santos, Martha September 23, 2022
Paraeducator • Special Education • Central Avenue Preschool
70% • 10 months

Velarde, Priscilla October 3, 2022
Child Care Assistant • Early Care and Education • Learning Place State Preschool
75% • 10 months

Changes

Anniversary Increase

Acheoual, Nancy October 1, 2022
Paraeducator • Special Education • Robert Bruce Preschool
70% • 10 months

Aguirre, Ancelmo October 1, 2022
Paraeducator • Special Education • Cabrillo High School
90.825% • 10 months

Caffery, Lisa	October 1, 2022
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby 21% • 12 months	
Cahill, Joan	October 1, 2022
Paraeducator • Special Education • Cabrillo High School 81.25% • 10 months	
Carrillo, Heracio	October 1, 2022
Custodian • Internal Services • Operations North 62.5% • 12 months	
Castaneda, Gloria	October 1, 2022
Child Care Assistant • Early Care and Education • Los Alamos State Preschool 50% • 10 months	
Cronin, Diana	October 1, 2022
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County 100% • 12 months	
Dillon, Ana	October 1, 2022
Accounting Technician, Senior • Internal Services • Accounting 100% • 12 months	
Gonzalez, Bertha	October 1, 2022
Paraeducator • Special Education • Infant Services, Santa Maria 50% • 12 months	
Hunter, Staci	October 1, 2022
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll 100% • 12 months	
Lawton, Rachel	October 1, 2022
Administrative Assistant • Educational Technology Services • Educational Technology Services 100% • 12 months	
Lee, Melissa	October 1, 2022
Accounting Supervisor • Internal Services • Accounting 100% • 12 months	

Lemos, Frank October 1, 2022
 Delivery Specialist II • Internal Services • Operations South
 100% • 12 months

Lopez, Olga October 1, 2022
 Student Information Specialist • Special Education • Special Education Support Staff North
 100% • 12 months

Perkins, Denise October 1, 2022
 Licensed Vocational Nurse • Special Education • Licensed Vocational Nurse South
 87.5% • 10 months

Robles, Violeta October 1, 2022
 Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
 100% • 12 months

Sanchez-Corona, Nancy October 1, 2022
 Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
 100% • 12 months

Valentin Contreras, Jose October 1, 2022
 Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
 87.5% • 10 months

Walker, Kristen October 1, 2022
 Digital Media Resources Developer • Educational Technology Services • Educational Technology Services
 72.5% • 12 months

Walsh, Heather October 1, 2022
 Computer/Network Technician II • Special Education • Special Education Support Staff, Valley
 100% • 12 months

Weger, Richard October 1, 2022
 Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
 100% • 12 months

Differential - Add

King, Barbara September 13, 2022
Paraeducator • Special Education • Arellanes Junior High School
87.5% • 10 months
Specialized Health Care

Muniz, Alicia October 13, 2022
Paraeducator • Special Education • Cuyama Elementary School
81.25% • 10 months
Specialized Health Care

Nuno, Ellen October 13, 2022
Paraeducator • Special Education • Cuyama High School
81.25% • 10 months
Specialized Health Care

Robles, Esther August 23, 2022
Paraeducator • Special Education • Arellanes Junior High School
87.5% • 10 months
Specialized Health Care

Santos, Martha October 13, 2022
Paraeducator • Special Education • Central Avenue Preschool
70% • 10 months
Specialized Health Care

Differential - Remove

Bravo, Christina October 13, 2022
Paraeducator • Special Education • Los Padres Head Start
35% • 10 months
Specialized Health Care

Hidalgo, Monique October 13, 2022
Paraeducator • Special Education • Los Padres Head Start
32.5% • 10 months
Specialized Health Care

Increased Time (Voluntary)

Coracero, Antonio September 9, 2022
Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K
75% • 10 months
From .30

Desales, Alexis October 17, 2022
Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration
100% • 12 months
From .50

Hidalgo, Monique

September 13, 2022

Paraeducator • Special Education • Chapel Head Start
32.5% • 10 months
Added Position #1768

Perkins, Denise

September 20, 2022

Licensed Vocational Nurse • Special Education • Licensed Vocational Nurse South
87.5% • 10 months
From .8125

Probation to Permanent

Garcia , Carlos

October 1, 2022

Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE
75% • 10 months

Hart, Jordan

October 1, 2022

Educational Interpreter, American Sign Language, Waiver • Special Education • Righetti High School DHOH
54.175% • 10 months

Takeuchi, Sheila

October 1, 2022

Training and Development Assistant • Teacher Induction Program • Teacher Induction Program
100% • 12 months

Valdovinos, Jennifer

October 1, 2022

Office Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
50% • 12 months

Professional Growth

Cadena Jr., Juan

September 1, 2022

Senior Software Engineer • Information Technology Services • Cathedral Oaks
100% • 12 months
Professional Growth x 2

Goksu, Sibel

September 14, 2022

Educational Data Analyst • Curriculum and Instruction • Cathedral Oaks
100% • 12 months
Professional Growth x 3 for a total of 10

Remick, Cory

October 1, 2022

Senior Software Engineer • Information Technology Services • Information Technology Services
100% • 12 months
Professional Growth x 10

Promotion

Kerrutt-Dent, Erin
October 17, 2022
Certificated Human Resources Specialist • Human Resources • Human Resources Staff
100% • 12 months

Separation

Resignation

Gallardo, Jose
November 2, 2022
Paraeducator • Special Education • Arellanes Junior High School
87.5% • 10 months

Hart, Alexander
October 21, 2022
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months

Moody, Catherine
September 30, 2022
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

Segura-Casillas, Fatima
September 30, 2022
Program Associate • Transitional Youth Services • Transitional Youth
100% • 12 months

Torres, Evelyn
September 22, 2022
Integrated Worker • Special Education • Integrated Special Education North
37.5% • 12 months

Retirement

Cora, Denice
December 30, 2022
Administrator, School Business Advisory Services • School Business Advisory Services • Cathedral Oaks
100% • 12 months

Ridgeway, William
December 30, 2022
Assistant Superintendent, Administrative Services • Administrative Services • Cathedral Oaks
100% • 12 months



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Administrative Assistant**

Full-Time, 100%, 40 hours/week • 12 months/year

In addition to the duties outlined in the job description, the position will include assisting with the installation and maintenance of computer software and hardware; technology onboarding and support for staff and students; and record keeping related to a variety of online accounts and databases. The ability to lift and carry computers up to 25 pounds is

required. Travel throughout Santa Barbara County is required

Special Education Support Staff, Santa Barbara

Salary: \$4174 - \$5854 per month

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

Apply by: 10-11-2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

The position: Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

Specific duties and responsibilities: Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department, serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment, receive and interview callers and visitors, provide information where independent judgement, knowledge and interpretations are utilized, research and compile background material such as statistical and financial data and supporting information, compile and prepare comprehensive reports, records, surveys and other documents, coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates, compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature, screen mail and handle routine items requiring action, prioritizing items for manager action, route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager, assist in budget planning and expenditure control process, prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of

meetings, establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects, maintain confidential information and records, may assist with ordering, inventory and distribution of office supplies and forms for the assigned program, prepare purchase orders and process invoices, may assist with setting up and processing of numerous contracts for contractors, prepare and maintain calendar of activities, meetings, and events, schedule appointments, conferences and meetings, arrange travel accommodations and process travel claims, may assist with updating and maintaining web pages or information for web pages, assist with online registration for numerous department workshops and events, assist with event coordination and setup and provide administrative support as needed, operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office, may direct, train and provide input for the evaluation of clerical support staff, perform other job related duties as assigned.

REQUIREMENTS

Knowledge: Modern office practices, procedures and equipment, basic administrative procedures, personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department, telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor, statistical and financial record-keeping, correct English usage, grammar, spelling, punctuation and vocabulary, oral and written communication skills, principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment, interpersonal skills using tact, patience and courtesy.

Abilities: Quickly acquire knowledge of County Education Office organization, operations, policies and objectives, interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office, analyze situations accurately and adopt an effective course of action, understand and follow oral and written directions, communicate effectively both orally and in writing, demonstrate keyboarding/typing skills and speed as required by the assignment, establish and maintain efficient office procedures, record keeping, and filing systems, plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines, establish and maintain effective and collaborative positive working relationships, train and provide work direction to others, maintain records and prepare reports, work independently with little direction, work confidentially with discretion.

Education and experience: Graduation from high school supplemented by evidence of business or office courses or administrative support experience and four years of increasingly responsible office experience.

Licenses and certificates: Some positions within this classification may require possession of a valid California driver's license and the use of a dependable automobile.

Working conditions: Work is performed primarily indoors with minimal exposure to health and safety hazards.

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: 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.

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 **Administrator, School Business Advisory Services**

Full-Time, 40 hours/week • 12 months/year

Senior Management Position
School Business Advisory Services Administration
Santa Barbara

Salary: \$129,057 - \$153,408 per year

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

Apply by: 11-7-2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are an excellent and visionary leader with many years of experience in roles of responsibility and independence, preferably in the field of accounting, school finance, or business administration. You take pride in the services you provide school districts and others and inspire your department to strive for excellence. You have a track record of success in fiscal and budget management and are technically oriented, proficient at improving systems, and an innovator. You handle and manage multiple projects simultaneously to meet deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You work well with a variety of people who are at varying levels. You lead, encourage, and assess employees well, with an eye toward their development and success. You are an excellent communicator, both orally and in writing.

The position: Under the direction of the Assistant Superintendent, Administrative Services, plan, organize, coordinate and manage the School Business Advisory Services Department and provide guidance and direction to unit managers, coordinators, and supervisors. Assess district fiscal solvency and direct the review, approval and monitoring of school district budgets for all school districts in Santa Barbara County under the authority of the Santa Barbara County Education Office. Formulate policies for budget review; serve as a policy and administrative resource to county school districts regarding all aspects of school finance; ensure that all districts and community colleges receive proper advice regarding all aspects of their fiscal responsibilities; direct the payroll, claims, accounting, and reporting functions of the department; and coordinate the activities and meetings of the County Committee on School District Organization and respond to related district organization issues as they occur, including working with districts on unification issues. Perform special projects as assigned by the Assistant Superintendent.

Specific duties and responsibilities: • Plan, organize, direct, and control the workflow of the department to assure that county school districts receive a consistently high level of service in keeping with their needs and that financial services are provided and operate in a high quality and reliable manner.

- Provide overall direction and technical expertise, information and assistance to SBCEO management and school districts regarding assigned functions; advise the Superintendent, Assistant Superintendent, and others of unusual trends or areas of concern and advise as needed including recommendation for appropriate correction action.
- Provide districts with detailed analysis of pending legislation that has financial impact on school districts; interpret legislation and summarize impact.
- Provide advice to districts regarding legal requirements in the area of school business, school claims, and retirement.
- Monitor the financial condition of school districts, interpret and review district revenue and expenditure projections and probable cash flow impact and provide independent projections as necessary in order to assist districts in remaining solvent.
- Work collaboratively with the Administrator, Information Technology Services, department managers and software vendor to fulfill financial system contract requirements; develop specifications, identify solutions for software bugs; Identify routine departmental, organizational, and districtwide activities for automation, to streamline processes and improve efficiency – then proceed to define requirements, create detail specifications and provide oversight to the development of the associated automated tools and solutions.
- Maintain contact with other county offices, the California Department of Education, and school districts to remain current on issues regarding school finance and fiscal solvency.
- Provide liaison between the Santa Barbara County Education Office and County of Santa Barbara.
- Coordinate activities and meetings of the County Committee on School District Organization; respond to related district organization or unification issues.
- Attend workshops and meetings in the areas of school business, finance, and school district organization, and as necessary or requested, provide the staff of the Santa Barbara County Education Office with reports and interpretations of such meetings.
- Serve as a consultant in such matters as school finance, special education finance, and other categorical funding.
- Supervise the design and implementation of training programs and activities directed toward the development of skills and knowledge of school district business personnel.
- Prepare statistical data related to the fiscal operation of school districts; prepare a variety of reports, correspondence and memoranda; conduct studies and surveys as necessary.
- Select, train, supervise, and evaluate assigned personnel, providing sustained leadership and coordination for the staff of the department.
- Prepare and monitor the department's annual budget and related documents.
- Participate in developing division goals, objectives and planning; acquire specialized and varied knowledge as assigned by the Assistant Superintendent.
- Perform other essential job-related duties as assigned.

REQUIREMENTS

Knowledge: • Business and management principles and techniques.

- Principles and practices of governmental budgeting, accounting, and auditing, especially applicable to school finance.
- County, district, state, and federal rules, regulations, policies and laws affecting school district financial activities and school district organization.
- The California School Accounting Manual.
- Information Technologies and financial systems are desirable.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Modern office practices, procedures and equipment and devices, including computers , mobile devices, integrated computerized business systems, financial spreadsheets, presentation software, word processing programs, and other related business office software systems.

Abilities: • Interpret, apply, and explain laws, rules, and regulations as they apply to school

district financial operations.

- Develop and implement new or revised business, financial or data processing methods and procedures.
- Interpret complex financial and statistical reports, documents, and accounting records.
- Perform professional accounting work.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Train and supervise personnel.
- Work confidentially with discretion and political sensitivity.
- Communicate effectively both orally and in writing.
- Maintain leadership techniques, effective interpersonal relationships and good public relations.
- Assemble and analyze complex data, identify alternative solutions and make appropriate recommendations.
- Function under pressure.
- Motivate teamwork.
- Use sound independent judgment and diplomatic techniques.
- Express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.

Education and experience: Education: A bachelor's degree from an accredited college or university with a major in accounting, business administration, public administration, or related field with significant coursework in accounting. Preferred: Master's degree and/or CASBO Chief Business Official Certification or equivalent.

Experience: Five years of increasingly responsible professional experience in accounting, auditing, budget analysis, business management, supervising, including two years of experience at a management level, preferably in a school or governmental setting.

Licenses and certificates: Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office.

Working conditions: Typical office environment; subject to driving to a variety of locations to conduct work.

RECRUITMENT INFORMATION

Examination: The recruitment will be Senior Management, resulting in an unranked list of qualified candidates. 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: This examination has not yet been scheduled.

Eligibility list: This Senior Management position shall be filled from an unranked list of eligible persons who have demonstrated managerial ability and who have been found qualified for the position.

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 **Assistant Superintendent, Administrative Services**

Full-Time • 12 months/year

Senior Management - Cabinet-level position

Administrative Services Administration
May be based in Santa Barbara or Santa Maria

Salary: \$157,901 - \$183,050 per year

Apply by: 11-7-2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are an excellent and visionary leader with many years of experience, preferably in school/district leadership, the field of accounting, school finance, or business administration. You take pride in the services you and your division provide to school districts and County Education Office programs and departments, and you inspire others to strive for excellence. You have a track record of success in overseeing fiscal, budget, facilities, risk management, and informational technology matters. You are adept at improving systems, bringing people together for collaboration and decision-making. You effectively handle and manage multiple projects simultaneously. You have a high level of discretion and professionalism in handling sensitive situations, and you provide insightful counsel. You work well with your Cabinet colleagues and a variety of people who are at varying levels of school business knowledge and sophistication. You are an excellent communicator, both orally and in writing, and are effective at simplifying complex financial concepts.

The position: A senior management position reporting directly to the County Superintendent of Schools and responsible for the administration of the Administrative Services Division (School Business Advisory Services, Internal Services, North County Facility, and Information Technology Services). Convene meetings with local education agencies in support of their fiscal operations. Plan, organize, coordinate, and provide guidance and direction to assigned department heads, managers, and staff. Ensure that school districts and the County Education Office's programs receive proper advice regarding all aspects of their financial responsibilities, including fiscal integrity. Perform special projects as assigned by the County Superintendent and interpret policies, rules, and regulations as required. Assume responsibility for the continued operation of the County Education Office in the absence of the County Superintendent of Schools.

Specific duties and responsibilities: • Provide leadership, guidance, and supervision to

departments within the division to assure that school district and County Education Office programs receive a consistently high level of service and that the budgetary, financial accounting, facilities, risk management, information technology support, and management service functions operate in a high quality and reliable manner.

- Advise the County Superintendent on all fiscal matters, including proposed and enacted legislation and the effects of the legislation.
- Advise school district management and boards regarding decisions related to funding, legislation, business, maintenance and operations, transportation, food service, and political issues.
- Select, train and direct personnel as required; conduct regular performance reviews; confer with division staff and management personnel to identify and resolve problems, conflicts, and controversies.
- Ensure reports are prepared in a timely manner according to the goals and directives of the County Superintendent and State, Federal, and other laws and regulations.
- Meet with and/or facilitate committees, Boards, advisory groups and other meetings to recommend courses of action and uses of allocated resources and to communicate assigned program activities and plans.
- Serve as a member of the SBCEO negotiations team as assigned.
- Ensure the monitoring of the financial conditions of school districts and, as needed, provide consultative services to school district superintendents, business managers, and other district staff.
- Represent the County Education Office at a variety of meetings with other agencies, companies, or individuals as needed.
- Represent the County Education Office and districts at the SISC JPA Boards for property and liability and for health care as assigned.
- Participate in workshops, conferences, meetings, and seminars in school business and finance and provide reports and interpretation of such meetings to appropriate staff of the County Education Office.
- Maintain communication with other County Offices of Education, State Department of Education, school districts, and County Education Office programs with respect to current issues regarding school finance.
- Provide leadership in the preparation of statistical data related to the fiscal operation of school districts and the County Education Office by preparing reports, correspondence, and memorandums; initiate studies and surveys as necessary.
- Advise on the preparation and monitoring of the annual and interim department/program budgets and the completion of financial documents and reports.
- Perform other senior administrative duties as assigned by the County Superintendent.
- Perform other essential job-related duties as assigned.

REQUIREMENTS

- Knowledge:**
- Principles and practices of governmental budgeting and accounting.
 - Principles and practices of administration, fiscal management, training, and supervision.
 - Principles and practices of information technology management and school business services.
 - Organization, policies, practices and operations of the Santa Barbara County Education Office.
 - Applicable laws, regulations and policies affecting the Santa Barbara County Education Office.
 - Facilities modernization practices.
 - Legislative process and monitoring legislation as it affects the operations of the Santa Barbara County Education Office and school districts.
 - Budget preparation and control.
 - Reading, writing, and oral communication skills.
 - Problem-solving techniques.
 - Public relations techniques.
 - Modern office practices, procedures, and equipment including proficiency in a variety of business software programs.

Abilities: • Work effectively with other professionals in school business, facilities, legal, and information technology fields.

- Develop specifications for technical studies and communicate technical information effectively.
- Research complex problems, reach logical conclusions, and make high quality decisions and recommendations.
- Administer and effectively direct the work of others.
- Communicate effectively through speech and writing, including interactive and multimodal presentations.
- Interact with others using tact, patience, and courtesy including regarding topics of a politically sensitive nature.
- Meet schedules and timelines and set priorities to manage many tasks and projects at once.
- Establish and maintain effective working relationships with others.
- Plan and organize work, including that of others.
- Maintain records and prepare reports.
- Train and supervise others.
- Work confidentially and with discretion.
- Monitor the budget of the County Education Office.
- Prepare and administer appropriate department/program budgets.
- Serve as a planning consultant to the County Superintendent.
- Advocate for education funding and legislation at local, state, and federal levels.
- Represent the County Superintendent at meetings and other activities as requested.

Education and experience: Any combination of education and experience that would provide the required knowledge and abilities: a bachelor's degree from an accredited college or university with a major in accounting, finance, business administration, public administration or related field; responsible experience in business and information technology, including at least five years of experience at a management level with progressively increasing responsibility, preferably in a school or governmental setting. Preferred: Master's degree and/or CASBO Chief Business Official Certification or equivalent.

Licenses and certificates: Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office.

Working conditions: Typical office environment; subject to driving to a variety of locations to conduct work. Subject to weekend and evening work.

RECRUITMENT INFORMATION

Examination: The recruitment is for a senior management position, resulting in an unranked list of qualified candidates. The qualifying examination may consist of a qualifications appraisal, written, oral, or performance examination, or any combination thereof. Candidates must pass the qualifications appraisal to be considered for final interview. 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: This examination has not yet been scheduled.

Eligibility list: This Senior Management position shall be filled from an unranked list of eligible persons who have demonstrated managerial ability and who have been found qualified for the position.

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 Development Technician**

Full-Time • 12 months/year

Promotional Only - Lead worker in Alternative Payment Program
Early Care and Education - Hope Center
Santa Barbara

Salary: \$3999 - \$5076 per month (hiring range)

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

Apply by: 11/3/2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are detail-oriented and accurate. You are adept at 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 advise, train, and mentor others in an ongoing effort to advance the department goals. You are a team player who thrives on meeting and setting new goals. You are committed to excellence in providing the best service possible.

The position:

The Child Development Technician serves as a team leader and senior provider of customer service to subsidized Child Development Programs and is responsible for coaching and training staff. This position requires demonstrated knowledge of the compliance aspects of the programs as well as enrollment and eligibility determination. This individual coordinates, organizes, monitors, and enrolls children and families into the subsidized child care programs offered through the Santa Barbara County Education Office. This individual also determines family program eligibility and reimbursement rates according to established guidelines, monitors provider payments, and facilitates compliance reporting and auditing.

Specific duties and responsibilities:

Serve as point-of-contact for families to advise and assist on enrollment, program requirements, procedures, forms, and obligations for subsidized childcare on a sustained basis. Monitor childcare caseload and client data. Interpret and resolve reimbursement rates. Coordinate and oversee monthly family fee billing, prepare routine reports and resolve provider account discrepancies as needed. Train staff and serve as a technical resource for the software programs used to determine fees and record parent, student, and provider eligibility information and reimbursements. Monitor accuracy of data and assure quality control for audit preparation. Serve as liaison to contract providers. Maintain up-to-date client file data such as employment, childcare provider history, medical, and other information. Review documentation for accuracy and work with families to resolve discrepancies. Oversee and participate in ongoing audits by external agencies of parent and

provider files. Prepare monthly mandated reports that are connected to funding and ensure up-to-date information on child development data. Monitor contract earnings for provider expenditures and enrollment. Assist with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance. Establish waiting lists of eligible families and prepare related documents. Issue notice of eligibility notices when necessary. Provide assistance to the Director for projects, interagency activities, balancing workload, training on office routines, and general support. Attend regular monthly meetings with partnering agencies. Participate in statewide conference calls and trainings as directed by the CDE. Design, update forms, and create fillable documents. Facilitate staff meetings. Train staff on new regulatory guidelines and software programs. Serve as Fiscal Services liaison concerning budget matters regarding providers. Perform other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge:

Knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping. Working knowledge of fee and reimbursement schedules, file and documentation requirements. Basic knowledge of early childhood development and teaching methods used with children in the program. Sufficient computer skills to operate desktop productivity software and perform data entry. Understanding of modern office practices and procedures. Well-developed English language and written communication skills. Requires sufficient math skill to perform complex business math computations. Sufficient human relation skills to exercise proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office.

Abilities:

Interpret and apply regulations, policies, procedures and guidelines related to childcare, enrollment, eligibility, and compliance. Process a high volume of transactions and remain calm in stressful or urgent situations. Independently establish, schedule, and sequence activities to meet all deadlines with a high degree of accuracy. Maintain productive work relationships with staff, students and external agencies. Preserve strict confidentiality of private and sensitive information. Work in an office setting engaged in work of a primarily sedentary nature. Have sufficient ambulatory ability to use common office equipment and retrieve documents. Have hand-eye-arm coordination to use a computer keyboard. Visual acuity to recognize read and write written materials and computer screens. Have auditory ability to carry on conversations in person and over the phone. Perform all aspects of the position.

Education and experience: High school diploma; college units in early childhood education or child development preferred and four years of experience related to child development that includes making eligibility decisions in a social service, pre-school or child care environment highly desirable.

Licenses and certificates:

May require a valid California driver's license.

Working conditions:

Work is performed indoors with minimal exposure to health and safety hazards.

RECRUITMENT INFORMATION

Examination: The recruitment will be Promotional, resulting in internal candidates only being ranked 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: This examination has not yet been scheduled.

Eligibility list: Promotional examinations are open to current permanent employees who meet the prescribed qualifications of the classification. The field of competition shall be limited to promotional applicants only. The top three ranks of eligibles shall be interviewed for vacant positions.

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 Clerical Assistant

Full-time, 100%, 40 hours/month • 12 months/year

Early Care and Education - Hope Center
Santa Barbara

Salary: \$3268 - \$4585 per month
Initial placement is at one of the first ten steps of the salary range.

Apply by: 10-11-2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a dependable, punctual, caring professional with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and vendors.

The position: This is an experienced-level classification in which incumbents perform a variety of clerical and related duties in support of the assigned program or office operations. Duties may include but are not limited to: word processing, data entry, reception activities, meeting support, room reservations, maintaining files and records in paper and/or electronic format, typing, scanning, and filing. Incumbents work independently, within established guidelines and procedures.

Specific duties and responsibilities: Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office. Receive, screen, and route U.S. and interoffice mail or email sent to a general inbox. Request, provide, or verify information by means of phone, email, electronic database, or paper forms. Compose correspondence and email communications from oral instructions or rough drafts. Using a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed. Prepare and maintain files according to established procedures. Prepare purchase orders, invoices, travel claims, and other transactions. Schedule appointments and coordinate arrangements for meetings, workshops, or conferences. Maintain confidential information, records and files. Perform other related duties as assigned.

REQUIREMENTS

Knowledge: Modern office practices, procedures, and equipment. Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone and email etiquette. Record-keeping practices. Standard office productivity software applications. Arithmetic, including percentages and fractions. Operations, policies, practices, and objectives of County Education Office and assigned program.

Abilities: Learn, apply, and explain rules, regulations, policies, and procedures related to assigned function(s) or program(s). Learn the functions, operations, policies, practices, and objectives of the County Education Office. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Organize work and set priorities. Work with speed and accuracy. Identify errors and discrepancies in order to pursue correction and resolution. Review information and make appropriate decisions, within limits of authority. Make accurate arithmetical computations. Attain proficiency in an enterprise financial system and other software programs and databases. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files and other sensitive material. Maintain records and prepare reports, using computerized databases or manual data collection. Represent SBCEO effectively with external parties, such as parents, service providers, and vendors.

Education and experience: Possession of a high school diploma or GED. Completion of college coursework in business, public administration, education, or related field is preferred and two years of experience performing clerical duties. Experience working in a public education setting preferred.

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

Working conditions: Employees in this classification generally work in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Privacy may be limited, and interruptions may be frequent.

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: 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.

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 **Computer/Network Technician, Information Technology Services**

Full-Time, 40 hours/week • 12 months/year

Information Technology Services
Santa Barbara

Salary: \$71,568 - \$90,948 per year (current top salary: \$100,452 per year)
Initial placement is at one of the first ten steps of the salary range.

Apply by: 10-23-2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are an innovative professional with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are good with people. You are an excellent problem-solver, highly responsible, and take ownership of all the tasks and responsibilities of the position. You conduct research, communicate effectively and solve problems, or collaborate with other technical colleagues in that pursuit, without jumping to conclusions, or leaving the solutions to others. You mentor and train others, and give credit where it is due. You are solutions-oriented, inspire others by avoiding micro-managing, and you lead by example. You are committed to providing the best service available to the Santa Barbara County Education office and the school districts it serves.

The position: Responsible for administration of network servers, Internet, intranet and email services, and office security infrastructure, and for providing technical assistance and network support to departments of the Santa Barbara County Education Office. Also responsible for providing support to school districts in resolving connection and data communication issues for the financial system.

Specific duties and responsibilities:

- Communicate effectively with others, always remaining helpful, courteous, and respectful
- Troubleshoot and resolve complex technical problems
- Design, configure, support, maintain, and evaluate servers and security infrastructure
- Monitor client/server applications and database connectivity
- Manage physical and virtual servers in a Windows and Linux environment, ensuring that each server has as close to 100% up time as practical
- Help maintain security of servers from unauthorized intrusion by physical or electronic means
- Ensure the accurate, efficient, and timely performance of production systems and applications residing on all network servers under control of Information Technology (IT) Services, with highest priority given to payroll, email, Internet and Intranet
- Manage the operation of local and wide-area networks, providing technical assistance and support to users of the LAN, WAN, and Intranet/Internet

- Administer email, Internet and Intranet services, including integration with handheld devices
- Monitor and maintain databases related to user access to email, Internet and Intranet services, network equipment access and security, and tape library, administering the assignment and deletion of related accounts and passwords
- Perform vendor-supplied system and software upgrades to all designated equipment and services
- Provide financial system connectivity support to school districts
- Perform installations and upgrades, troubleshooting and repairing servers and workstations
- Train users in operation of computer equipment and office systems, and provide technical assistance to employees and school district staff in person and by phone, communicating effectively with others
- Resolve data communication issues as they relate to networks, printers, and other peripheral devices
- Install, test, and set up computers (Windows and Mac Operating Systems) and peripherals, printer sharing devices, servers, switches, uninterruptable power supply devices, network, cabling, and data communication devices
- Install, configure, and test Windows servers, integrating servers with other devices
- Submit timely bills for tasks completed, documenting time spent, parts used, and software/hardware purchased
- Upgrade and maintain hardware and software as required, including office network services such as backups, antivirus protection and file sharing
- Monitor wireless systems and troubleshoot as needed
- Ensure that regularly scheduled backups occur for all computer systems
- Perform annual software/hardware inventory for office computers
- Document and maintain all technical procedures for the Computer/Network Technician Manual
- Evaluate computer hardware and software, making recommendations regarding selection, installation, upgrade, and use
- Serve as liaison between departments, vendors and end users, coordinating with vendors on warranty repairs to network servers, computers and peripherals
- Work with vendors to develop an understanding of products and evaluate proposals
- Routinely update supervisor with status of tasks
- Participate in planning and implementing technical projects
- Plan, design, and implement Active Directory group policy as assigned
- Perform computer/network/application support duties as needed
- Maintain up-to-date records of software licenses, product warranties, configuration images, maintenance and repair activities
- Monitor to ensure compliance with software licenses, and maintain a database inventory of hardware, software, and users
- Monitor trends and developments in systems, networking and multi-platform communication technologies
- Perform other duties as assigned

REQUIREMENTS

- Knowledge:**
- Current Windows and Macintosh computers, peripherals, security devices, and related office applications
 - Troubleshooting strategies and resources
 - Email protocols, network printing and wireless, and file sharing and web services
 - Positive customer support techniques, and a track record of successes and experiences
 - Software maintenance, LAN/WAN network performance tuning, and system diagnostic software
 - Data communication security and network access protocols (TCP/IP, DHCP, DNS, VPN SonicWall, CISCO and Active Directory)
 - Industry-standard word processing, spreadsheet and database programs
 - Planning, directing, implementing, maintaining, and troubleshooting wired and wireless networks, physical and virtual servers, and storage area networks.

- Abilities:**
- Communicate effectively in oral and written forms
 - Troubleshoot and resolve complex problems
 - Define problems, collect data, and draw conclusions in a variety of situations where little standardization exists
 - Prioritize, schedule, and coordinate large workloads
 - Plan, organize, and manage assigned functions
 - Work well under pressure
 - Work well in a group
 - Maintain strict confidentiality in all aspects of work
 - Manage physical and virtual servers
 - Meet schedules and timelines
 - Research technology in order to provide a higher value of service to the office and its user community
 - Perform individual research, analysis, and evaluations of computer hardware, software and network technologies
 - Present information effectively to supervisor and upper management
 - Maintain good records, prepare reports, and make presentations with a high degree of accuracy
 - Work with vendors to develop an understanding of products, and evaluate products
 - Field complaints and facilitate resolution
 - Work in a calm, tactful, friendly and diplomatic manner, collaborating with others to solve problems
 - Maintain effective working relationship with coworkers, supervisors and consultants
 - Ensure that all duties are performed correctly and in a timely manner
 - Ability to climb, crawl, stoop, kneel, crouch, occasionally lift 10 pounds or more. Requires manual dexterity, near visual acuity, speech intelligibility and flexibility. Requires ordinary ambulatory skills to travel to outside offices and locations.

Education and experience: A combination of training, education, and experience that provides the required knowledge and skill for the responsibilities of this position and four years of increasingly responsible experience with computer networks, servers and workstations.

Licenses and certificates: Valid California driver's license and automobile insurance coverage required by law

Working conditions: Data processing environment, subject to noise and travel to various sites within the county. Minimal exposure to health and safety risks.

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: 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.

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 **Director, Facilities**

Full-time, 40 hours/week • 12 months/year

Operations Administration
Santa Barbara

Salary: \$108,571 - \$129,057 per year

Apply by: 10-26-22

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

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.

The position: 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.
- 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

Knowledge: • 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.

Abilities: • 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.

Education and experience: 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.

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.

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: 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.

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 **Payroll Technician**

Full-Time, 40 hours/week • 12 months/year

Promotional Only
Payroll

Santa Barbara

Salary: \$4459 - \$5667 per month (hiring range)

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

Apply by: 11/1/2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: Ideally, you will work efficiently, with strong attention to detail. You are a problem-solver with a "can-do" attitude, and enjoy working with a team to get the job done. You understand the sensitive nature of your work and it shows in your care when providing great services to the employees you serve. You have the ability to conduct technical research, learn and apply laws governing payroll, and the skill to complete complex arithmetic computations.

The position: This position insures the timely preparation and maintenance of payrolls for administration, teaching, and support staff. Performs technical and clerical accounting and financial record-keeping activities involving all aspects of payroll. Audits records, computes special arrangements, and reconciles retirement balances. Has a complete understanding of academic and classified payroll systems and the laws, regulations, and reporting requirements. Demonstrates competency in audit of payroll transactions and systems. Prepares a variety of payrolls and performs specialized services such as those for mandated internal and external reporting.

Specific duties and responsibilities: • Sets up and maintains employee payroll records. Ensures records are up-to-date and includes the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions.

- Prepares regular and variable payrolls for administrative, academic, classified and student personnel. Computes payroll deductions including those for retirement, union dues, tax sheltered annuities, credit union, withholding taxes and insurance.
- Verifies accuracy of individual employee benefit rates, calculating unused portion of allowable benefit cap.
- Sets up and maintains payroll vendor files for various benefits and miscellaneous deductions.
- Maintains records for unfunded payroll, benefits, retirement, and related liabilities; records transactions, balances, issues refunds, and otherwise accounts for funds.
- Calculates pay data and benefits arrangements for employees leaving service, retirees, and

special circumstances such as legal orders affecting individuals' pay. Processes appropriate coverage and payments under COBRA or other agreements. Reconciles voluntary employee deductions and payments for payment to third party insurers.

- Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
- Interprets and explains payroll policies, procedures, and technical issues to employees, referring the most difficult and sensitive matters to higher authority
- Audits and updates regular and supplemental payrolls adding payroll information for new employees and calculating proper deductions as needed
- Assists accounting staff with the reconciliation of payroll system details to general ledger. Prepares document trails to support audit requirements
- Prepares retirement and withdrawal forms and reports for both academic and classified pay systems
- Verifies and facilitates the process of transferring payroll account information or payments to the County Education Office, insurance companies, and financial institutions
- Prepares periodic reports of disbursements
- Participates in activities connected with the development and maintenance of automated payroll systems using relational databases
- May prepare annual total compensation statements for each employee showing salaries, benefits, and deductions
- May train and critique the work progress and results of other payroll staff
- Reviews work, answers questions, and assists with the more complex computations
- Provides group presentations/workshops for SBCEO Departments and other district staff as needed
- Performs other duties as assigned

REQUIREMENTS

Knowledge: • The laws, regulations, and procedures that govern payroll and payroll processing

- Accounting procedures used in education and general ledger record keeping
- The organization's automated administrative system, or of integrated/automated payroll/personnel systems in general
- Sufficient human relations and communication skills to convey personal and technical information to all levels of staff, to train payroll and non-payroll staff, and to facilitate problem resolution
- Computer-aided office productivity software and special accounting/payroll software using relational databases
- Advanced math skills sufficient to perform complex payroll calculations and conversions
- Reading skill sufficient to read codes, regulations, and tax laws, and well-developed writing skills for reports and procedures

Abilities: • Maintain accurate payroll records and prepare accurate tax returns.

- Learn and apply laws, codes governing payroll and retirement in California, as well as policies, procedures and contractual arrangements of the County Education Office
- Prepare clear, complete, and concise financial records and analyze payroll and accounting data and prepare financial statements pertaining to the area of specialization
- Learn the chart of accounts and reconcile payroll to general ledger
- Conduct technical research, complete complex arithmetic computations and prepare reports
- Use a range of personal computer software such as spreadsheets, word processing, and databases
- Extract data from databases and import into formats that produce reports, checks, and are remitted to other organizations
- Ensure the confidentiality of private information
- Work in an office setting engaged in work of a primarily sedentary nature

- Retrieve files and stand at a counter for customer service transactions
 - Have sufficient hand-eye-arm coordination to use a keyboard and 10-key, retrieve work materials from storage files, and operate a variety of general office equipment
 - Visual acuity to read computer screens, printed material, and detailed accounting information
- Auditory ability to carry on conversations over the phone and in person

Education and experience: Education: An associate's degree in general business or accounting, or progressively responsible experience in appropriate fields.

Experience: Four years of experience in payroll processing and audits.

Licenses and certificates: May require a valid driver's license.

Working conditions: Work is performed indoors with minimal exposure to health and safety considerations

RECRUITMENT INFORMATION

Examination: The recruitment will be Promotional, resulting in internal candidates only being ranked 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: This examination has not yet been scheduled.

Eligibility list: Promotional examinations are open to current permanent employees who meet the prescribed qualifications of the classification. The field of competition shall be limited to promotional applicants only. The top three ranks of eligibles shall be interviewed for vacant positions.

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 **Program Associate**

Part-Time, 30 hours/week • 12 months/year

This position will assist with recruiting and onboarding professional teaching artists to fulfil VAPA (Visual and Performing Arts) requirements for TK-12 schools primarily in Santa Barbara County. Additional programming includes sites in San Luis Obispo and Ventura Counties.

Children's Creative Project
Santa Barbara

Salary: \$3,131 - \$4391 per month

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

Apply by: 10-27-2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You have excellent organization, communication, and interpersonal skills as well as the ability to manage multiple projects and deadlines. You possess the ability to establish and maintain cooperative, effective, and collaborative working relationships with others. You are proficient in utilizing a computer and can create and maintain data systems. You are a strong team player and have the proven ability of promoting and developing projects, including the coordination of volunteers, participants, and/or contractors to ensure successful outcomes of events, volunteer and/or contractor placements, and initiatives. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

The position: Under the supervision of the assigned manager, responsible for creating and implementing community outreach, fundraising, volunteer and participant recruitment, fostering school-community relations, assisting with the implementation of educational programs, and other activities and initiatives to support multiple programs within the Santa Barbara County Education Office.

Specific duties and responsibilities: Provide support for fund-raising and volunteer and/or participant recruitment and coordination of programs to include but not limited to data entry, creating and processing of direct mail, database management, outreach to donors, volunteers, and program participants, including direct verbal and written solicitations. Follow-up, track, train, and schedule volunteers and/or participants into school- and community- based activities that support students and schools. Responsible for creation, implementation and maintenance of fundraising, donor and volunteer and/or participant databases. Maintain positive and ongoing relationships with school sites and staff. Responsible for event coordination, scheduling and preparing staff and volunteers and/or participants for meetings, maintain calendars, make travel and entertainment arrangements. Prepare electronic presentations and present to both large and small groups. Identify partnerships with community organizations and non-profits that can support students and schools. Recruit, schedule, place, and support volunteers and/or participants and community resources into activities that support school sites and non-profits. Assist with project

monitoring and fidelity. Assist with planning and maintaining a working budget; prepare sophisticated reports, letters, and memoranda that contain complex and sensitive information about individuals and organizations involved in the program; track progress of projects until completed. Research grant opportunities and assist with the completion of grant applications. Be responsible for prompt responses for requests from donors, members of the community, SBCEO staff, and volunteers. Other duties as assigned as it pertains to the essential functions of the job.

REQUIREMENTS

Knowledge: Role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations. School and community demographics and needs. Structure and processes of public education system and community resources. Sufficient human relation skills to make formal presentations, facilitate group processes, and review volunteer and/or participant performance. Field of philanthropy and charitable giving. Grant making process. Local nonprofit and/or business community. Excellent computer skills to include industry standard software applications and familiarity with databases. Advanced administrative assistant methods and responsibilities. Modern administrative office practices, procedures, and equipment. Excellent telephone techniques and etiquette. Excellent report writing techniques. Excellent English usage, grammar, spelling, punctuation and vocabulary. Exceptional verbal and written communication skills and interpersonal skills that foster positive relationships with diverse populations. Demonstrate keyboarding/typing skills and speed as required by the assignment. Interpersonal relations using tact, patience, and courtesy.

Abilities: Quickly acquire knowledge of County Education Office organization, operations, policies and objectives. Organize, plan, and control work assignments and projects involving a multiplicity of components and staff/volunteers/participants to achieve goals and objectives. Perform varied, complex tasks. Compose correspondence and written materials independently, edit and proofread documents. Work independently. Maintain strict confidentiality in all aspects of work. Prioritize duties and achieve planned goals for complex programs meeting all schedules and timelines. Establish and maintain effective cooperative working relationships with various staff, volunteers, program participants, community members and organizations.

Education and experience: High school graduation and two years of college level instruction and four years experience in a responsible administrative or program support position, including one-year experience working with locally based foundations, non-profits, businesses, schools, and/or community organizations.

Licenses and certificates: As incumbent will travel to different sites and locations within the county, the Office requires possession of a valid California Class C driver's license and insurance coverage as required by law.

Working conditions: Office environment where minimal safety considerations exist; occasional evenings and weekends attending events and meetings.

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: 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.

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 **Program Associate**

Full-time, 40 hours/week • 12 months/year

Transitional Youth
Santa Maria

Salary: \$4174 - \$5854 per month

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

Apply by: 10-28-2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You have excellent organization, communication, and interpersonal skills as well as the ability to manage multiple projects and deadlines. You possess the ability to establish and maintain cooperative, effective, and collaborative working relationships with others. You are proficient in utilizing a computer and can create and maintain data systems. You are a strong team player and have the proven ability of promoting and developing projects, including the coordination of volunteers, participants, and/or contractors to ensure successful outcomes of events, volunteer and/or contractor placements, and initiatives. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

The position: Under the supervision of the assigned manager, responsible for creating and implementing community outreach, fundraising, volunteer and participant recruitment, fostering school-community relations, assisting with the implementation of educational programs, and other activities and initiatives to support multiple programs within the Santa Barbara County Education Office.

Specific duties and responsibilities: Provide support for fund-raising and volunteer and/or participant recruitment and coordination of programs to include but not limited to data entry, creating and processing of direct mail, database management, outreach to donors, volunteers, and program participants, including direct verbal and written solicitations. Follow-up, track, train, and schedule volunteers and/or participants into school- and community- based activities that support students and schools. Responsible for creation, implementation and maintenance of fundraising, donor and volunteer and/or participant databases. Maintain positive and ongoing relationships with school sites and staff. Responsible for event coordination, scheduling and preparing staff and volunteers and/or participants for meetings, maintain calendars, make travel and entertainment arrangements. Prepare electronic presentations and present to both large and small groups. Identify partnerships with community organizations and non-profits that can support students and schools. Recruit, schedule, place, and support volunteers and/or participants and community resources into activities that support school sites and non-profits. Assist with project

monitoring and fidelity. Assist with planning and maintaining a working budget; prepare sophisticated reports, letters, and memoranda that contain complex and sensitive information about individuals and organizations involved in the program; track progress of projects until completed. Research grant opportunities and assist with the completion of grant applications. Be responsible for prompt responses for requests from donors, members of the community, SBCEO staff, and volunteers. Other duties as assigned as it pertains to the essential functions of the job.

REQUIREMENTS

Knowledge: Role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations. School and community demographics and needs. Structure and processes of public education system and community resources. Sufficient human relation skills to make formal presentations, facilitate group processes, and review volunteer and/or participant performance. Field of philanthropy and charitable giving. Grant making process. Local nonprofit and/or business community. Excellent computer skills to include industry standard software applications and familiarity with databases. Advanced administrative assistant methods and responsibilities. Modern administrative office practices, procedures, and equipment. Excellent telephone techniques and etiquette. Excellent report writing techniques. Excellent English usage, grammar, spelling, punctuation and vocabulary. Exceptional verbal and written communication skills and interpersonal skills that foster positive relationships with diverse populations. Demonstrate keyboarding/typing skills and speed as required by the assignment. Interpersonal relations using tact, patience, and courtesy.

Abilities: Quickly acquire knowledge of County Education Office organization, operations, policies and objectives. Organize, plan, and control work assignments and projects involving a multiplicity of components and staff/volunteers/participants to achieve goals and objectives. Perform varied, complex tasks. Compose correspondence and written materials independently, edit and proofread documents. Work independently. Maintain strict confidentiality in all aspects of work. Prioritize duties and achieve planned goals for complex programs meeting all schedules and timelines. Establish and maintain effective cooperative working relationships with various staff, volunteers, program participants, community members and organizations.

Education and experience: High school graduation and two years of college level instruction and four years experience in a responsible administrative or program support position, including one-year experience working with locally based foundations, non-profits, businesses, schools, and/or community organizations.

Licenses and certificates: As incumbent will travel to different sites and locations within the county, the Office requires possession of a valid California Class C driver's license and insurance coverage as required by law.

Working conditions: Office environment where minimal safety considerations exist; occasional evenings and weekends attending events and meetings.

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: 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.

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 **School District Financial Advisor**

Full-Time, 100%, 40 hours/week • 12 months/year

Remote/Hybrid work arrangement may be considered.

School Business Advisory Services

Santa Barbara

Salary: \$114,066 - \$135,590 per year

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

Apply by: 11-7-2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are an innovative professional with excellent oral and written communication skills, and a proven track record establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are good with people. You are an excellent problem-solver, highly responsible and take ownership of all the tasks and responsibilities the position. You perform thorough analysis of data and can also summarize and express complex concepts concisely to others who have varying levels of understanding. You analyze processes, procedures and seek to improve efficiencies to provide increased services to our districts and to the organization. You understand politically sensitive issues and handle in a diplomatic and confidential manner. You hold yourself accountable for your work, conduct research, collaborate with other managers in the pursuit of solving problems, assume responsibility for your professional development and take initiative to solve problems without leaving the solutions to others. You mentor and train others and give credit where it is due. You are solutions oriented, inspire others, and lead by example. You are committed to providing the best service available to the districts, Santa Barbara County Education Office and the employees supervised by this position.

The position: Under the direction of the department administrator, perform a wide range of research, planning, analytical, administrative, interpretive, and advisory tasks as required for the implementation of business services to school districts and community colleges; implement and provide support for the financial system; assist school districts in all phases of school financial and business matters; audit and perform complex accounting functions in support of assigned school districts within Santa Barbara County; be a resource for school districts and the Santa Barbara County Education Office (the Office) in assigned topic areas; perform related duties as assigned.

Specific duties and responsibilities:

- Provide advice, counsel, preparation, review, and statistical analysis to school districts regarding all phases of school finance and business matters including but not limited to the financial system, budgets, payroll, Average Daily Attendance (ADA), enrollments, California Basic Educational Data System (CBEDS), Revenue Limits, transportation, governing board agenda items, risk management, joint powers agreements, property and liability and health

insurance, unemployment insurance, apportionments, tax reports and other matters having financial impact.

- Evaluate and advise districts regarding the need for automating accounting and financial records and procedures including how to access related features of the financial system.
- Review and process state, federal and agency reports.
- Identify and articulate necessary modifications to reports within the financial system.
- Instruct, coordinate and compile mandated reports.
- Assist school districts' accounting personnel in all aspects of their business office organization, policies and operating procedures.
- Provide counsel or improvement of efficiency and effectiveness as necessary.
- Provide districts with up-to-date and detailed analysis of pending or chaptered legislation that has financial impact on school districts.
- Interpret legislation and summarize impact.
- Using the financial system, monitor the fiscal solvency conditions of school districts, interpret and review district revenue and expenditure projections and probable cash flow impact and provide independent projections as necessary in order to assist districts in remaining solvent.
- Act as a liaison between state, county, the Office and school districts.
- Act as a liaison between the financial system vendor, the office and the school districts.
- Identify district and the Office business services training needs related to business services and the financial system.
- Prepare and present workshop/training sessions.
- Select, train, supervise, and evaluate assigned personnel, providing sustained leadership and coordination for the staff of the department.
- Attend workshops and meetings in the areas of school business and finance, and as necessary or requested, provide the staff of the Office and school districts with reports and interpretations of such meetings.
- Perform other essential job-related duties as assigned.

REQUIREMENTS

Knowledge:

- Requires in depth knowledge of business and management principles and techniques, finance and accounting methods, principles, and practices.
- Payroll.
- Technical aspects of the field of education and related legal codes, data processing principles and techniques including personal computers.
- Industry standard word processing, spreadsheet and database programs and proficiency in the use of these and related programs.
- Exposure to web-based software programs, web-interface, and understanding of user perspective and efficiency.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques; confidentiality.
- Excellent customer service skills.
- Excellent oral and written communication skills.

Abilities:

- Learn, understand and conceptualize the financial system including the identification of necessary modifications for improved efficiency and usability.
- Analyze complex accounting records and determine proper course of action to resolve fiscal issues.
- Make arithmetic calculations quickly and accurately.
- Understand and follow complex oral and written directions.
- Work cooperatively with others to establish and maintain a calm, tactful, friendly, and diplomatic manner and effective working relationships.
- Receive complaints and take steps to facilitate resolution.
- Monitor assignments to achieve planned targets or schedules.
- Plan and organize work and initiate new projects.
- Communicate effectively both orally and in writing.

- Manage a variety of tasks concurrently.
- Work independently with moderate supervision.
- Interpret complex legal and technical material.
- Express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.

Education and experience:

Demonstrated success in a responsible position at a similar level and any combination equivalent to a Bachelor Degree in accounting, business administration or a related field, and three years experience in business or education at a professional level, preferably within a school district or county office environment.

Licenses and certificates:

Incumbents in this class may be required to possess a valid California driver's license.

Working conditions:

Typical office environment; travel from site to site; work is performed indoors with minimal exposure to health and safety risks.

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: 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.

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

Open Continuous Certification Eligibility List

Job Class: School Occupational Therapist, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	24929	03-19-2023



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Child Care Assistant, Part-Time, 30 hrs/wk

Rank	Application Number	Date Eligibility Expires
1	25040	03-20-2023



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Certificated Human Resources Specialist, Full-Time, 12 mo/yr, 40 hrs/wk

Rank	Application Number	Date Eligibility Expires
1	24993	03-27-2023
2	24955	03-27-2023
3	25013	03-27-2023
4	24998	03-27-2023
5	24883	03-27-2023

Number of applicants: 18

Number of applicants passed screening: 10

Number of performance/written exam attendees: 6

Number of oral exam attendees: 5

10-24-2022



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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	25029	04-04-2023
2	25033	04-04-2023
3	25038	04-04-2023



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Maintenance and Operations Supervisor, Full-Time, 100%, 40 hrs/wk

Rank	Application Number	Date Eligibility Expires
1	24983	04-05-2023
2	24976	04-05-2023
3	24996	04-05-2023
4	24885	04-05-2023

Number of applicants: 15

Number of applicants passed screening: 11

Number of performance/written exam attendees: 11

Number of oral exam attendees: 6

10-24-2022



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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	25192	04-11-2023



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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	24962	04-18-2023



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	25086	04-18-2023
2	25447	04-18-2023

Account Object Code	2022/23 Adopted Budget	2022/23 Revised Budget	2022/23 Actuals with Encum	2022/23 Rev Budget -Actuals	2022/23 Actuals /Rev Budge
Fund 01 - General Fund/County School Ser					
Expense					
2300 Class Admin Sal	142,455	142,455	142,455		100.00 %
2400 Cler/Office Sal	160,557	160,557	134,232	26,324.74	83.60 %
2430 Extra Hours/OT	3,000	3,000		3,000.00	
2440 Substitutes	3,000	3,000		3,000.00	
2470 Vacation Payoff			1,087	1,086.97-	
Total for Object 2000	309,012	309,012	277,774	31,237.77	
3200	78,124	78,124	57,455	20,669.37	73.54 %
3300	4,547	4,547	7,187	2,640.21-	158.06 %
3400	103,489	103,489	92,189	11,299.60	89.08 %
3500	1,525	1,525	1,380	145.29	90.47 %
3600	4,776	4,776	4,280	495.85	89.62 %
Total for Object 3000	192,461	192,461	162,491	29,969.90	
4300 Supplies	200	200		200.00	
4340 Tangible Dev	400	400		400.00	
4350 Office Supply	3,140	3,140	1,052	2,088.30	33.49 %
Total for Object 4000	3,740	3,740	1,052	2,688.30	
5200 Travel	6,000	6,000	748	5,252.00	12.47 %
5300 Dues/Membership	9,950	9,950	3,211	6,739.00	32.27 %
5610 Rntl Les w/o Op	1,675	1,675	1,675		100.00 %
5630 Repairs	200	200		200.00	
5640 Computer Repr	500	500		500.00	
5650 Maint Agreemnts	1,249	1,249	1,249		100.00 %
5710 Inter Prg Trans	400	400		400.00	
5720 Postage	50	50	3	47.15	5.70 %
5730 Printing/Dupl	1,025	1,025	2	1,023.25	.17 %
5740 Computer Suppt	460	460		460.00	
5800 Prof Consulting	6,000	6,000		6,000.00	
5810 Contract Servs		25,420	13,555	11,865.00	53.32 %

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2023, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

Account Object Code	2022/23 Adopted Budget	2022/23 Revised Budget	2022/23 Actuals with Encum	2022/23 Rev Budget -Actuals	2022/23 Actuals /Rev Budge
Fund 01 - General Fund/County School Ser (continued)					
Expense (continued)					
5830 Advertisement	10,301	10,301	4,393	5,908.00	42.65 %
Total for Object 5000	37,810	63,230	24,836	38,394.40	
Total for Org 061, Fund 01 and Expense accounts	543,023	568,443	466,153	102,290.37	



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. 2023-5

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 **October 27, 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