



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
February 23, 2023 – 12:30 p.m.

**AGENDA**

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

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

**SPECIAL NOTE**

Assembly Bill 361 allows local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act. In addition, Santa Barbara County Public Health officials have declared teleconferencing for public meetings “an effective and recommended social distancing measure.” Therefore, the February 23, 2023 Personnel Commission meeting will be conducted by videoconference.

**To Connect to the Meeting Online**

**Link:**

<https://us06web.zoom.us/j/84093014504?pwd=RmhqNUcrci9ZVzljTDVaeXBGREduQT09>

**Meeting ID:** 840 9301 4504

**Passcode:** bXBTK6

**To Dial In to the Meeting by Phone**

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

**Meeting ID:** 840 9301 4504

**Passcode:** 902461

## **GENERAL FUNCTIONS**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**
- 7. Approval of Minutes of Regular Meeting Held January 26, 2023**  
(Attachment)

MOVED:

SECONDED:

VOTE:

- 8. Communications — None**
- 9. Informational Items**
  - a. Media Releases/Editorials**  
Available for review from the County Superintendent of Schools.
  - b. Legislative Updates**  
Available for review from the Director, Human Resources.

## **REGULAR BUSINESS**

- 10. Informational Items**
  - a. List of New Positions**  
(Attachment)
  - b. Classified Personnel Report dated March 2, 2023**  
(Attachment)

**c. Position Announcements**  
(Attachments)

- i. Accounting Assistant (Dual – South)
- ii. Child Care Services Technician (Dual – South)
- iii. Educational Data Analyst (Dual – South)
- iv. Health Advocate (Dual – South)

**11. Action Items**

**a. Ratification of Eligibility Lists**  
(Attachments)

- i. Administrator, School Business Advisory Services (Senior Management – South)
- ii. Child Care Assistant (Open Continuous – North (Lompoc))
- iii. Finance Systems Supervisor (Dual – South)
- iv. Health Advocate (Dual – North (Lompoc))
- v. Paraeducator (Open Continuous – North)
- vi. Paraeducator (Open Continuous – South)

MOVED:

SECONDED:

VOTE:

**b. Classification of Positions — None**

**c. Job Descriptions**  
(Attachments)

The Director, Human Resources recommends a revision to the job description for the existing classification of Maintenance and Operations Manager, including a revised title and change in salary range to management salary range 17. This recommendation has the support of the County Superintendent of Schools and the Associate Superintendent of Administrative Services.

**UNFINISHED BUSINESS — None**

## **NEW BUSINESS**

- 12. Revision of Merit System Rules – Presented for First Reading (Attachments)**
  - a. 4411, Definitions (proposed addition of a definition of Reassignment, proposed revision to the definition of Transfer)
  - b. 4462.1, Transfers

## **REPORTS**

- 13. PERSONNEL COMMISSIONER REPORTS**
- 14. DIRECTOR, HUMAN RESOURCES REPORT**
- 15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

**CLOSED SESSION** — None scheduled

## **ADJOURNMENT**

The next regular meeting will be held on Thursday, March 23, 2023, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.