



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

December 15, 2022 – 12:30 p.m.

LOCATION

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

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:31 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:

Mari Baptista, Associate Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Tom Heiduk, Manager, Credentials Services

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held November 17, 2022

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

8. Organization of the Personnel Commission

Nomination and election of officers for calendar year 2023 was held in accordance with Personnel Commission Rule 4422.2.

The nominated slate was Mike Ostini for Chair and Gary Pickavet for Vice Chair.

Commissioners Ostini and Pickavet both commended Commissioner Jaramillo for her excellent work as Chair in 2022.

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

9. Communications — None**10. Informational Items****a. Media Releases/Columns**

There were no media releases from the Superintendent in the previous month. The Director, Human Resources reported that at the County Board of Education meeting on December 9, Superintendent Salcido and County Board of Education Trustees Carty, Frost, and Daane were sworn in for new terms by Sheriff Bill Brown.

b. Legislative Update

The Director, Human Resources reported that Human Resources is working on implementation of legislation on which the Personnel Commission had previously been updated: Juneteenth, new mandated bereavement leave, expansion of California Family Rights Act, and overpayments. The Director also reviewed AB 2449, Amendments to the Brown Act, to highlight the fairly narrow circumstances under which its provisions can be used to allow Commissioners to attend meetings virtually.

REGULAR BUSINESS**11. Informational Items****a. List of New Positions****b. Classified Personnel Report dated January 5, 2023****c. Position Announcements**

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

- i. Child Development Technician (Promotional – South)
- ii. Payroll Technician (Promotional – South)
- iii. Program Associate (Dual – North)
- iv. Paraeducator (Open Continuous – North)
- v. Paraeducator (Open Continuous – North)
- vi. School District Financial Advisor (Dual – South)
- vii. Associate Superintendent, Administrative Services (Senior Management – South/North)
- viii. Child Care Assistant (Open Continuous – North (Lompoc))

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

b. Classification of Positions

The Director, Human Resources recommended establishing a new classified position of Benefits and Employee Relations Analyst.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

c. Job Descriptions — None**UNFINISHED BUSINESS — None****NEW BUSINESS****13. Public Hearing — time certain 1:00 p.m.**

A public hearing was called to order at 1:00 and conducted in accordance with State Board of Education requirements for consideration of SBCEO's waiver request for Educational Interpreter, American Sign Language. The public hearing was closed at 1:02.

14. Personnel Commission Annual Report, 2021-22

This was an information item.

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

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2023-7 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

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

REPORTS**16. PERSONNEL COMMISSIONER REPORTS**

Commissioners Ostini, Pickavet, and Jaramillo had no PC-related items to report.

17. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources made a presentation highlighting some of the data from the 2021-22 annual report.

The Director wished all a happy and healthy holiday season.

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Commissioner Ostini reported that a lengthy CSEA chapter meeting had taken place the previous night and that several memoranda of understanding currently being negotiated were discussed.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:46 p.m. The next regularly scheduled meeting will be held on January 26, 2023 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.

A handwritten signature in black ink that reads "Amy R. Ramos". The script is cursive and fluid.

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

Mike Ostini
Chair, Personnel Commission



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

SPECIAL MEETING

January 13, 2023 – 11:30 a.m.

LOCATION

Assembly Bill 361 allows local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act. In addition, Santa Barbara County Public Health officials have declared teleconferencing for public meetings “an effective and recommended social distancing measure.” Therefore, this special meeting on January 13, 2023 of the Personnel Commission was conducted by videoconference.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 11:31 a.m.

2. Roll Call

Members Present

Mike Ostini, Chair

Gary Pickavet, Vice Chair

Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

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

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

HR staff present:

Amy Ramos, Director, Human Resources

6. Public Comment — None

7. Adoption of Resolution

In accordance with AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2023-8 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:42 a.m. The next regularly scheduled meeting will be held on Thursday, January 26, 2023 at 12:30 p.m., likely by videoconference, pursuant to Assembly Bill 361.



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

Mike Ostini
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

Dec 10, 2022 through Jan 20, 2023

Position #	Position Information
2540	School Occupational Therapist • School Occupational Therapy Services • South County 16.00 hours per week • 10.00 months
2541	Paraeducator • Montecito Union School • South 32.70 hours per week • 10.00 months
2542	Benefits and Employee Relations Analyst • Benefits • South 40.00 hours per week • 12.00 months
2545	Paraeducator • Cuyama Headstart • North County 12.00 hours per week • 10.00 months

Santa Barbara County Board of Education

Classified Personnel Report

February 2, 2023

Appointments

Limited Term/Substitute

Hulsizer, Samantha January 3, 2023
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Monroy, Jenny January 13, 2023
 Child Care Assistant • Early Care and Education • Various Sites
 • Hourly as needed

Probationary

Holcombe, Kaitlyn January 10, 2023
 Educational Interpreter, American Sign Language, Waiver • Special Education • Tommie Kunst Jr. HS
 75% • 10 months

Holmes, Rebecca January 12, 2023
 School District Financial Advisor • School Business Advisory Services • Cathedral Oaks
 100% • 12 months

McCay, Brigid January 3, 2023
 Paraeducator • Special Education • Montecito Union School
 81.25% • 10 months

Changes

Anniversary Increase

Cordero, Tracie January 1, 2023
 Classified Human Resources Specialist • Human Resources • Cathedral Oaks
 100% • 12 months

Delgadillo, Fabian January 1, 2023
 Paraeducator • Special Education • Speech/Language Services, McClelland
 75% • 10 months

Filomia, Andres January 1, 2023
 Paraeducator • Special Education • Hollister School
 93.75% • 10 months

Garcia, Carmen
Child Care Assistant • Early Care and Education • Lompoc Cal-SAFE
75% • 12 months
January 1, 2023

Gomez Suarez, Isaac
Custodian • Internal Services • Operations North
37.5% • 12 months
January 1, 2023

Harris, Debora
Child Care Services Technician • Early Care and Education • Santa Maria - 2
100% • 12 months
January 1, 2023

La Riba, Walter
Information Technology Support Specialist - Bilingual • Partners In Education • Cathedral Oaks
100% • 12 months
January 1, 2023

Sagrero, Maria
Administrative Assistant • Internal Services • North County Office
100% • 12 months
January 1, 2023

Salazar, Eulogio
Custodian/Delivery Driver • Internal Services • Operations South
100% • 12 months
January 1, 2023

Longevity Increment

Flores, Anne
Administrative Assistant • Teacher Programs and Support • Cathedral Oaks
100% • 12 months
35 years
January 1, 2023

Probation to Permanent

Inzunza Aquino, Celina
Youth Support and Service Specialist • Transitional Youth Services • Hope Center
100% • 12 months
January 1, 2023

Ramirez, Raquel
Paraeducator • Special Education • Oakley Preschool
67.5% • 10 months
January 1, 2023

Reyes, Stephanie
Paraeducator • Special Education • Central Ave Preschool
67.5% • 10 months
January 1, 2023

Transfer

Garcia Mendoza, Adriana

January 9, 2023

Child Care Assistant • Early Care and Education • Learning Place State Preschool
75% • 10 months
From De Colores State Preschool

Separation

Released

Tadayon, Mohammad

December 30, 2022

Paraeducator • Special Education • Montecito Union School
81.25% • 10 months
Non completion of probation

Resignation

Davis, Misty

January 10, 2023

Paraeducator • Special Education • Allan Hancock Preschool
67.5% • Hourly as needed

Goksu, Sibel

January 17, 2023

Educational Data Analyst • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Hulsizer, Samantha

December 29, 2022

Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

Rodriguez, Alejandra

January 31, 2023

Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center 4
100% • 12 months

Velez, Emilio

January 20, 2023

Paraeducator • Special Education • Dos Puertas School
84.375% • 12 months
Accepted a Certificated position w/SBCEO



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Finance Systems Supervisor**

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

School Business Advisory Services
Santa Barbara

Salary: \$7,154 - \$9,089 per month (hiring range; current top step \$10,039 per month)

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

Apply by: 1-10-2023

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a proactive, solutions-oriented professional who takes the initiative to elevate the leadership and services this office provides to our districts. You are a detailed-oriented and accurate finance professional with excellent communication skills. You have the ability to maintain focus and attention to detail in a business office environment with frequent interruptions. You earn the trust of colleagues and inspire others through your positive attitude and professional expertise. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You understand politically sensitive issues and handle yourself in a diplomatic and confidential manner. You conduct research, communicate effectively, and use a high degree of professional judgment to solve problems and collaborate with others in that pursuit. You mentor and train others in an ongoing effort to advance the organization. You advise, train, and collaborate with others in an ongoing effort to advance the organization. You lead by example and foster a team environment. You are committed to excellence in providing the best service possible.

The position: This individual oversees general ledger activity, accounts payable production, financial system management, and training for more than 20 external agencies, including the county education office, school districts, charter schools, and community colleges. The position also acts as a liaison between our districts and federal, state, county, and local agencies. Therefore, the consequence of error is high. This position supervises day-to-day finance operations and performs a wide range of research, planning, and analytical, interpretive and advisory tasks, as required, to provide financial services to external agencies. This individual works closely with the payroll systems supervisor to ensure seamless operations between the payroll and finance modules of the financial system.

This position requires the ability to understand unique district configurations within a complex, multi-module, fully integrated software system. It also requires using multiple solutions, rather than a one-size-fits-all approach, and being flexible in meeting the needs of individual district setups.

Specific duties and responsibilities: • Plan, schedule, and supervise day-to-day financial activities in the department and manage workload to meet deadlines

- Supervise, train, and evaluate financial services staff
- Advise internal staff and external agencies in all areas of accounting and assist in processing accounts payable, accounts receivable, budget revisions, journal entries, cash loans and transfers, accruals, general accounting, and year-end close processing
- Establish and implement internal procedures for financial services, reevaluate and refine processes and procedures to enhance the overall operation of the department
- Oversee functional operations, development, testing and maintenance of data systems
- Propose new programming specifications and test system upgrades to ensure integrity of data in functionality in finance and related modules
- Analyze system-generated reports for completeness, compliance and accuracy for the purpose of determining necessary system changes and modifications
- Develop training materials and present workshops on financial accounting topics including accounts receivable, accounts payable, Commercial Warrant Claims manual updates, deposits, fixed assets, requisitions, warehouse-stores-inventory, 1099 tax reporting, year-end close, and other topics
- Prepare a variety of reports, financial statements, correspondence, and external communications related to financial services
- Analyze and interpret proposed and adopted legislation related to financial governance and reporting for operational impact and compliance
- Monitor cash daily, review and analyze districts' cash flow, including temporary loans, and monitor cash solvency
- Explain and apply laws, rules, and regulations applicable to school business activities
- Organize, summarize, and express complex concepts or issues in concise terms to a variety of people with varying levels of experience and understanding; advise and train school business personnel on financial accounting techniques, policies and procedures, including the use of the financial system software
- Research and resolve help desk tickets related to the financial systems software, which requires an in-depth understanding of financial accounting concepts, techniques, regulations and policies; monitor and communicate the progress of the software changes and enhancements
- Oversee month-end close process, reconciliation of cash in district and county funds, auditing and posting journal entries, reconciling and disbursing state apportionments
- Oversee year-end close process, assist districts with accruals, property tax reconciliation, and verify beginning fund and cash balances for each district
- Assist districts with financial system software setup maintenance, including: workflow, vendors, chart of accounts, organization and department records
- Oversee activities and services related to external school finance departments for centralized accounts payable production, budget revisions, journal entries, cash loans and transfers, year-end processing, and countywide system software settings for a variety of organizations with unique work flows and permissions
- Work with the county auditor-controller's office to maintain districts' bond interest and redemption funds including distribution and monitoring of annual budgets, posting of principal and interest to bond funds, and preparation of bonding capacity calculations
- Help districts with 1099-Misc tax reporting, vendor setup and maintenance, IRS guidelines and policies
- Coordinate the opening and closing of district funds at the county treasury
- Maintain and update the Commercial Warrant Claims manual, and monitor district compliance
- Supervise and assist in compiling data for the preparation of state financial reports, and maintain complex records, spreadsheets, reports, data, and review and make recommendations
- Participate in planning department goals and objectives, provide sustained leadership and coordination in all areas of responsibility
- Perform other related duties as assigned

REQUIREMENTS

Knowledge: • Knowledge of internal controls, accounting, and business practices, specifically in the areas of general ledger and accounts payable processing

- Knowledge of financial audit and review processes
- Ability to research and apply complex technical accounting and legal guidance
- Knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Audit Standards (GAAS), and Governmental Accounting Standards (GAS)
- Well-developed English language, written communication, and presentation skills
- Ability to convey personal and technical information to all levels of staff, manage and review performance, and solve complex problems
- Knowledge of California School Accounting Manual (CSAM) procedures, governmental accounting, and auditing

Abilities: • Use a multi-module, highly complex, fully integrated software system

- Analyze financial data and prepare clear, complete and concise financial records and reports
- Independently establish, schedule, and sequence financial accounting activities to meet all deadlines
- Prepare account adjustments and custom reports using PC based spreadsheets and relational databases
- Facilitate upgrades to software modules affecting financial data and calculations to ending balances
- Conduct technical research and prepare complex arithmetic computations
- Present information clearly and in an organized manner
- Supervise and lead staff in a manner that encourages efficiency and teamwork
- Analyze situations and adopt effective solutions
- Work in an office setting engaged in work of a primarily sedentary nature
- Have sufficient ambulatory ability to use common office equipment and retrieve documents
- Have hand-eye-arm coordination to use a computer keyboard and 10-key at an advanced rate
- Have visual acuity to recognize letters and numbers
- Have auditory ability to carry on conversations in person and over the phone
- Perform all aspects of the position

Education and experience: Education: A bachelor's degree in accounting, business, finance, or related field. An associate's degree may be accepted along with additional applicable, and progressively responsible experience

Experience: Progressively responsible experience in the areas of business, finance, accounting, and auditing; in-depth experience working with financial software

Licenses and certificates: Valid California driver's license

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

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 **Benefits and Employee Relations Analyst**

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

We are looking for a human resources professional with exceptional writing and critical thinking skills to join our dynamic HR team.

Human Resources

Santa Barbara

Salary: \$68,052 - \$86,424 per year (hiring range; current top step \$95,460 per year)

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

Apply by: 1-27-2023

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

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.

The position: 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.
- 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

Knowledge: • 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

Abilities: • 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
- plan and organize work to meet deadlines

Education and experience: 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 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.

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.

RECRUITMENT INFORMATION

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

Examination dates: This examination has not yet been scheduled.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of School Occupational Therapist

Full-Time, 100%, 40 hours/week • 10 months/year

5 days a week in the Consortium, preschool to school age
School Occupational Therapy

Santa Ynez Valley

Salary: \$46.61 - \$59.21 per hour plus master's stipend (hiring range; current top step \$65.43)

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: You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and you strive to do a good job at all times.

The position: Provides occupational therapy and services for special education students, ages birth to 22 years, that includes assessment, development of Individualized Education Program (IEP) goals and plans, therapy, and direct intervention strategies and activities to assist students in acquiring functional and independent life skills within their occupational performance in the educational setting. Works with special education teams and provides consultation and training to school personnel and families.

Specific duties and responsibilities: Provides occupational therapy services to students by conducting assessments with the educational setting using an ecological model to determine level of need. Develop educationally relevant goals that are part of the student's educational program. Evaluates student progress on individual IEP goals and revises goals as needed. Prepares reports of occupational assessments and progress. Consults with parents and staff on occupational therapy interventions for students on site and through home programs. Attends Individualized Educational Plan (IEP) meetings as necessary to ensure that interventions blend with educational goals. Coordinates occupational therapy services with student's educational team. Instructs multi disciplinary teams in occupational therapy, treatment approach, and instructional support on understanding, interpreting, and implementing intervention procedures. Provides in-service training and continuing professional development to teachers and resource personnel. Promotes the need for occupational therapy services to teachers and administrators. Develops up-to-date best practices for therapy services. Ensures the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies. Modifies and may design adaptive equipment that enhances students' ability to access learning and technology. Performs other duties as assigned that support the overall objective

of the position.

REQUIREMENTS

Knowledge: The position requires specialized knowledge of the physical, sensory, intellectual, social, and emotional growth patterns of children including the developmental and educational needs of children with specific disabilities. Requires specialized knowledge of current theories and best practices in the application of occupational therapy techniques, including oral motor facilitation, daily living activities, sensory impairments, perceptual motor, fine motor development, and normal and abnormal child development. Requires knowledge of the State Education Code as it applies to the specific accountability of this position. Requires a working knowledge of personal computer applications to use common office productivity software, internet, and specialized computer-aided programs supporting diagnostic assessment. Requires advanced math and interpretive skill to conduct and evaluate statistics. Requires sufficient human relations skills to achieve and maintain trust and cooperation with peers and students, to deliver formal discussion with classroom-sized groups, to resolve conflict, and to use advanced lines of inquiry to obtain personal information from students. Requires professional writing skills sufficient to write reports and correspondence that may be sensitive and have legal implications.

Abilities: Requires the ability to carry out the functions and objectives of the position. Requires the ability to understand differences among children with various disabling conditions. Requires the ability to assess the development status and educational needs of children and the role of occupational therapy. Requires the ability to learn, interpret, and apply SBCEO, State, and Federal requirements and objectives for academic achievement including Individualized Educational Plans. Requires the ability to work effectively with fellow professionals and paraprofessionals in carrying out recommended educational programs. Requires the ability to perform statistical analysis of quantitative and qualitative data. Requires the ability to relate well with students, parents, and all levels of staff. Requires the ability to present self in a professional manner to students, parents, and staff. Requires the ability to maintain confidentiality of private information. Requires the ability to optimize a work schedule that involves multiple locations and work independently. Requires the ability to lift, carry, push, and move students, supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on a frequent basis.

Education and experience: Master's degree in occupational therapy (or bachelor's degree if received prior to 2007) from an accredited four-year college or university and proof of continuing education. One year's experience in a school setting preferred.

Licenses and certificates: License to practice in California, certification by the National Board for Certification in Occupational Therapy and registration by the American Occupational Therapy Association, valid California driver's license.

Working conditions: Work is performed indoors/outdoors where some safety considerations exist due to physical effort. Incumbent will travel to different sites/locations within the county.

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 School Occupational Therapist

Part-Time, 40% 16 hours/week • 10 months/year

1 day in Santa Ynez Valley, 1 day in Santa Barbara
TK - 6th grade

School Occupational Therapy
Santa Barbara/ Santa Ynez Valley

Salary: \$46.61 - \$59.21 per hour plus master's stipend (hiring range; current top step \$65.43)

~~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: You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and you strive to do a good job at all times.

The position: Provides occupational therapy and services for special education students, ages birth to 22 years, that includes assessment, development of Individualized Education Program (IEP) goals and plans, therapy, and direct intervention strategies and activities to assist students in acquiring functional and independent life skills within their occupational performance in the educational setting. Works with special education teams and provides consultation and training to school personnel and families.

Specific duties and responsibilities: Provides occupational therapy services to students by conducting assessments with the educational setting using an ecological model to determine level of need. Develop educationally relevant goals that are part of the student's educational program. Evaluates student progress on individual IEP goals and revises goals as needed. Prepares reports of occupational assessments and progress. Consults with parents and staff on occupational therapy interventions for students on site and through home programs. Attends Individualized Educational Plan (IEP) meetings as necessary to ensure that interventions blend with educational goals. Coordinates occupational therapy services with student's educational team. Instructs multi disciplinary teams in occupational therapy, treatment approach, and instructional support on understanding, interpreting, and implementing intervention procedures. Provides in-service training and continuing professional development to teachers and resource personnel. Promotes the need for occupational therapy services to teachers and administrators. Develops up-to-date best practices for therapy services. Ensures the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies. Modifies and may design adaptive equipment that enhances students' ability to access learning and technology. Performs other duties as assigned that support the overall objective

of the position.

REQUIREMENTS

Knowledge: The position requires specialized knowledge of the physical, sensory, intellectual, social, and emotional growth patterns of children including the developmental and educational needs of children with specific disabilities. Requires specialized knowledge of current theories and best practices in the application of occupational therapy techniques, including oral motor facilitation, daily living activities, sensory impairments, perceptual motor, fine motor development, and normal and abnormal child development. Requires knowledge of the State Education Code as it applies to the specific accountability of this position. Requires a working knowledge of personal computer applications to use common office productivity software, internet, and specialized computer-aided programs supporting diagnostic assessment. Requires advanced math and interpretive skill to conduct and evaluate statistics. Requires sufficient human relations skills to achieve and maintain trust and cooperation with peers and students, to deliver formal discussion with classroom-sized groups, to resolve conflict, and to use advanced lines of inquiry to obtain personal information from students. Requires professional writing skills sufficient to write reports and correspondence that may be sensitive and have legal implications.

Abilities: Requires the ability to carry out the functions and objectives of the position. Requires the ability to understand differences among children with various disabling conditions. Requires the ability to assess the development status and educational needs of children and the role of occupational therapy. Requires the ability to learn, interpret, and apply SBCEO, State, and Federal requirements and objectives for academic achievement including Individualized Educational Plans. Requires the ability to work effectively with fellow professionals and paraprofessionals in carrying out recommended educational programs. Requires the ability to perform statistical analysis of quantitative and qualitative data. Requires the ability to relate well with students, parents, and all levels of staff. Requires the ability to present self in a professional manner to students, parents, and staff. Requires the ability to maintain confidentiality of private information. Requires the ability to optimize a work schedule that involves multiple locations and work independently. Requires the ability to lift, carry, push, and move students, supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on a frequent basis.

Education and experience: Master's degree in occupational therapy (or bachelor's degree if received prior to 2007) from an accredited four-year college or university and proof of continuing education. One year's experience in a school setting preferred.

Licenses and certificates: License to practice in California, certification by the National Board for Certification in Occupational Therapy and registration by the American Occupational Therapy Association, valid California driver's license.

Working conditions: Work is performed indoors/outdoors where some safety considerations exist due to physical effort. Incumbent will travel to different sites/locations within the county.

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 **Computer/Network Technician II**

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

Special Education Support Staff, Santa Ynez Valley
Santa Ynez Valley

Salary: \$6,062 - \$7,700 per month (hiring range; current top step \$8,506)

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

Apply by: 1-25-2023

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are an innovative professional with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are an excellent problem-solver, highly responsible, and take ownership of all the tasks and responsibilities of the position. You conduct research, communicate effectively, and solve problems, or collaborate with other technical colleagues in that pursuit. You mentor and train others and give credit where it is due. You are committed to providing the best service available to staff and students in Special Education.

The position: Under direction of an assigned supervisor provide technical assistance to the Santa Barbara County Education Office (SBCEO) departments. Perform installations and upgrades, troubleshoot and repair computers, maintain and recommend computer hardware and software; train users in operation of computer equipment and programs; support computers and data communication issues as they relate to networks, printers, and other peripheral devices.

This position includes all the duties of the Computer/Network Technician I position described below, plus the primary responsibilities of administration of network servers and active directory; management of client/server applications and databases; and assistance with network administration and project management tasks.

Specific duties and responsibilities: Provide technical assistance to SBCEO employees, both in person and over the phone. Identify and resolve computer and peripheral device problems. Install, test, and perform the setup of computers and peripherals, printer sharing devices, networks and data communication devices. Submit bills daily for tasks completed; documenting time spent, parts used and software/hardware purchased. Perform hardware and software upgrades and maintenance as required. Document and maintain all technical procedures for the Computer/Network Technician Manual. Evaluate computer hardware and software and make recommendations regarding selection, installation, upgrade, and use to the Computer/Network Support Supervisor. Routinely update an assigned supervisor with status of tasks. Participate in planning and implementing technical projects. Ensure that regularly scheduled backups occur for all computer systems. Perform annual software/hardware inventory for SBCEO department computers. Prepare desk procedures. Perform other computer/network/application support duties as needed.

REQUIREMENTS

Knowledge: Current Windows and Macintosh computers, peripherals, security devices, and related application and support software; troubleshooting skills, strategies and resources; network operating systems and related application software; TCP/IP, e-mail protocols, network printing and wireless; customer support dynamics
interpersonal skills; software maintenance, network performance tuning, and system diagnostic software; data communication and network access protocols; industry standard word processing, spreadsheet and database programs and proficiency in the use of these and related programs.

Abilities: Quickly acquire knowledge of the County Education Office's organization, operations, policies and objectives; define problems, collect data and draw conclusions in a variety of situations where little standardizations exist; prioritize, schedule and coordinate large workloads; communicate effectively in both oral and written forms; work well under pressure; meet schedules and time lines; perform individual research, analysis, and evaluations of computer hardware, software, and network technologies; receive complaints and take steps to facilitate resolution; work cooperatively with others and maintain effective working relationships with co-workers, supervisors, consultants and others as required; establish and maintain a calm, tactful, friendly and diplomatic manner; effectively present information to upper management; plan, organize and manage assigned functions; maintain records, prepare reports and make presentations; work confidentially with discretion; work with vendors to develop an understanding of products, evaluate proposals, and enhance applications.

Education and experience: A combination of training, education, and experience that provides the required knowledge and skill for the responsibilities of this position and four years of progressive experience with computers and network.

Licenses and certificates: Incumbents in this class must possess a valid California driver's license and automobile insurance coverage required by law.

Working conditions: Data processing environment, ability to climb, crawl, stoop, kneel, crouch, occasionally lift 25 lbs. or more, subject to noise and travel to various sites within the county.

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 **Administrator, School Business Advisory Services**

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

Senior Management Position
School Business Advisory Services
Santa Barbara
Salary: \$141,014 - \$171,812 per year

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

Apply by: 2-8-2023

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

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

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

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

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

REQUIREMENTS

Knowledge: • Business and management principles and techniques.

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

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

district financial operations.

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

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

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

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

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

RECRUITMENT INFORMATION

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

Examination dates: This examination has not yet been scheduled.

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

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



Santa Barbara County Education Office

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: Accounting Assistant, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	25645	07-11-2023

Number of applicants: 7

Number of applicants passed screening: 3

Number of performance/written exam attendees: 1

Number of oral exam attendees: N/A

01-11-2023



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Dual Certification Eligibility List

Job Class: Accounting Technician, Senior, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	25651	06-20-2023
1	25699	06-20-2023
2	25708	06-20-2023
3	25716	06-20-2023

Number of applicants: 5

Number of applicants passed screening: 4

Number of performance/written exam attendees: N/A

Number of oral exam attendees: N/A

01-20-2023



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Dual Certification Eligibility List

Job Class: Computer/Network Technician, Information Technology Services, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	25436	06-16-2023
2	25126	06-16-2023
3	25241	06-16-2023

Number of applicants: 18

Number of applicants passed screening: 13

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 7

12-29-2022



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Susan C. Salcido, Superintendent of Schools

Open/Promotional Certification Eligibility List

Job Class: Custodian/Maintenance Worker, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	25721	01-18-2024
2	25691	07-18-2023
3	25690	07-18-2023

Number of applicants: 8

Number of applicants passed screening: 8

Number of performance/written exam attendees: 5

Number of oral exam attendees: N/A

01-20-2023



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Director, Facilities, Full-time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	25432	07-12-2023
2	25506	07-12-2023
3	25209	07-12-2023
3	25477	07-12-2023
4	25342	07-12-2023

Number of applicants: 23

Number of applicants passed screening: 16

Number of performance/written exam attendees: 15

Number of oral exam attendees: 6

01-13-2023



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	25811	06-21-2023
2	25257	06-21-2023



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	25802	07-09-2023



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	25798	06-21-2023



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Program Associate, Part-Time, 30 hours/week

Rank	Application Number	Date Eligibility Expires
1	25482	06-13-2023
2	25431	06-13-2023
3	25247	06-13-2023
4	25564	06-13-2023

Number of applicants: 15

Number of applicants passed screening: 15

Number of performance/written exam attendees: 7

Number of oral exam attendees: N/A

12-29-2022



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Student Information Specialist, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	25697	07-12-2023
2	25719	07-12-2023
3	25726	07-12-2023
4	25753	07-12-2023

Number of applicants: 16

Number of applicants passed screening: 11

Number of performance/written exam attendees: 8

Number of oral exam attendees: 6

01-12-2023

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Comparative Object Summary

Account Object Code	2022/23 Adopted Budget	2022/23 Revised Budget	2022/23 Actuals with Encum	2022/23 Rev Budget -Actuals	2022/23 Actuals /Rev Budge	
Fund 01 - General Fund/County School Ser						
Expense						
2300 Class Admin Sal	142,455	142,455	148,153	5,698.08-	104.00 %	
2400 Cler/Office Sal	160,557	135,273	141,320	6,046.99-	104.47 %	
2430 Extra Hours/OT	3,000	3,000		3,000.00		
2440 Substitutes	3,000	3,000		3,000.00		
2470 Vacation Payoff		1,087	1,130	43.36-	103.99 %	
Total for Object 2000	309,012	284,815	290,603	5,788.43-		
3200	78,124	58,977	73,135	14,157.86-	124.01 %	
3300	4,547	7,310	4,282	3,027.87	58.58 %	
3400	103,489	83,422	97,299	13,877.30-	116.64 %	
3500	1,525	1,410	1,434	23.90-	101.70 %	
3600	4,776	4,389	4,460	70.94-	101.62 %	
Total for Object 3000	192,461	155,508	180,610	25,102.13-		
4300 Supplies	200	200		200.00		
4340 Tangible Dev	400	400		400.00		
4350 Office Supply	3,140	3,140	1,353	1,787.18	43.08 %	
Total for Object 4000	3,740	3,740	1,353	2,387.18		
5200 Travel	6,000	6,000	3,396	2,604.00	56.60 %	
5300 Dues/Membership	9,950	9,950	3,211	6,739.00	32.27 %	
5610 Rntl Les w/o Op	1,675	1,675	1,675		100.00 %	
5630 Repairs	200	200		200.00		
5640 Computer Repr	500	500		500.00		
5650 Maint Agreemnts	1,249	1,249	1,249		100.00 %	
5710 Inter Prg Trans	400	400		400.00		
5720 Postage	50	50	3	47.15	5.70 %	
5730 Printing/Dupl	1,025	1,025	2	1,022.60	.23 %	
5740 Computer Suppt	460	460		460.00		
5800 Prof Consulting	6,000	6,000	1,399	4,601.10	23.32 %	
5810 Contract Servs		25,420	13,553	11,866.74	53.32 %	
Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2023, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)						
					ESCAPE	ONLINE

Account Object Code	2022/23 Adopted Budget	2022/23 Revised Budget	2022/23 Actuals with Encum	2022/23 Rev Budget -Actuals	2022/23 Actuals /Rev Budge	
Fund 01 - General Fund/County School Ser (continued)						
Expense (continued)						
5830 Advertisement	10,301	10,301	6,435	3,866.00	62.47 %	
Total for Object 5000	37,810	63,230	30,923	32,306.59		
Total for Org 061, Fund 01 and Expense accounts	543,023	507,293	503,490	3,803.21		



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Personnel Commission Resolution No. 2023-9

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 **January 26, 2023**, 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