



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

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

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

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

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Melissa Rodriguez, Classified Human Resources Analyst

6. Public Comment — None**7. Approval of Minutes****a. Minutes of Regular Meeting Held September 15, 2022
(Attachment)**

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

**b. Minutes of Special Meeting Held October 13, 2022
(Attachment)**

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

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

No media releases were released by the Superintendent in the previous month. The Director, Human Resources informed the Personnel Commissioners that they had been added to the mailing list for the Superintendent's new e-newsletter, and she shared a link to a webpage containing the newsletters that had been released so far.

b. Legislative Update

The Director, Human Resources reported that AB 1041, which was signed into law by the Governor, would expand the category of individuals for whom California Family Rights Act (CFRA) leave can be taken, effective January 1, 2023. In addition to family members already included (spouse, registered domestic partner, parent, child, grandchild, and sibling), the new definition will include a person whom the employee can designate, who can be "any individual related by blood or whose association with the employee is the equivalent of a family relationship." The individual does not have to be designated in advance. She noted that SBCEO would be updating its policies for CFRA and personal necessity as needed.

The Director also reported that the Governor had signed legislation making Juneteenth a state holiday, and that SBCEO was now planning that implementation as well.

REGULAR BUSINESS**10. Informational Items**

- a. **List of New Positions**
- b. **Classified Personnel Report dated November 3, 2022**
- c. **Position Announcements**

11. Action Items**a. Ratification of Eligibility Lists**

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

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

b. Classification of Positions

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

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

c. Job Descriptions — None

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

The Director, Human Resources presented a statement of expenditures for the first quarter of the 2022-23 fiscal year, from July 1, 2022 through September 30, 2022, as an information item. After discussion, the Commission requested that the Director follow up on the overage in object code 3300.

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

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

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

REPORTS**15. PERSONNEL COMMISSIONER REPORTS**

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini reported that he and his wife would be attending SBCEO's Salute to Teachers event on November 5.

Commissioner Jaramillo reported that she had attended the Northern California CSPCA conference and that she continues to be busy with recruiting at her district.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that members of the HR staff and representatives of CSEA visited a number of sites where CSEA unit members work, including Hope Center (Early Care and Education, Health Linkages) and Lompoc child care centers and office (ECE, Health Linkages); she shared some photos from the Lompoc site visits. The Director asked Melissa Rodriguez, Classified Human Resources Analyst, to share her experience visiting the Farnel Road office. In Lompoc, the HR team also took the opportunity to stop and visit Special Education's new Lompoc office at 425 W. Central Avenue.

She reported that CSPCA had sent a save-the-date flyer for its annual conference, which will be January 22-24 in Long Beach. She stated she would forward the flyer to the Commissioners.

The Director reported that the County Board, which has been meeting in person, has begun videorecording its meetings.

She noted that the 2022-23 SBCEO phone directory has been published and polled the Commissioners about whether they would like a copy.

The Director closed by reporting that Melissa Rodriguez has already learned so much and is stepping into her new role. She also recognized Tracie Cordero for her support during this unprecedented level of recruiting activity, including getting recruitments open and helping to onboard and train Melissa.


17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:30 p.m. The next regularly scheduled meeting will be held on November 17, 2022 at 12:30 p.m., possibly by videoconference.



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

Carmen Jaramillo
Chair, Personnel Commission



Santa Barbara County Education Office

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

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

Susan C. Salcido, Superintendent of Schools

Oct 24, 2022 through Nov 14, 2022

| Position # | Position Information |
|-------------------|--|
| 2523 | Health Advocate • Health Linkages - South County • South County 40.00 hours per week • 12.00 months |
| 2524 | Health Advocate • Health Linkages - Lompoc • Lompoc 40.00 hours per week • 12.00 months |

Santa Barbara County Board of Education

Classified Personnel Report

December 9, 2022

Appointments

Limited Term/Substitute

Davis, Misty November 1, 2022
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Gonzalez, Zuliana October 28, 2022
 Paraeducator • Human Resources • Various Sites
 • Hourly as needed

Hernandez, Rocio October 21, 2022
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Nguyen, Haylie October 20, 2022
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Probationary

Davis, Misty November 8, 2022
 Paraeducator • Special Education • Allan Hancock Preschool
 67.5% • 10 months

Flores, Evelina November 2, 2022
 Paraeducator • Special Education • Regency Preschool
 70% • 10 months

Gutierrez, Jasmin November 2, 2022
 Paraeducator • Special Education • Cold Spring School
 81.25% • 10 months

Hernandez, Rocio November 8, 2022
 Paraeducator • Special Education • Lenora Fillmore Preschool
 70% • 10 months

Changes

Anniversary Increase

Anderson, Michelle November 1, 2022
 Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K
 75% • 10 months

| | |
|--|------------------|
| Dulay, Amada Senior Administrative Assistant • School Business Advisory Services • Cathedral Oaks 100% • 12 months | November 1, 2022 |
| Funkhouser, Rose Mary Paraeducator • Special Education • Cuyama Elementary School 81.25% • 10 months | November 1, 2022 |
| Hamamoto, Rachel Senior Administrative Assistant • Internal Services • Fiscal Services 100% • 12 months | November 1, 2022 |
| Hidalgo, Monique Paraeducator • Special Education • Los Padres Head Start 32.5% • 10 months | November 1, 2022 |
| Martinez Velazquez, Salvador Computer/Network Technician, Information Technology Services • ITS • Cathedral Oaks 100% • 12 months | November 1, 2022 |
| Robles, Esther Paraeducator • Special Education • Arellanes Junior High School 87.5% • 10 months | November 1, 2022 |
| Sanchez, Eva Paraeducator • Special Education • Speech/Language Services, McClelland 75% • 10 months | November 1, 2022 |
| Sanchez, Sandra Paraeducator • Special Education • Montecito Union School 81.25% • 10 months | November 1, 2022 |
| Sena, Rosalynd Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2 100% • 12 months | November 1, 2022 |
| Smith, Steven Reprographics Supervisor • Communications • Reprographics Administration 100% • 12 months | November 1, 2022 |
| Solorio, Maria Paraeducator • Special Education • Manzanita Charter School 81.25% • 10 months | November 1, 2022 |
| Tapia, Ana Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc 100% • 10 months | November 1, 2022 |

Ventura, Meredith
Program Associate • Children's Creative Project • Children's Creative Project
60% • 12 months
November 1, 2022

Zepeda-Jimenez, Valeria
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months
November 1, 2022

Differential - Add

Rodriguez, Alejandra
Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months
Bilingual
November 1, 2022

Differential - Remove

Gonzalez, Jose
Paraeducator • Special Education • Alice Shaw Elementary
77.5% • 10 months
Bilingual & Specialized Health Care
November 4, 2022

Increased Time (Voluntary)

Filomia, Andres
Paraeducator • Special Education • Hollister School Elementary
93.75% • 10 months
From .875
November 1, 2022

Longevity Increment

Nuno, Ellen
Paraeducator • Special Education • Cuyama High School
81.25% • 10 months
35 years
November 1, 2022

Vickery, Lupie
Senior Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months
35 years
November 1, 2022

Probation to Permanent

Avila Ramirez, Elizabeth
Youth Support and Service Specialist - Bilingual • Transitional Youth Services • Transitional Youth
100% • 12 months
November 1, 2022

Coracero, Antonio
Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K
75% • 10 months
November 1, 2022

Promotion

Cervantes, Juan

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

October 20, 2022

Reclassification

Tepper, Kai

Director, Children's Creative Project • Educational Services • Educational Services
100% • 12 months
From range 21

November 1, 2022

Separation

Resignation

Steelman, Marcella

Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services
100% • 12 months

November 25, 2022



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of Educational Interpreter, American Sign Language, Certified

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

DHOH

Tommie Kunst Junior High DHOH

Salary: \$32.77 - \$41.63 per hour (hiring range; current top step \$45.99 per hour); Plus
4% pending salary increase

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

Apply by: Open until filled

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: We seek experienced self-starting candidates who are professional, flexible, have excellent oral communication skills, and enjoy working and collaborating in a variety of elementary and high school settings with a variety of students, parents and staff. We seek individuals who have experience with technology and can learn and interpret academic vocabulary throughout the grade span. We count on our interpreters to provide the necessary access of our students who are deaf or hard of hearing to educational experiences throughout a school day.

The position: Facilitates communication between students who are deaf or hard of hearing and teachers, staff members, and peers within an educational environment, using a variety of manual and verbal communication systems in a highly proficient manner reflecting the affect of the speaker and/or signer. The Interpreter for Deaf/Hard of Hearing facilitates communication through the use of sign-to English and English-to-sign skills. This position requires course work, Level 4 certification, and competency using manual sign systems.

Specific duties and responsibilities: Interprets for students who are deaf or hard of hearing (DHH) in a variety of educational settings, including, but not limited to, classroom environments, assemblies, recess, noon sport leagues, and counseling sessions using various sign language systems and voice interpretation at a normal conversational rate, interprets a wide range of curriculum, including scientific and advanced placement topics, consults with the teachers of the Deaf or Hard of Hearing, general education staff and typical students on the effective use of an interpreter, provides voice interpretation to individuals who are deaf or hard of hearing as needed, collaborates with IEP teams to standardize signs in an educational setting, under the direction of the teacher of the deaf or hard of hearing, performs record keeping, monitoring IEP or special education related activities that support student learning, provides assistance to the classroom teachers as required; assists in filing, duplicating and preparing instructional materials, interprets and provides instruction as needed to individuals or small groups of students who are deaf or hard of hearing; reinforce

instruction as directed by the teacher, follows professional conduct guidelines to guard against the development of inappropriate personal relationships with students, performs other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge: Specialized knowledge of expressive and receptive forms of sign language systems, which may include American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English, interpreting strategies and techniques necessary to accommodate individual needs of students in a variety of educational settings, foundational concepts of deaf culture, curriculum used in educational settings from preschool through secondary schools, sufficient skills to exercise extreme patience when dealing with students and staff.

Abilities: Requires the ability to speak and write English clearly with proper structure, able to stand for extended periods of time, interpret and communicate fluently with high proficiency (over 80% of content) in the sign language system appropriate to the individual needs of the students, maintain confidentiality and impartiality when dealing with private and sensitive information, demonstrate sensitivity to the communication process between persons who are deaf or hard of hearing and the needs of the persons involved in that process, well-developed arm, hand, and finger dexterity in order to perform advanced sign language interpretation for up to twenty-five hours per week, visual acuity to see information to be voiced (such as sign language and facial expressions) and detect speech patterns, hearing acuity sufficient to understand information to be interpreted in a variety of educational environments, facial dexterity to produce readable mouth movements for specific sign language expressions, sufficient manual dexterity to produce readable sign language through movement of fingers and arms, perform all aspects of the position.

Education and experience: The position typically requires an Associate's degree. Required certifications are noted below.

- Registry of Interpreters for the Deaf (RID)
- American Consortium of Certified Interpreters (ACC1) level 4 or above
- NAD certification, level 4 or above
- Educational Signs Skills Evaluation Interpreter (ESSE-1), level 4 or above
- Educational Interpreter Performance Evaluation (EIPA), level 4 or above
- Interpreters who have not yet obtained the required certification must be eligible for a certification waiver from the California Department of Education

One or more years in an educational setting is preferred.

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

Working conditions: Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist.

RECRUITMENT INFORMATION

Examination: The recruitment will be Open Continuous, resulting in internal and external candidates being ranked according to final combined scores as a whole group. The qualifying

examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to 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: These positions are open to promotional applicants and the general public who meet minimum qualifications. If this is a Paraprofessional position, applicants must pass a written examination in Mathematics, English-Language Arts and Ability to Assist in Instruction as required by the State or provide transcripts with 48 or more semester units of higher education. New applicants who qualify are merged into the current eligibility list. Appointments shall be made from the top three ranks on the eligibility list.

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 **Accounting Assistant**

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

40 hrs/wk

Accounting - Fiscal Services

Santa Barbara

Salary: \$3,656 - \$4,594 per month; Plus 4% pending salary increase

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

Apply by: 11-14-2022

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 routine to complex clerical accounting duties related to an assigned area of organization-wide responsibility such as accounts payable, or in support of a department or program. Incumbents ensure that financial transactions comply with established standards, policies, and procedures and perform routine to complex clerical work associated with the assigned function(s) or program. Incumbents work independently, although work is reviewed to ensure accuracy and adequate internal controls.

Specific duties and responsibilities: Verify, prepare, and process a variety of financial transactions such as purchase orders, reimbursements, requisitions, warrants, and invoices. Calculate and ensure accuracy of incoming and outgoing payments. Maintain a variety of financial records and files related to accounts, transactions, income, expenditures, and assigned activities. Using enterprise financial systems and a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed. Compare and reconcile statements, records, and other financial documents; identify errors and resolve discrepancies; ensure accurate fund accounting; review data for accuracy and completeness; make corrections as needed. Provide service and support to others for assigned accounting functions and/or in the use of enterprise financial systems or databases. Respond to inquiries and provide information concerning accounts, budgets, transactions, practices, policies, and procedures. Maintain confidential information, records, and files. Perform related duties as assigned.

REQUIREMENTS

Knowledge: Methods, procedures, and terminology used in clerical accounting. Financial record-keeping practices. Arithmetic, including percentages and fractions. Modern office practices, procedures, and equipment. Standard office productivity software applications. Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone and email etiquette.

Abilities: Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures related to assigned function(s) or program(s). Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office. 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 a variety of computerized accounting and enterprise financial systems, and other software programs and databases. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files and other sensitive material. Represent SBCEO effectively with external parties, such as vendors and school districts.

Education and experience: Possession of a high school diploma or GED. Completion of college coursework in accounting, business, or related field is preferred and two years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is 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. Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant 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.

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SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of Health Advocate

Full-Time, 100%, 40 hours/week, 242 work days per year • 12 months/year

This position will serve students with mental health needs and provide connections to services and education in behavioral wellness. Requires travel to serve schools in the Santa Ynez Valley as needed.

Health Linkages - South County

Hope Center - Santa Barbara

Salary: \$19.22 - \$24.40 per hour (hiring range; current top step \$26.96 per hour); Plus 4% pending salary increase

Apply by: 12-2-2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player who can communicate effectively with others including staff, partners, and families. You feel comfortable working in a fast-paced environment, are able to multi-task, and demonstrate flexibility. You are highly organized in record-keeping and data tracking.

The position: Under general supervision, participate in the coordination and implementation of health promotion, identification, and access-to-care programs; may be assigned to support children and families in one or more areas of health, such as behavioral wellness or oral health. Help prevent health and wellness issues from escalating to a severe level by performing health and wellness screenings; providing direct services such as fluoride varnish; providing children and their families with referrals to program and community resources and services; and supporting children and their families in overcoming obstacles to accessing care. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

Specific duties and responsibilities: • Assist in coordinating and implementing culturally appropriate health education programs for children and families.

- Assist in providing culturally appropriate training to individuals or groups for health education programs.
- Promote program services in the school community by attending school events, activities, and meetings (in person or virtually); educate students and families about resources available to help them overcome health and wellness challenges; advocate for students who are seeking or utilizing support services; respond to questions from parents, teachers, and community members relating to health issues, providing culturally appropriate relevant information and/or making appropriate referrals.
- Prepare and distribute written information to parents and students on health and safety topics.

- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.
- With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services.
- Arrange health screenings and education for program participants with dental and medical practitioners.
- Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information; distributing information; and initiating contact for follow-up.
- Support health case management for children and families with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs and other services and resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations.
- Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs) and other groups.
- Perform other related duties as assigned.

REQUIREMENTS

Knowledge: • Principles and practices of health education for children, youth, and families.

- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- Standard English grammar, spelling, and punctuation.
- Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.

Abilities: • Learn, understand, and apply policies, procedures, and rules governing health and safety in assigned programs.

- Learn and understand basic medical terminology related to physical and behavioral health.
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.

Education and experience: Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Possession of an associate’s degree in a health-related field is desirable.

Experience: One year of experience performing community health or related activities, such as health promotion or outreach, community resource and referral, or related field. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

Licenses and certificates: • Possession of a valid California Class C driver’s license and the use of a dependable automobile are required.

- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

Working conditions: Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

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Lompoc

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Phone: 805-964-4711 x5225

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The position: Under general supervision, participate in the coordination and implementation of health promotion, identification, and access-to-care programs; may be assigned to support children and families in one or more areas of health, such as behavioral wellness or oral health. Help prevent health and wellness issues from escalating to a severe level by performing health and wellness screenings; providing direct services such as fluoride varnish; providing children and their families with referrals to program and community resources and services; and supporting children and their families in overcoming obstacles to accessing care. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

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- Prepare and distribute written information to parents and students on health and safety topics.

- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.
- With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services.
- Arrange health screenings and education for program participants with dental and medical practitioners.
- Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information; distributing information; and initiating contact for follow-up.
- Support health case management for children and families with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs and other services and resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations.
- Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs) and other groups.
- Perform other related duties as assigned.

REQUIREMENTS

Knowledge: • Principles and practices of health education for children, youth, and families.

- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- Standard English grammar, spelling, and punctuation.
- Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.

Abilities: • Learn, understand, and apply policies, procedures, and rules governing health and safety in assigned programs.

- Learn and understand basic medical terminology related to physical and behavioral health.
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.

Education and experience: Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Possession of an associate’s degree in a health-related field is desirable.

Experience: One year of experience performing community health or related activities, such as health promotion or outreach, community resource and referral, or related field. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

Licenses and certificates: • Possession of a valid California Class C driver’s license and the use of a dependable automobile are required.

- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

Working conditions: Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

RECRUITMENT INFORMATION

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

Examination dates: 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 **Accounting Technician, Senior**

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

Accounting - Fiscal Services
Santa Barbara

Salary: \$4,568 - \$5,798 per month (hiring range; current top step \$6,409 per month);
Plus 4% pending salary increase

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

Apply by: 12-6-2022

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a “can-do” attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

The position: Under general direction, perform a variety of complex, technical governmental accounting duties in support of multiple grants and programs and related funds, budgets, and accounts, including the updating and maintenance of journals and ledgers; review, analyze, maintain, and adjust assigned funds, budgets, and accounts; prepare, audit, reconcile, and maintain a variety of financial records, reports, and statements.

Specific duties and responsibilities: Provide specialized support for general ledger, accounts payable, accounts receivable, payroll, benefits, or other assigned areas; provide information about applicable laws, regulations, policies, and procedures in order to assure financial transactions comply with established standards, requirements, policies and procedures. Serve as technical lead on assigned accounting functions with SBCEO accounting staff and administrators and outside agencies; respond to inquiries and provide detailed and technical information to staff of SBCEO and outside agencies concerning related funds, budgets, accounts, transactions, records, reports in order to exchange needed information and resolve issues or concerns. Review and post a variety of financial data to journals and ledgers; balance, audit, and adjust accounts; monitor funds for income and expenditures; code, verify and update accounts to reflect income and expenditures; make appropriate corrections as needed. Research and revise accounting data and documents; evaluate and reconcile accounts; compare and reconcile fiscal statements, records, reports

and documents to assure accurate fund accounting; audit accounts and related data, records, reports, and statements to ensure accuracy, completeness, and compliance with established requirements; identify errors; resolve discrepancies; review, adjust, and assure accuracy of journal entries. Prepare and maintain a variety of financial records, statements, files, and reports related to accounts, funds, income, expenditures, budgets, programs, grants, contracts, reconciliations and assigned activities; assure mandated reports are completed in accordance with established timelines and requirements. Develop, prepare, and maintain various budgets as assigned; support departmental managers by assuring expenditures do not exceed established limitations, analyzing budgetary data, and preparing forecasts, projections, and recommendations; ensure grant transactions comply with established requirements; initiate and process account and budget transfers as authorized. Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of custom and standard computerized reports and statements; assure accuracy of input and output data. Review, audit for accuracy, and process purchase orders, requisitions, warrants, claims, journal entries, and invoices; prepare invoices and other documents for payment; assure proper account coding; issue payments for various financial obligations. Receive, audit, and verify incoming monies; check money totals against receipts and invoices to assure accuracy; prepare, audit, and reconcile various deposits; prepare and follow up on invoices and billings. Provide technical support with year-end closing, new fiscal year and related accruals, grants, allocations and financial functions as assigned. May serve as leadworker over other accounting and clerical staff. Perform related duties as assigned.

REQUIREMENTS

Knowledge: Methods, procedures, and terminology used in technical accounting, including general ledger, governmental and fund accounting, and grant accounting. Financial record-keeping practices. General accounting and business functions of an educational organization. Policies and objectives of assigned programs and activities. Arithmetic, including percentages and fractions. Modern office practices, procedures, and equipment. Standard office productivity software applications. Databases and enterprise financial systems. Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone and email etiquette.

Abilities: Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures. Analyze data and situations accurately, make sound decisions, and recommend effective courses of action. Work with speed and accuracy. Make accurate arithmetical computations. Use and achieve proficiency with a variety of computerized accounting, enterprise, and other software programs. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Establish and maintain effective working relationships with individuals at all levels of the organization. Work independently and as a member of a team. Meet schedules and deadlines. Maintain confidentiality of files and other sensitive materials.

Education and experience: Possession of an associate's degree in accounting, business, or related field preferred. Two years of experience performing paraprofessional accounting duties. Experience in a public sector or public school setting is preferred.

Licenses and certificates: Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.

Working conditions: An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent. This classification is considered generally

sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant 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

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

Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Program Associate, Full-Time, 40 hours/week

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| 1 | 25088 | 04-24-2023 |
| 2 | 25047 | 04-24-2023 |
| 2 | 25122 | 04-24-2023 |
| 4 | 25060 | 04-24-2023 |
| 5 | 25138 | 04-24-2023 |
| 6 | 25148 | 04-24-2023 |

Number of applicants: 12

Number of applicants passed screening: 9

Number of performance/written exam attendees: 7

Number of oral exam attendees: 7

11-14-2022



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Clerical Assistant, Full-time, 100%, 40 hours/month

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| 1 | 25206 | 06-20-2023 |

- Number of applicants: 3
- Number of applicants passed screening: 3
- Number of performance/written exam attendees: 1
- Number of oral exam attendees: N/A



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Administrative Assistant, Full-Time, 100%, 40 hours/week

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| 1 | 25239 | 05-01-2023 |
| 2 | 25135 | 05-01-2023 |
| 2 | 25301 | 05-01-2023 |
| 3 | 25196 | 05-01-2023 |
| 4 | 25097 | 05-01-2023 |

Number of applicants: 18

Number of applicants passed screening: 11

Number of performance/written exam attendees: 5

Number of oral exam attendees: N/A

11-14-2022



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Educational Interpreter, American Sign Language, Certified, Part-Time: 75% 30 hours/week

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| | 25606 | 05-10-2023 |



Personnel Commission

JOB DESCRIPTION

ASSISTANT-ASSOCIATE SUPERINTENDENT, ADMINISTRATIVE SERVICES

Reports to: County Superintendent of Schools

Division: Administrative Services

Our 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.

General description

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.

ASSISTANT-ASSOCIATE SUPERINTENDENT, ADMINISTRATIVE SERVICES

- 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.

ASSISTANT-ASSOCIATE SUPERINTENDENT, ADMINISTRATIVE SERVICES

Requirements

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.

Knowledge of:

- 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.

Ability to:

- 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.

~~ASSISTANT~~ ASSOCIATE SUPERINTENDENT, ADMINISTRATIVE SERVICES

- 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.

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.

Classified Senior Management Salary Schedule

| | |
|--|---|
| <i>Approved by the Personnel Commission:</i> | January 25, 1996 |
| <i>Revised:</i> | September 23, 1999 |
| <i>Revised:</i> | October 13, 2022 |
| <i><u>Revised:</u></i> | <u>November 17, 2022 (pending approval)</u> |



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Susan C. Salcido, Superintendent of Schools

Personnel Commission Resolution No. 2023-6

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 **November 17, 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