



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

November 17, 2022 – 12:30 p.m.

**LOCATION**

As authorized by Assembly Bill 361 allowing local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act, the meeting was conducted by videoconference only. Login information for the meeting was included in the publicly posted agenda for any members of the public who wished to attend.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

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

**2. Roll Call**

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

**3. Pledge of Allegiance**

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

**4. Changes to the Agenda**

The Director, Human Resources noted a correction to agenda item 11(a)(i).

**5. Introduction of Staff and Guests**

Staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held October 27, 2022**

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

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

The Director, Human Resources explained that she learned she had not been receiving media releases for the past few months and noted that she had asked Communications to add her, Tracie Cordero, and all the Commissioners to the distribution list. She also provided a summary of some of the media releases from the past few months.

**b. Legislative Update**

The Director, Human Resources noted that a legislative update would be provided at the December meeting.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated December 9, 2022****c. Position Announcements****11. Action Items****a. Ratification of Eligibility Lists**

- i. Program Associate (Dual – South)
- ii. Clerical Assistant (Dual – South)
- iii. Administrative Assistant (Dual – South)
- iv. Educational Interpreter, American Sign Language, Certified (Open Continuous – North)

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

**b. Classification of Positions**

The Director, Human Resources recommended a change in the title of the Assistant Superintendent, Administrative Services to Associate Superintendent, Administrative Services. No other changes were recommended.

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

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

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2023-6 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****13. PERSONNEL COMMISSIONER REPORTS**

Commissioner Ostini reported that he and his wife attended SBCEO's Salute to Teachers on November 5 and noted that it was an impressive event.

Commissioner Pickavet shared that longtime SBCEO Maintenance and Operations Manager Dwight Staggs had been hospitalized. He commended Dwight for the excellent example he set for the Maintenance and Operations team and noted that Dwight was always willing to help anyone who needed assistance. Commissioner Pickavet also stressed the importance of having a power of attorney on file with PERS.

Commissioner Jaramillo reported that her district is very busy with recruiting.

#### 14. DIRECTOR, HUMAN RESOURCES REPORT

The Director polled the commissioners regarding registration for the CSPCA annual conference, January 22-24 in Long Beach and asked for the photo they wanted HR to use for registration.

The Director followed up from October's first quarterly budget review. The quarterly report had indicated the Medicare object code (3300) showed that we had spent 158% of the amount budgeted. Fiscal stated the report had been run prior to the database being updated. The second quarter budget update should reflect the new corrected amount, and the percentage will be below 100%.

The Director reported that after nine years without increases to SBCEO's Local Control Funding Formula (LCFF), it has now been adjusted by the state. After years of flat funding, this adjustment has allowed SBCEO to review our negotiated salary increases and to initiate adjustments.

In addition to the previously approved salary increase of 1% for the 2022-2023 fiscal year, all employees will receive another 4% for 2022-2023, retroactive to July 1, 2022. The increase and retroactive payment will be reflected in employees' December paychecks.

There will be an additional 4% increase effective July 1, 2023, for the 2023-2024 fiscal year. (Previously, there had been no planned increase for 2023-24.)

The additional funds needed for the increases have been approved by the County Board of Education, and the increases were negotiated with our two employee unions and will apply to all SBCEO employees – classified and certificated, management, represented and unrepresented.

Concurrent with the 4% increase, SBCEO is completing its salary schedule adjustments that began in 2018-2019. At that time, classified and certificated salary schedules were restructured, integrating longevity and adding additional steps to allow for salary growth over time. At that time, the classified salary ranges went from five steps to 25 steps.

We are now in the process of finalizing adjustments to management schedules.

The management schedule is being restructured by eliminating the first two steps and adding three steps at the top end with 2.5% between each step. We are applying a 4% increase to the entire schedule as part of the retroactive salary increase for the 2022-2023 fiscal year.

The Director invited Commissioners to the following events:

- December 6, Winter Luncheon, South
- December 7, Winter Luncheon, North
- December 8, Retirement Celebration for Bill Ridgeway and Denice Cora
- February 28, 2023, Employee Service Awards – by Zoom, not associated with a Board meeting

The Director noted that the annual report would be presented at the December meeting instead of this month's meeting.

#### 15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

**CLOSED SESSION** — None

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 1:44 p.m. The next regularly scheduled meeting will be held on December 15, 2022 at 12:30 p.m., possibly by videoconference. If conducted in person, the meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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

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Carmen Jaramillo  
Chair, Personnel Commission



## Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307  
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Susan C. Salcido, Superintendent of Schools

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**Nov 15, 2022 through Dec 9, 2022**

<b>Position #</b>	<b>Position Information</b>
2529	Paraeducator • Ontiveros Preschool • North County 30.00 hours per week • 10.00 months Bilingual required
2530	Paraeducator • Libbon Elementary School • North 27.00 hours per week • 10.00 months
2531	Paraeducator • Libbon Elementary School • North 28.00 hours per week • 10.00 months Bilingual required
2533	Paraeducator • Santa Ynez Valley State Preschool SPED • Valley 16.25 hours per week • 10.00 months
2534	Paraeducator • Santa Ynez Valley State Preschool SPED • Valley 17.50 hours per week • 10.00 months Bilingual required
2537	Paraeducator • Central Avenue Preschool • North County 27.00 hours per week • 10.00 months
2538	Computer/Network Technician II • Special Education Support Staff, Valley • Valley 40.00 hours per week • 12.00 months Jonata MS

Santa Barbara County Board of Education

Classified Personnel Report

January 5, 2023

***Limited Term/Substitute***

Holcombe, Kaitlyn Educational Interpreter, American Sign Language • Special Education • Various Sites • Hourly as needed	December 5, 2022
Macutay, Angelica Student Worker Tutor • Partners In Education • Hope Center • Hourly as needed	November 29, 2022
Moreno Lopez, Kaitlyn Student Worker Tutor • Partners In Education • Hope Center • Hourly as needed	November 29, 2022
Pimentel, Karen Child Care Assistant • Early Care and Education • Various Sites • Hourly as needed	November 29, 2022
Schotthoefer, Sasha Student Worker/Tutor • Partners In Education • Hope Center • Hourly as needed	December 1, 2022

***Probationary***

Gonzalez, Zuliana Paraeducator • Special Education • Montecito Union School 81.25% • 10 months	December 5, 2022
Lopez, Annaliza Clerical Assistant • Early Care and Education • Hope Center 100% • 12 months	November 28, 2022

***Anniversary Increase***

Bravo, Christina Paraeducator • Special Education • Chapel Head Start 35% • 10 months	December 1, 2022
Carrillo, Arlet Child Care Assistant • Early Care and Education • Early Care and Education - Lompoc 75% • 10 months	December 1, 2022

## Changes

Evans, Matthew  
Reprographics Administrative Assistant • Communications • Reprographics  
100% • 12 months  
December 1, 2022

Krzyston, Jill  
Payroll Technician • Internal Services • Payroll  
100% • 12 months  
December 1, 2022

Lopez Heredia, Rodrigo  
Accounting Assistant • Internal Services • Accounting - Fiscal Services  
100% • 12 months  
December 1, 2022

Montano, Amber  
Paraeducator • Special Education • Ontiveros Preschool  
75% • 10 months  
December 1, 2022

Morales, Jennie  
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH  
81.25% • 10 months  
December 1, 2022

Reyes, Delfina  
Paraeducator • Special Education • Infant Services, Lompop  
50% • 10 months  
December 1, 2022

Snow, Crystal  
Educational Interpreter, American Sign Language, Certified • Special Education • Tommie Kunst JHS DHOH  
81.25% • 10 months  
December 1, 2022

## ***Differential - Add***

Broeffle, Alondra  
Office Assistant • Transitional Youth Services • TYS - Hope Center  
100% • 12 months  
Bilingual  
November 21, 2022

Vazquez, Magaly  
Program Associate • Transitional Youth Services • Transitional Youth  
100% • 12 months  
Bilingual  
November 21, 2022

## ***Other***

Bratcher, Brittany  
Administrative Assistant • Special Education • Cathedral Oaks  
100% • 12 months  
Lateral move to different classification  
November 21, 2022



## Changes

Carrillo, Heracio  
Custodian • Internal Services • Operations North  
62.5% • 12 months  
Add shift differential  
December 1, 2022

Gomez Suarez, Isaac  
Custodian • Internal Services • Operations North  
37.5% • 12 months  
Add shift differential  
December 1, 2022

Hart, Jordan  
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH  
54.175% • 10 months  
Passed EIPA (ASL interpreter exam) - Changed position from waiver to certified  
December 1, 2022

Ridgeway, William  
Associate Superintendent, Administrative Services • Administrative Services • Cathedral Oaks  
100% • 12 months  
Title change from Assistant Superintendent, Administrative Services  
November 18, 2022

### ***Probation to Permanent***

Brown, Sarah  
Paraeducator • Special Education • Ontiveros Preschool  
75% • 10 months  
December 1, 2022

Rivera Barriga, Paola  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County  
100% • 12 months  
December 1, 2022

### ***Promotion***

Avila Ramirez, Elizabeth  
Program Associate • Transitional Youth Services • Transitional Youth  
100% • 12 months  
November 21, 2022

Garza-Torrez, Karina  
Child Development Technician • Early Care and Education • Early Care and Education - Hope Center  
100% • 12 months  
December 1, 2022

Locke, Wilson  
Payroll Technician • Internal Services • Payroll  
100% • 12 months  
December 1, 2022

### ***Reemployment***

Solorio, Maria  
Paraeducator • Special Education • Arellanes Junior High School  
87.5% • 10 months  
December 12, 2022

## **Separation**

### ***Passed Away***

Staggs, Dwight  
Maintenance and Operations Manager • Internal Services • Cathedral Oaks  
100% • 12 months  
November 17, 2022

### ***Released***

Flores, Evelina  
Paraeducator • Special Education • Regency Preschool  
70% • Hourly as needed  
Non completion of probation  
November 17, 2022

### ***Resignation***

Adams, Elizabeth  
Transitional Youth Services Manager • Transitional Youth Services • Educational Services - Hope Center  
100% • 12 months  
December 2, 2022

Humphreys, Todd  
Finance Systems Supervisor • School Business Advisory Services • Cathedral Oaks  
100% • 12 months  
December 9, 2022

Kolster, Megan  
School Occupational Therapist • Special Education • School Occupational Therapy Valley  
100% • 10 months  
December 2, 2022

Velarde, Priscilla  
Child Care Assistant • Early Care and Education • Learning Place State Preschool  
75% • 10 months  
November 18, 2022



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

## Seeks candidates for the position of **Custodian/Maintenance Worker**

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

South County office; 10:30 am - 7:00 pm work shift  
Operations South  
Santa Barbara

Salary: \$3,345 - \$4,246 per month (hiring range; current top step \$4,691 per month);  
Plus 5% shift differential; Plus 4% pending salary increase

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

**Apply by:** 12-14-2022

**Apply online:** [www.sbceo.org](http://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 a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

**The position:** Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition.

**Specific duties and responsibilities:** • Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.

- Wash and dust screens, doors, desks, counters, table tops, walls, and telephone handsets.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
- Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed.
- Perform semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
- Perform building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; assist in the maintenance of heating systems.
- Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.
- As directed, assist with preventative maintenance and minor repairs of county vehicles.
- Set up rooms for meetings and special events.
- Move materials, equipment, and furniture between various rooms and buildings; deliver mail and other documents as needed.
- Perform other job-related duties as assigned

## **REQUIREMENTS**

**Knowledge:** • Principles and methods of custodial and semi-skilled maintenance.

- Proper use of tools and equipment used in custodial and building maintenance.
- Health and safety regulations.
- Oral and written communication skills.

**Abilities:** • Clean buildings and related fixtures and equipment.

- Perform maintenance and repairs to assigned buildings, including general carpentry, plumbing, and painting.
- Understand and follow oral and written directions.
- Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

**Education and experience:** Education: High school diploma or equivalent

Experience: Two years of experience in custodial and maintenance duties, preferably working in a school setting

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

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

**Working conditions:** Work includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

## **RECRUITMENT INFORMATION**

**Examination:** The recruitment will be Open/Promotional, resulting in internal candidates being priority ranked according to final combined scores and external candidates being ranked secondary to internal candidates 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 current permanent employees and is open to the general public. All applicants shall meet minimum qualifications to be invited to the respective examination/s. Applicants shall be considered as a group in determining passing scores on the examination/s. As long as three ranks are available for work on the promotional list, all openings shall be filled from that list before utilizing the open 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 **Student Information Specialist**

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

Special Education Support Staff, Santa Barbara  
Santa Barbara

Salary: \$4,174 - \$5,298 per month (hiring range; current top step \$5,854 per month);  
Plus 4% pending salary increase

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

**Apply by:** 12-14-2022

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** You are able to perform specialized and complex administrative work in support of your program with considerable independence and close attention to detail. You are an effective communicator and take pride in providing great service. You are a skilled professional, a team player, and you consistently strive to do your best.

**The position:** Under general direction, perform a variety of specialized administrative work in support of assigned program, including but not limited to: serving as a lead in maintaining and supporting one or more assigned student information systems; administering a program or function, such as Workability, that involves external stakeholders; and coordinating programs or functions, such as MediCal administrative activities, to ensure availability of student services and sustainability of departmental funding.

**Specific duties and responsibilities:** Receive and enter data into a variety of student information systems and databases and enterprise systems used for departmental administration; verify accuracy and correct sequencing of information and compliance with state and federal regulations; maintain and verify electronic files of staff and student data and ensure that all necessary documents have been obtained and uploaded to the relevant databases; identify, investigate, and resolve data issues, errors, and discrepancies; inform staff of errors or out-of-compliance items; collaborate with SBCEO and direct service district colleagues to resolve discrepancies; edit and revise data after thorough reconciliation; certify the accuracy of data transmitted to the state on behalf of own department or direct service districts. Prepare data for submission in a variety of required local, state, and federal reports as requested or according to established timelines; document explanations for service delays and other issues that may be reflected in reports; depending on system, may upload reports for SBCEO and direct service districts, ensuring the accuracy of data; may write code to ensure proper upload of report to database. Extract and organize staff and student information from databases in order to produce statistics, reconcile internal data, or provide data to staff conducting assessments, audits, and statistical tests of levels of service, academic outcomes, and student demographics. Individually or as part of a team, develop

procedure manuals, flowcharts, PowerPoint presentations and other materials to help other users understand requirements, timelines, and data collection procedures of various databases; train staff on the use and implementation of various databases; attend training sessions on various databases and evolving state and federal regulations. Serve as a primary point of contact for families, staff, administrators, and other stakeholders with regard to student and SBCEO program data; process legal documents such as requests from parents, attorneys, state compliance agencies, courts, auditors, and districts; maintain the confidentiality of information, records, and files; represent SBCEO with representatives of state agencies and auditors. Resolve student information system software and data communication issues, and serve as liaison with software vendors for advanced troubleshooting. Administer assigned programs, including: collaborating with administrators and staff within own department and in local districts; reviewing documentation to ensure accuracy; conducting outreach to increase participation in program; monitoring student hours and other metrics to ensure program compliance with scope of work and other funder requirements. Coordinates programs and processes such as MediCal Random Moments to ensure staff participation and help secure appropriate MediCal reimbursement. Compose and prepare a variety of correspondence, memoranda, reports, and other documents from oral instructions or rough drafts. Prepare routine budget reports. Maintain and enhance division website by posting content and ensuring accessibility to users of all ability levels. Coordinate meetings and workshops to support program stakeholders. Participate in the inventory, distribution, and collection of state student testing materials. Perform related duties as assigned.

## **REQUIREMENTS**

**Knowledge:** Modern office practices, procedures, and equipment, correct English usage, grammar, spelling, punctuation and vocabulary, telephone etiquette, e-mail etiquette, record-keeping practices, standard office productivity software applications, student and employee information systems and databases or comparable records-based information systems.

**Abilities:** Plan, organize, prioritize, and schedule work. Work independently and make sound decisions within appropriate limits of authority. Analyze available information and determine an appropriate course of action. Achieve proficiency in data control procedures, reporting requirements, and other aspects of administering assigned student information system or database. Develop new and revised work methods and procedures. Coordinate work of district or SBCEO partners over whom one has no supervisory authority. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Work with speed and accuracy. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files, records, and other sensitive material. Maintain records and prepare reports, using computerized databases or manual data collection. Perform arithmetic calculations. Learn operations, policies, practices, and objectives of County Education Office and assigned program. Learn state and federal data collection procedures.

**Education and experience:** Possession of a high school diploma or equivalent is required. Completion of 48 semester units or 72 quarter units of college coursework in education, business, information systems, or other related topics is desirable and two years of clerical or administrative experience working with databases, student information systems, or equivalent records-based information systems.

**Licenses and certificates:** Some positions may require a valid California driver's license.

**Working conditions:** 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 lifting and carrying 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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Susan C. Salcido, Superintendent of Schools

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### Promotional Eligibility List

Job Class: Child Development Technician, Full-Time

Rank	Application Number	Date Eligibility Expires
1	25336	11-04-2023

Number of applicants: 1

Number of applicants passed screening: 1

Number of performance/written exam attendees: N/A

Number of oral exam attendees: N/A

11-23-2022





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### Promotional Eligibility List

Job Class: Payroll Technician, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	25446	11-04-2023
2	25522	11-04-2023
3	25465	11-04-2023
4	25412	11-04-2023

Number of applicants: 5

Number of applicants passed screening: 4

Number of performance/written exam attendees: 4

Number of oral exam attendees: N/A

11-23-2022



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### Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	25511	05-16-2023
2	25416	05-16-2023
3	25333	05-16-2023

Number of applicants: 16

Number of applicants passed screening: 14

Number of performance/written exam attendees: 12

Number of oral exam attendees: 4

12-09-2022



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### Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	24975	05-23-2023



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## Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	25654	06-02-2023



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### Dual Certification Eligibility List

Job Class: School District Financial Advisor, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	25571	06-02-2023

Number of applicants: 11

Number of applicants passed screening: 6

Number of performance/written exam attendees: 6

Number of oral exam attendees: N/A

12-09-2022



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## Senior Management Eligibility List

Job Class: Associate Superintendent, Administrative Services, Full-Time

Rank	Application Number	Date Eligibility Expires
	25533	06-06-2023
	25566	06-06-2023
	25573	06-06-2023
	25579	06-06-2023

Number of applicants: 7

Number of applicants passed screening: 6

Number of performance/written exam attendees: 4

Number of oral exam attendees: N/A

12-09-2022



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### Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	25323	06-05-2023



## *Personnel Commission*

### JOB DESCRIPTION

#### **BENEFITS AND EMPLOYEE RELATIONS ANALYST - DRAFT**

**Reports to:** Human Resources management

**Division:** Human Resources

#### **Our ideal candidate**

You are a strategic partner who is dedicated to enhancing the employee experience. You have highly developed analytical and critical thinking skills. You are able to manage multiple projects effectively and meet timelines. Your oral and written communication skills are exceptional. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You are committed to providing the best service possible to Santa Barbara County Education Office management, employees, and union partners.

#### **General description**

Under general direction, perform a full range of professional analytical work associated with benefits and employee relations, including advising employees on SBCEO health and welfare benefits; supporting the collective bargaining process; advising managers and employees on the interpretation of collective bargaining agreements, employment laws, and SBCEO policies; conducting workplace investigations; and coordinating the interactive process and other employee relations processes in accordance with County Education Office policies and state and federal regulations.

#### **Specific duties and responsibilities**

- Conduct inquiries and investigations into allegations of employee misconduct, including alleged violations of SBCEO policies and Title IX regulations; conduct interviews with complainants, respondents, and witnesses; gather and analyze data; apply relevant County policies, collective bargaining agreements, and applicable laws; prepare investigative reports; advise managers about recommended corrective actions, performance improvement plans, and resources for employee development.
- Lead the interactive process to determine the availability of reasonable accommodations; ensure cases are assessed and resolved in accordance with applicable state and federal law.
- Provide support to supervisors in administering leave usage; coordinate the leave of absence and other related processes to ensure compliance with applicable laws and policies and maintain organizational effectiveness.
- Provide guidance to supervisors on addressing performance management concerns; review and suggest revisions to drafts of employee performance evaluations; identify tools and resources for supervisors to use in supporting employees in meeting performance expectations.
- Advise supervisors on the progressive discipline process; support supervisors in following established procedures and gathering appropriate data and documentation to support disciplinary action; review formal disciplinary actions to ensure adherence to applicable collective bargaining agreement, Personnel Commission Rules, SBCEO policies, and applicable laws.



## **BENEFITS AND EMPLOYEE RELATIONS ANALYST - DRAFT**

- Gather information for management to respond to complaints, appeals, and/or grievances in accordance with the applicable collective bargaining agreement, board policies, administrative regulations, and/or Personnel Commission rules.
- Draft, implement, and/or administer new or revised SBCEO policies and procedures in response to administrative needs, new legislation, or negotiations with employee unions.
- Draft memoranda of understanding with employee unions in support of the negotiation process.
- Develop training programs and objectives to meet the employee relations needs of SBCEO and/or specific departments.
- Serve as a facilitator or mediator to support managers and employees in resolving workplace conflicts or engaging in difficult conversations.
- Conduct salary surveys in preparation for negotiations or as assigned by Human Resources management.
- Provide support to employees and retirees in utilizing health and welfare benefits by helping them understand their coverage, assisting in the resolution of claims issues, and providing carrier customer service contacts.
- Support the administration of health and welfare plans by: issuing, collecting, and processing documentation of new employees; processing changes for current employees during annual open enrollment period or qualifying events; and verifying information and eligibility for benefits for employees and retirees.
- Using a variety of media, create employee communications to promote understanding of SBCEO policies and procedures, benefits, and employee rights and responsibilities; maintain up-to-date benefits information on SBCEO Intranet.
- Reconcile invoices and claims from vendors and unions with deductions from employees' payroll warrants.
- Coordinate vendor representatives for annual benefits fair; provide setup and staff support at benefit fairs, health screenings, flu shot clinics, and other health-related events.
- Prepare, revise, and keep updated employee letters and benefit plan enrollment forms.
- Perform other related duties as assigned.

### **Requirements**

A typical way to qualify for this position would be:

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

**Experience:** Two years of professional experience in human resources that included one or more of the following: benefits administration; leave administration; employee relations/ombuds; labor negotiations; and investigations. A master's degree in a closely related field may be

## **BENEFITS AND EMPLOYEE RELATIONS ANALYST - DRAFT**

substituted for up to one year of required professional experience. Experience in a unionized environment is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

### **Knowledge of:**

- principles, practices, methods and terminology used in public human resources administration
- federal and state law relating to employee benefits, collective bargaining, and leaves of absence
- practices and terminology of health and welfare processing
- principles and practices of workplace investigations
- principles and practices of mediation and conflict resolution
- arithmetic, including percentages and fractions
- modern office practices, procedures, and equipment
- telephone and email etiquette
- standard office productivity software applications, including spreadsheet programs
- correct English usage, grammar, spelling, punctuation, and vocabulary
- record-keeping practices

### **Ability to:**

- gather, evaluate, and analyze data and draw sound conclusions
- analyze situations accurately and adopt an effective course of action
- draft a variety of written documents, including policies, procedures, memoranda of understanding, investigation reports, employee handbooks, and benefits communications
- communicate effectively, both orally and in writing
- learn, interpret, apply, and explain federal and state laws, education codes, SBCEO policies, collective bargaining agreements, and carrier rules affecting health and welfare benefits and employee relations
- learn County Education Office organization, operations, policies and objectives
- learn and apply California Education Code applying to employee relations
- maintain current knowledge of laws, rules, and regulations related to benefits and employee relations
- maintain accurate records and files
- operate a computer and other office equipment and related software programs
- use a human resources information system, enterprise financial system, and other proprietary and commercial databases
- perform accurate arithmetical calculations
- interact effectively with a wide variety of people within and outside the organization
- work independently and as part of a team
- maintain a calm, tactful, friendly and diplomatic manner in interactions with others
- maintain confidentiality of sensitive information



**BENEFITS AND EMPLOYEE RELATIONS ANALYST - DRAFT**

- plan and organize work to meet deadlines

**Licenses and certificates**

- Possession of a valid California Class C driver’s license, insurance as required by law, and the use of a dependable automobile are required.

**Working conditions**

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

**Series**

Human Resources

**Salary range 84**

*Approved by the Personnel Commission:*

December 15, 2022 (pending approval)



## Personnel Commission Public Hearing

A public hearing on a proposed waiver for Educational Interpreter, American Sign Language will be held.

**Thursday, December 15, 2022**  
**Time Certain: 1:00 p.m.**

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 public hearing will be conducted by videoconference.

### **To Connect to the Meeting Online**

**Link:** <https://us06web.zoom.us/j/85927500577?pwd=QlpmZ0V4cjd3Y0h0cWJnM01PcGxsZz09>

**Meeting ID:** 859 2750 0577

**Passcode:** dK2HiJ

### **To Dial in to the Meeting by Phone**

**Telephone Number:** (253) 215-8782

**Meeting ID:** 859 2750 057

**Passcode:** 614460

**PERSONNEL COMMISSION ANNUAL REPORT, 2021-22**

	2019-2020	2020-2021	2021-22		2019-2020	2020-2021	2021-22
<b>PERSONNEL ACTIONS</b>				<b>RECRUITMENT</b>			
<b>Appointments</b>				<b>Examinations</b>			
Probationary	27	23	49	Positions Announced	23	35	53
Management	4	3	8	Applications	537	651	623
Reemployments	3	2	3	Written Examinations	19	23	37
Reinstatements	2	2	2	Oral Examinations	24	22	29
<b>Changes</b>				Performance Examinations	0	0	0
Transfers	8	5	12	Qualification Appraisals	1	2	4
Reassignments	4	2	1	Eligibles Established	65	97	136
Out-of-Class Assignments	3	0	2	Eligibility Lists Established	24	34	43
Promotions	7	1	4	<b>Continuous Examinations</b>			
Reclassifications and Reallocations	10	5	2	Applications	167	34	395
Decreased Time in Lieu of Layoff	11	3	4	Written Examinations	N/A	N/A	6
Displacement in Lieu of Layoff	2	0	0	Oral Examinations	6	3	8
Demotion Displacement In Lieu of Layoff	0	0	0	Qualification Appraisals	N/A	N/A	5
Increase Time (Voluntary)	14	7	10	Eligibles Established	25	8	49
Decreased Time (Voluntary)	1	2	0	Eligibility Lists Established	6	5	35
				<b>ACTIVE CLASSIFIED EMPLOYEES AS OF FISCAL YEAR END</b>			
<b>Separation</b>				CSEA Classified Employees	129	127	131
Resignations	10	25	29	Non-CSEA Classified Employees	111	108	110
Retirements	4	9	10	Classified Managers	27	23	28
Exhausted Leave	1	1	1				
Layoffs	12	1	0	<b>ACTIVE CLASSIFIED SUBSTITUTES AS OF FISCAL YEAR END</b>			
Terminations (probationary)	4	2	3	Classified Substitutes	82	50	71
Terminations (permanent)	0	0	0				
<b>OTHER ACTIONS</b>				<b>REEMPLOYMENT</b>			
New Classifications	1	11	8	Total Individuals	32	27	10
Revised Job Descriptions	7	3	16	Total Removed	5	16	9
Revised PC Rules	2	3	1				
				<b>PERSONNEL COMMISSION MEETINGS</b>			
				Regular	12	12	12
				Special	0	0	5



## 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

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### **Personnel Commission Resolution No. 2023-7**

#### **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 **December 15, 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:

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Director, Human Resources/  
Secretary to the Personnel Commission