



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
January 26, 2023 – 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**

Mike Ostini called the meeting to order at 12:31 p.m.

**2. Roll Call**

Members Present

Mike Ostini, Chair

Gary Pickavet, Vice Chair

Carmen Jaramillo, Commissioner

**3. Pledge of Allegiance**

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

**4. Changes to the Agenda — None**

**5. Introduction of Staff and Guests**

Staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Melissa Rodriguez, Classified Human Resources Analyst

**6. Public Comment — None**

**7. Approval of Minutes****a. Minutes of Regular Meeting Held December 15, 2022**

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

**b. Minutes of Special Meeting Held January 13, 2023**

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

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

The Director, Human Resources summarized several media releases issued by the Superintendent's Office:

- Announcement of an Education Spotlight event; the Director reported that some SBCEO Cabinet members were working on a program to have naloxone (the drug that can counteract an opioid overdose) at all SBCEO offices and school-based sites. As part of the program, interested employees would volunteer to be trained in the administration of naloxone and would be indemnified against liability. The SBCEO team is also developing templates that districts can use if they want to participate in this program.
- All schools were closed on January 10 due to the winter storm. There was extensive coordination by SBCEO in convening meetings of school district officials and providing the most up-to-date information possible so that individual districts could make appropriate decisions. In the end, all districts decided to close schools for the day.
- Five elementary schools in southern Santa Barbara County were named California Distinguished Schools, a title they will each hold for two years. The Distinguished Schools recognition is based on a school's performance and progress on various indicators such as test scores, suspension rates, and conditions and climate.
- The Rotary Club of Santa Barbara honored science teacher Nicole Gee of La Colina Junior High as part of its quarterly program to recognize outstanding teachers.

**b. Legislative Update**

The Director, Human Resources reported that she didn't have anything to add to the legislative update provided by attorney Kristine Kwong at the recent CSPCA annual conference. The Director noted that, effective July 1, 2022, the California Department of Fair Employment and Housing had been renamed the Civil Rights Department. Their website states that their mission "is to protect the people of California from unlawful discrimination in employment, housing, businesses, and state-funded programs, and from bias-motivated violence and human trafficking."

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated February 2, 2023****c. Position Announcements****11. Action Items****a. Ratification of Eligibility Lists**

- i. Accounting Assistant (Dual – South)
- ii. Accounting Technician, Senior (Dual – South)
- iii. Computer/Network Technician II, ITS (Dual – South)
- iv. Custodian/Maintenance Worker (Open and Promotional – South)
- v. Director, Facilities (Dual – South)
- vi. Paraeducator (Open Continuous – North)
- vii. Paraeducator (Open Continuous – North)
- viii. Paraeducator (Open Continuous – South)
- ix. Program Associate (Dual – South)
- x. Student Information Specialist (Dual – South)

MOVED: Gary Pickavet

SECONDED: Carmen Jaramillo VOTE: 3-0

**b. Classification of Positions — None**

**c. Job Descriptions — None**

**UNFINISHED BUSINESS — None**

## **NEW BUSINESS**

### **12. Personnel Commission Budget**

The Director, Human Resources presented a statement of expenditures for the second quarter of the 2022-23 fiscal year, from October 1, 2022 through December 31, 2022. This was an information item.

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

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2023-9 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

## **REPORTS**

### **13. PERSONNEL COMMISSIONER REPORTS**

Commissioner Jaramillo reported that she had a great experience at the CSPCA conference, where she learned a lot, networked a lot, and also got to meet Commissioner Pickavet in real life for the first time.

Commissioner Pickavet shared that the highlights of the CSPCA conference were the workshops he attended on difficult discussions and score banding, and the legal update by Kristine Kwong.

Commissioner Ostini reported that he attended the Education Spotlight event on January 19, the focus of which was the youth opioid and fentanyl epidemic. He said it was a very good event, and that the scope of the problem is shocking. He noted that his wife, a high school teacher, is certified to administer naloxone; he also estimates that the EMTs at the casino where he works have to administer it weekly. With regard to the CSPCA conference, he thought the workshop on quiet quitters was a highlight.

**14. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported that the whole HR Department had been busy preparing to host the Countywide Job Fairs – two Saturdays in February, one in the North and one in the South, the purpose of the events being to attract applicants for both classified and certificated jobs. Due to the pandemic, SBCEO has not been able to host this event in three years. Thirteen school districts are participating, along with several institutions of higher education that offer credential programs. The Director thanked the Communications team for providing extensive support for these events. In addition to placing information on the HR webpage, Communications has also developed a variety of tools that can be used by all participating districts. The Director reported that after the PC meeting, she would be recording public service announcements in English and Spanish that might be heard on the radio in the next few weeks.

The Director reported her takeaways from CSPCA:

- Offering hiring managers the option of pre-recording hiring interview questions and having candidates record their responses. If we were to try this, we'd most likely start in Special Education with Paraeducators.
- Connected with a representative of a vendor we already use (eSkill) to get more functionality from the system.
- Got some ideas about how we might modify some of our testing procedures to speed up the process and also be able to provide more eligibles for hiring managers to choose from.

The Director also gave Melissa Rodriguez an opportunity to discuss the highlights of her CSPCA conference experience – her first. Melissa shared some action items she identified for herself as a result of workshops she attended:

- Team up with Communications to create an eye-catching internal recruitment flyer that SBCEO employees can share with friends and family members
- Conduct detailed item analysis of our written exams, starting with Paraeducator proficiency exam
- Consult with subject matter experts in hiring departments to validate exams

Melissa stated that she learned a lot and was grateful for the opportunity to attend.

**15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION — None**

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:24 p.m. The next regular meeting will be held on Thursday, February 23, 2023, at 12:30 p.m. The meeting may be held via videoconference, pursuant to Assembly Bill 361. 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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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

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**AGENDA ITEM 10a**

**Jan 21, 2023 through Feb 16, 2023**

<b>Position #</b>	<b>Position Information</b>
2548	Paraeducator • Clarence Ruth Preschool #2 • North County 28.00 hours per week • 10.00 months Bilingual required
2549	Custodian/Maintenance Worker • Operations South • South County 40.00 hours per week • 12.00 months

## Santa Barbara County Board of Education

## Classified Personnel Report

March 2, 2023

**Appointments*****Limited Term/Substitute***

Andrade , Gabriela Paraeducator • Special Education • Various Sites • Hourly as needed	January 17, 2023
Arrieta Jacinto, Maria Paraeducator • Special Education • Various Sites • Hourly as needed	February 2, 2023
McGowan, Laura Paraeducator • Special Education • Various Sites • Hourly as needed	January 20, 2023

***Probationary***

Barthel, Justin Computer/Network Technician, Information Technology Services • ITS • Cathedral Oaks 100% • 12 months	February 9, 2023
Sawyer, Erin Lane Program Associate • Children's Creative Project • Children's Creative Project 75% • 12 months	January 30, 2023
Sherlock, Jennifer Paraeducator • Special Education • Robert Bruce Preschool 67.5% • 10 months	January 26, 2023

**Changes*****Anniversary Increase***

Aguilera, Jesus Custodian • Internal Services • Operations South 62.5% • 12 months	February 1, 2023
Burquez, Patricia Paraeducator • Special Education • Cabrillo High School 81.25% • 10 months	February 1, 2023



Garcia, Breanna  
Accounting Technician • Early Care and Education • Early Care and Education - Hope Center 5  
100% • 12 months  
February 1, 2023

Gomez Sanchez, Grisel  
Program Associate • Partners In Education • Partners in Education - Program Services  
100% • 12 months  
February 1, 2023

Gomez, Berenize  
Child Care Assistant • Early Care and Education • Santa Ynez Valley State Preschool  
75% • 10 months  
February 1, 2023

Gonzales, Selena  
Office Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School  
100% • 12 months  
February 1, 2023

Hokedo, Paul  
Senior Administrative Assistant • Special Education • Special Education Support Staff North  
100% • 12 months  
February 1, 2023

Smith, Randy  
Computer/Network Support Supervisor • Information Technology Services • Information Technology Services  
100% • 12 months  
February 1, 2023

Taylor, Michael  
Delivery Specialist I • Internal Services • Operations South  
100% • 12 months  
February 1, 2023

Van Gundy, Samuel  
Senior Software Engineer • Information Technology Services • Information Technology Services  
100% • 12 months  
February 1, 2023

Yamasaki, Katherine  
Program Associate • Children's Creative Project • Children's Creative Project  
100% • 12 months  
February 1, 2023

***Differential - Add***

Esparza, Carrie  
Paraeducator • Special Education • Manzanita Charter School  
81.25% • 10 months  
Specialized Health Care x 2  
February 9, 2023

Sherlock, Jennifer  
Paraeducator • Special Education • Robert Bruce Preschool  
67.5% • 10 months  
Specialized Health Care  
February 15, 2023

Solorio, Maria  
Paraeducator • Special Education • Arellanes Junior High School  
87.5% • 10 months  
Specialized Health Care  
February 10, 2023

***Increased Time (Voluntary)***

Valencia Sherratt, Lisa  
Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration  
75% • 12 months  
From 50%  
February 3, 2023

***Probation to Permanent***

Ayala, Carolina  
Office Assistant • Early Care and Education • Early Care and Education - Hope Center 3  
100% • 12 months  
February 1, 2023

Barajas-Rodriguez, Carolina  
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months  
February 1, 2023

Carroll, Jaime  
Paraeducator • Special Education • Orcutt Academy H.S.Preschool  
67.5% • 10 months  
February 1, 2023

Flores, Julie  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County  
100% • 12 months  
February 1, 2023

Grimaldo, Monica  
Alternative Payment Program Supervisor • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months  
February 1, 2023

Monette, Kayna  
Paraeducator • Special Education • Taylor Preschool  
67.5% • 10 months  
February 1, 2023

Rodriguez, Alondra  
Office Assistant • Partners In Education • Partners in Education - Program Services  
100% • 12 months  
February 1, 2023

### ***Promotion***

Dominguez, Felipe Custodian/Maintenance Worker • Internal Services • Operations South 100% • 12 months	February 16, 2023
Gonzalez, Victor Program Associate • Children and Family Resource Services • Health Linkages - Lompoc 100% • 12 months	February 1, 2023
Hamamoto, Henry Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services 100% • 12 months	February 1, 2023
Torres, Steven Associate Superintendent, Administrative Services • Administrative Services • Cathedral Oaks 100% • 12 months	February 1, 2023

### ***Transfer***

Teran, Ruby Paraeducator • Special Education • Dos Puertas School 84.375% • 12 months From Olga Reed School	February 21, 2023
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### **Separation**

#### ***Leave Exhaustion***

Gonzalez, Jose Paraeducator • Special Education • Alice Shaw Elementary 77.5% • 10 months	February 13, 2023
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#### ***Passed Away***

Bezie, Maria Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 4 100% • 12 months	February 10, 2023
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### ***Resignation***

McCay, Brigid Paraeducator • Special Education • Montecito Union School 81.25% • Hourly as needed	February 10, 2023
Reyes, Stephanie Paraeducator • Special Education • Central Avenue Preschool 67.5% • 10 months	February 9, 2023



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

## Seeks candidates for the position of **Accounting Assistant**

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

Accounting - Fiscal Services  
Santa Barbara

Salary: \$3,802 - \$4,825 per month (hiring range; current top step \$5,334 per month)

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

**Apply by:** 2-15-2023

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

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

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

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

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

## REQUIREMENTS

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

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

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

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

**Working conditions:** Employees in this classification generally work in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Privacy may be limited, and interruptions may be frequent. Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

## RECRUITMENT INFORMATION

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

**Examination dates:** This examination has not yet been scheduled.

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

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



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

## Seeks candidates for the position of **Child Care Services Technician**

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

Early Care and Education - Hope Center  
Santa Barbara

Salary: \$3,399 - \$4,318 per month (hiring range; current top step \$4,768 per month)

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

**Apply by:** 2-15-2023

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

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

**Ideal candidate:** You are a team player with a “can-do” attitude and a flexible approach to carrying out assignments. You are detail-oriented and accurate in your work. You are adept to following rules and regulations and working within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You collaborate and have positive relationships with the community organizations and providers. You strive to provide the best services to families and their children; supporting SBCEO’s vision of service and leadership.

**The position:** Performs enrolling and registering of children and families into the subsidized childcare programs offered through the Santa Barbara County Education Office. Determines family program eligibility and need. The Child Care Services Technician provides customer service to the Child Development Programs that requires demonstrated knowledge of the programs as well as enrollment and eligibility determination.

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

- Enrolls children and families into the program.
- Determines level of need, family income, and eligibility for subsidies. Assists families with enrollment applications.
- Applies family fees according to income level, family size and other needs; all according to fee schedules established by the Department of Education.
- May assist families by making referrals to other subsidies and support.
- Serves as a family advocate.
- Advises families on program requirements, procedures and obligations for subsidized childcare on a sustained basis.
- Works with other agencies to maintain up-to-date client file data such as employment, medical and other information.
- Reviews documentation for accuracy and contacts families to correct discrepancies.
- Serves as point-of-contact for parents to arrange and track their participation in childcare activities and verify participation that complies with program obligations.
- Assists with periodic program evaluations by participating in internal audits of case load

files, contracted providers, and eligibility compliance.

- Prepares communications with families including those for terminating services. Performs other duties as assigned that support the overall objective of the position.

## **REQUIREMENTS**

### **Knowledge:**

- Requires a basic knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping.
- Requires working knowledge of special subsidy programs.
- Requires knowledge of and skill at using personal computers to access and use common desktop productivity software and perform data entry on to student information databases.
- Requires knowledge of and skills in office methods and procedures, proper English language usage, grammar, syntax, composition, vocabulary, spelling and punctuation.
- Requires sufficient math skill to perform business math computations.
- Requires sufficient human relation skills to use proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office.

### **Abilities:**

- Requires the ability to learn and apply regulations, policies, guidelines and procedures relating to childcare, enrollment, eligibility, and compliance.
- Requires the ability to multi-task and remain calm in possible stressful and/or urgent situations.
- Requires the ability to work independently and collaboratively, prioritize workload, analyze problems and determine solutions.
- Requires the ability to compile student and family-related data.
- Requires the ability to maintain productive work relationships with staff, parents and external agencies.
- Requires the ability to compose general office correspondence, analyze income and other financial documentation.
- Requires the ability to maintain accurate records, file and maintain filing systems, maintain confidentiality of private and/or sensitive information.
- May require the ability to work varying shifts.

**Education and experience:** Requires a high school diploma or equivalent and two years of experience in social service and/or community work. College units in early childhood education or child development are preferred.

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

**Working conditions:** Work is performed indoors where minimal safety considerations exist. Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

## **RECRUITMENT INFORMATION**

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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.

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# SANTA BARBARA County Education Office

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## Seeks candidates for the position of **Educational Data Analyst**

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

Curriculum and Instruction  
Santa Barbara

Salary: \$5,671 - \$7,202 per month (hiring range; current top step \$7,955 per month)

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

**Apply by:** 02-16-2023

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

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

**Ideal candidate:** You bring a creative problem-solving approach, attention to detail, and high degree of accuracy to your work as part of a continuous improvement team. You research issues, communicate effectively, and use a high degree of professional judgment to solve problems independently or in collaboration with others. You understand politically sensitive issues and interact with others in a diplomatic and confidential manner. You are committed to excellence in providing the best service possible to school districts and other stakeholders.

**The position:** Under general direction, perform a variety of professional duties involved in establishing, curating, displaying, reviewing, analyzing, maintaining, adjusting, and managing designated databases, data files, and data sets; establish, analyze, and maintain data privacy and integrity; prepare and review a variety of qualitative and quantitative data reports, displays, and presentations. Support program evaluation, differentiated assistance, and accountability for SBCEO and district programs.

**Specific duties and responsibilities:** Access and analyze data from multiple sources and file formats including but not limited to California Longitudinal Pupil Achievement Data System (CALPADS) and a variety of student information systems, data management systems, and assessment systems to support Differentiated Assistance. Support district staff in reviewing, reporting, managing, verifying, and troubleshooting state and local data. Perform initial review of data and make recommendations to managers about statistically significant data, notable trends, and key data points. Develop, design and prepare assessment, accountability, achievement and demographic reports using modern data visualization tools and techniques. Organize and maintain record-keeping systems and databases to ensure the high quality and accuracy of qualitative and quantitative data across a variety of SBCEO programs. Interpret a range of student data, including but not limited to: assessment data including Smarter Balanced suite of assessments and English Language Proficiency Assessments for California (ELPAC), and accountability data including California School Dashboard indicators. Provide technical assistance to programs, county networks and collaborative work groups in applying policy, compliance principles, and best practices to data, assessment, and accountability. Conduct data analysis and interpret and apply results

in order to prepare periodic reports for SBCEO management, districts, and the state and other funders. Support program evaluation and grants by: providing data for required reporting; participating in the organization, coordination, and execution of program evaluation activities; and providing expertise in the design of surveys and other data collection instruments for quantitative and qualitative research and data reporting. Assist in the development of written reports and presentations by preparing charts, graphs, and other data visualizations, and summarizing findings for a variety of audiences. Provide support to county, district, and school administrators in administering student information systems, maintaining accurate data, and exporting data to state databases such as CALPADS, the California Assessment of Student Performance and Progress (CAASPP), and Test Operations Management System (TOMS).

## **REQUIREMENTS**

**Knowledge:** Methods, procedures, and practices for information management in a computerized environment; methods, procedures, and practices for statistical data analysis. Practices and terminology used in California School Assessment and Accountability. Data collection and clean-up strategies. Applicable laws, codes, regulations, and procedures, including those related to data and personal information security. Principles of effective data visualization. Survey development techniques and software. Standard spreadsheet software. Arithmetic, including percentages and fractions. Algebra, formula development, and algorithms. Basic statistical interpretation, including shape, central tendency, variance, and reliability. 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. Knowledge of CALPADS, TOMS, and student information systems used by school districts is desirable.

**Abilities:** Learn federal and state data collection procedures. Navigate and interface with a variety of school and district data systems. Conduct queries and extract data from data systems and files. Gather, analyze, interpolate, and extrapolate quantitative data, reach sound conclusions, make connections and inferences, and suggest subsequent data inquiries. Organize, code, and manage qualitative data. Choose and create appropriate, effective data visualizations and displays using basic tools such as Excel, Power BI, and Tableau. Integrate data displays into reports, presentations, and websites. Learn a variety of content management systems and use them to post website content. Learn operations, policies, practices, and objectives of County Education Office and districts. Learn, apply, and explain rules, regulations, policies, and procedures related to student information systems. Learn to coordinate work with district or SBCEO partners over whom one has no supervisory authority. Use a variety of data management, spreadsheet, and other software programs. Transfer files in a variety of formats to leverage assets of various data and statistical products. Understand and follow oral and written directions. Communicate effectively orally and in writing. Perform arithmetical and mathematical calculations. Work with speed and accuracy. Establish and maintain effective working relationships with others. Maintain confidentiality of files, records, and other sensitive material. Plan, organize, and coordinate work, including components of multiple projects. Troubleshoot and solve project issues and problems. Work independently and make sound decisions within appropriate limits of authority. Meet schedules and timelines. Learn record-keeping practices.

**Education and experience:** Possession of a bachelor's degree from an accredited university in education, social science, data analytics, library and information science, computer science, information systems, or other related field. Additional coursework or an advanced degree in one or more of these fields is preferred and two years of professional experience that included analysis and presentation of data in the education, human services, or healthcare sectors. Experience with public school assessment and accountability is preferred.

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

**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.

**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 **Health Advocate**

Full-Time, 10%, 40 hours/week • 12 months/year

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

Health Linkages - South County

Hope Center - Santa Barbara

Salary: \$3,479 - \$4,416 per month (hiring range; current top step \$4,879)

**Apply by:** 2-15-2023

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

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

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

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

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

- Assist in providing culturally appropriate training to individuals or groups for health education programs.

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

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

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

## **REQUIREMENTS**

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

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

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

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

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

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

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

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

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

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

### **RECRUITMENT INFORMATION**

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

**Examination dates:** This examination has not yet been scheduled.

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

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



## Santa Barbara County Education Office

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

Susan C. Salcido, Superintendent of Schools

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### Senior Management Eligibility List

Job Class: Administrator, School Business Advisory Services, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
	26217	08-09-2023
	26219	08-09-2023
	26239	08-09-2023

Number of applicants: 7

Number of applicants passed screening: 3

Number of performance/written exam attendees: N/A

Number of oral exam attendees: N/A

02-09-2023



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Susan C. Salcido, Superintendent of Schools

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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	25953	08-06-2023





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### Dual Certification Eligibility List

Job Class: Finance Systems Supervisor, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	25892	08-09-2023
1	25918	08-09-2023
2	25919	08-09-2023

Number of applicants: 9

Number of applicants passed screening: 4

Number of performance/written exam attendees: 4

Number of oral exam attendees: 3

02-09-2023



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## Dual Certification Eligibility List

Job Class: Health Advocate, Full-Time, 100%, 40 hours/week, 242 work days per year

Rank	Application Number	Date Eligibility Expires
1	25746	08-03-2023

Number of applicants: 5  
Number of applicants passed screening: 5  
Number of performance/written exam attendees: N/A  
Number of oral exam attendees: 2



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### Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	25978	08-02-2023



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Susan C. Salcido, Superintendent of Schools

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### Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	26061	08-02-2023
2	25851	08-02-2023



**SANTA BARBARA COUNTY EDUCATION OFFICE**  
**Personnel Commission**

**CLASS TITLE:      MAINTENANCE AND OPERATIONS MANAGER**

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Internal Services, plan, organize, supervise, direct and perform internal operation services in the custodial, maintenance, groundskeeping, security, safety and transportation functions.

**REPRESENTATIVE DUTIES:**

1. Plan, organize, manage, supervise and perform custodial, maintenance and groundskeeping activities at the County Education Office's facilities.
2. Plan, organize and manage the County Education Office's health, safety and special programs including but not limited to hazardous waste, energy conservation, disaster preparedness and asbestos abatement.
3. Plan, schedule, supervise and perform building maintenance and repairs; review and approve work requests; establish priorities of work assignments.
4. Coordinate building maintenance and remodeling projects with contractors and vendors.
5. Prepare, monitor and evaluate assigned budgets; prepare justification for purchase of capital outlay equipment.
6. Plan and coordinate preventive maintenance and repairs to County Education Office vehicles and equipment with outside service facilities; maintain service records; assure school bus certification by California Highway Patrol; coordinate rental of vehicles and equipment as needed.
7. Contact vendors; requisition and maintain adequate inventory of custodial, groundskeeping and building maintenance supplies, tools and equipment. Recommend and implement procedures to monitor and control supplies and equipment inventory.
8. Schedule and supervise the moving of supplies, furniture and equipment between various County sites; schedule and supervise the delivery of payroll warrants to various County sites.
9. Hire, supervise, train and evaluate assigned personnel.
10. Schedule regular inservice training for staff on safety practices, including procedures relating to asbestos, hazardous materials, radon, lead in drinking fountains and any other identified material which may be deemed hazardous to the health of the employees or the general public.
11. Prepare written memorandums and initiate and/or maintain various reports and form as they pertain to the maintenance and operations area of assigned responsibilities. Draft appropriate documents as requested.

## **Maintenance and Operations Manager**

### **Page 2**

12. May reside in County-provided housing on site and perform security checks daily, including weekends and holidays; provide access and assistance to groups using the auditorium for special events in the evenings and on weekends.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods, materials, tools and equipment used in custodial, grounds-keeping and building maintenance work.

Principles and practices of supervision and training.

Health and safety regulations and other applicable legal references.

County Education Office organization, operations, policies and objectives.

Oral and written communication skills.

#### **ABILITY TO:**

Plan, organize and manage assigned functions.

Schedule and supervise custodial, groundskeeping and building maintenance work.

Perform building maintenance work.

Assure security of facilities.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Lift objects weighing up to 100 pounds.

Meet schedule and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

### **EDUCATION AND EXPERIENCE:**

Any equivalent to graduation from high school and specialized training in related areas; five years of responsible experience in custodial, groundskeeping and building maintenance work including two years experience in a lead or supervisory position.

### **LICENSES AND OTHER REQUIREMENTS:**

Incumbents in this class must possess and maintain a valid California driver license and insurance coverage required by law.

### **WORKING CONDITIONS:**

Work includes indoor and outdoor environment; subject to travel from site-to-site; lifting, climbing, dust; may reside in County provided housing on site; on-call for emergencies.

APPROVED BY PERSONNEL COMMISSION: JUNE 25, 1992



## *Personnel Commission*

### JOB DESCRIPTION

#### **MANAGER, MAINTENANCE AND PROJECT PLANNING - DRAFT**

**Reports to:** Director, Facilities

**Division:** Internal Services

#### **Our ideal candidate**

You are an excellent project manager who can oversee multiple projects to meet timelines and budgets and execute both short- and long-term facilities plans and goals. You are dedicated to meeting users' needs for modernized facilities and systems. You are committed to workplace safety and have the capacity to build high-performing teams. You are an excellent communicator, both orally and in writing.

#### **General description**

Under general direction, assist in the development of short- and long-term facilities plans; plan, organize, and manage facilities maintenance and construction projects for leased and SBCEO-owned properties; provide day-to-day management oversight of the building maintenance, custodial, grounds, fleet, and mail/cargo delivery functions.

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

1. Plan, organize, and manage maintenance activities and construction projects at leased and SBCEO-owned properties; develop project budgets and obtain approval as needed; draft project scope, specifications, and/or requests for proposals; select or recommend contractors, as authorized; through subordinate supervisors or contractors/vendors, oversee work to ensure compliance with project standards, timelines, and goals, as well as applicable laws and regulations.
2. As part of the Facilities management team, establish priorities of projects, determine resources needed to ensure success of projects, and develop plans to mitigate impacts of construction on stakeholders.
3. Prepare, monitor, and evaluate assigned budgets; create, plan, and manage contracts; review and approve invoices from contractors and service providers; prepare justification for purchase of capital outlay equipment.
4. Plan and coordinate preventive maintenance and repairs to SBCEO vehicles and equipment with outside service facilities.
5. Oversee establishment and maintenance of adequate inventory of supplies, tools and equipment for building maintenance and construction; implement procedures to monitor and control supplies and equipment inventory.
6. Participate in the selection and training of staff; assign and review work; establish performance goals and standards; provide coaching and leadership development to subordinate supervisors; support supervisors in creating and sustaining high-performance teams.

## **MANAGER, MAINTENANCE AND PROJECT PLANNING - DRAFT**

7. Directly or through contracted trainers, provide regular inservice training for staff on safe work practices.
8. Prepare memos, communications, reports, and other documents related to maintenance and construction.
9. Perform other related duties as assigned.

### **Requirements**

Education: Possession of a postsecondary degree (associate's or bachelor's) in business, public administration, construction management, or related field is preferred.

Experience: Five years of experience in building maintenance or construction that included two years of experience in a supervisory position.

### **Knowledge of:**

- principles and practices of construction project management.
- principles and practices of contract administration.
- principles and practices of budget development and administration.
- methods, materials, tools and equipment used in building maintenance and construction.
- principles and practices of supervision and training.
- safe work practices for building maintenance and construction.
- standard English usage, spelling, vocabulary, grammar, and punctuation.
- arithmetic, including percentages.
- modern office practices, procedures, and equipment, including standard office productivity software.

### **Ability to:**

- analyze complex problems, systems, and processes in order to develop effective solutions.
- understand and accurately interpret laws, rules, and regulations related to construction.
- understand and follow oral and written directions.
- establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- plan, organize, and prioritize work of self and others.
- meet schedules and deadlines.
- maintain records and prepare reports.
- communicate effectively orally and in writing.
- draft a variety of written materials, including policies, procedures, correspondence, and project-related documents.
- promote compliance and collaboration with parties over whom one has no direct authority.
- work independently and as a member or leader of a team.
- make accurate arithmetical computations.
- use a variety of computerized accounting, enterprise, and other software programs.



## **MANAGER, MAINTENANCE AND PROJECT PLANNING - DRAFT**

### **Licenses and certificates**

- Possession of a valid California driver's license and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Possession of a general contractor's license, specialty license in a construction field, and/or certification in project management is desirable.

### **Working conditions**

Some duties associated with this position are performed while sitting at a desk and involve extensive use of computers, telephones, and other office equipment. Work is also performed in the field at various sites. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — may occasionally be associated with this position. Incumbent may occasionally be exposed to safety hazards when visiting construction or other worksites and may be required to wear personal protective equipment when performing certain duties.

Local travel by vehicle to a variety of locations countywide is required.

The incumbent may be required to respond on-site to facilities-related matters outside of regular office hours.

### **Management salary range 17 (proposed)**

*Approved by the Personnel Commission:*

June 25, 1992

*Revised:*

February 23, 2023 (pending approval)

- 4400            The Merit System
- 4410            Definitions and Preliminary Statements
- 4411            Definitions

The following terms when used in these rules shall have the meaning indicated below unless the context or prevailing law clearly indicates otherwise.

**Abandonment of Position**

Non-performance of duties and non-appearance by the employee at the worksite without excuse.

**Act or the Act**

The Act shall mean those sections of the Education Code of the State of California applying to the Merit System for classified employees in certain school districts or County Offices of Education that have adopted the Merit System. It shall include all of the provisions of Title 2, Division 3, Part 25, Chapter 5, Article 6, (commencing with Section 45240 of the Education Code) as well as the Education Code provisions of Title 2, Division 3, Part 25, Chapter 1 and Chapter 5, Articles 1 to 4.

**Allocation**

The placement of a class at a particular range on the classified or management salary schedules.

**Anniversary Date**

The date an employee is granted an earned salary increment. This is the first day of the pay period next following completion of the required period of probationary service.

**Appeal**

A request for review by an employee or a recognized employee organization, to have complaints, protests, or points of disagreement heard after which a former decision may or may not be upheld by a hearing officer, the commission, or the superintendent/governing board.

**Applicant**

A person who has submitted a Santa Barbara County Education Office application to participate or compete in the Office's recruitment process.

**Appointing Authority or Power**

The County Superintendent of Schools or his/her designee, or the Personnel Commission when referring to Commission employees and positions.

**Appointment**

The official act by the appointing authority of offering employment to a person and the acceptance thereof.

**Assignment**

Placement of an appointee in a position. It also refers to the position to which the employee is placed.

**Bargaining Unit Member**

An employee whose position or class falls within a specified group that is represented in the collective bargaining process by an exclusive representative. Identification of such positions is established by the provision of the Educational Employment Relations Act, Government Code 3540, et seq.

Approved:                      September 17, 1975  
Revised:                      April 29, 1982  
                                     May 28, 1992  
                                     January 23, 2014

**Bumping or Displacement Rights**

The right of a permanent employee, under certain conditions, to displace another employee with less seniority in a class.

**Candidate**

A person who participates or competes in one or more portions of the Office's recruitment process.

**Cause**

Those specific activities, behaviors, or events that are listed within these Rules as being subject to disciplinary action.

**Certificated Service**

Those persons filling positions that require by law the possession of a certificate issued by the California Commission on Teacher Credentialing.

**Certification**

The Personnel Director's submission of names of eligibles from an appropriate list to the appointing authority or to the authorized program/department head to make selections.

**Class**

(Also referred to as Classification) A group of positions sufficiently alike in respect to their duties and responsibilities to justify common treatment in selection, compensation and other employment processes and sufficiently different from positions of other classes to justify different treatment in one or more of these respects. While defined as a group of positions, class may sometimes consist of but one position where no others of the same kind exist in the service.

**Classify or Classification**

The action of the Personnel Commission approving a position into a Class.

**Classified Service**

All positions in the Santa Barbara County Education Office's service to which the Act applies and which are not exempt according to the Act.

**Class Description**

(Also referred to as Job Description or Class Specification) A written description, approved by the Personnel Commission, containing a statement of basic functions, the essential duties and responsibilities, working conditions, and the qualification requirements for employment in a Class.

**Commission**

The Personnel Commission, established pursuant to the Act for the Santa Barbara County Education Office.

**Complaint**

A statement concerning violations or alleged violations of the Personnel Commission Rules. This term does not apply to appeals from disciplinary actions, requests for classification study or salary review.

**Continuous Examination**

A method of recruiting applicants in which the last day for filing applications is not specified and examinations are conducted as needed based on the service required.

**County Education Office**

The Santa Barbara County Education Offices located in Santa Barbara and Santa Maria; may also be referred to as Office.

Approved:

Revised:

September 17, 1975

April 29, 1982

May 28, 1992

January 23, 2014

**C.S.E.A**

California School Employees Association. Chapter #817 is the exclusive representative for employees in certain designated classifications as approved by P.E.R.B.

**Day**

A day in which the County Education Offices are open as reflected in the central office calendar.

**Demotion**

A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower range on the salary schedules.

**Differential or Differential Pay**

A salary allowance in addition to the basic salary rate or schedule, based upon additional skills, responsibilities, qualifications, or specifically scheduled working hours.

**Director**

The Director, Classified Human Resources.

**Discharge or Dismissal**

Involuntary separation from the classified service for cause.

**Dual Certification**

Certification, in specified cases, from an open eligibility list and a promotional eligibility list, in accordance with the examination scores attained by the candidates.

**Eligible**

A person whose name appears on an eligibility list and who is legally qualified to be appointed.

**Eligibility List**

A rank ordered list of the names of persons who have qualified for possible employment in a competitive examination process.

**Emergency Appointment**

An appointment for a period not to exceed 15 working days to prevent stoppage of public business when persons on eligibility lists are not immediately available (Education Code Section 45290).

**Employee**

A person who is legally an incumbent of a position or one who is on authorized leave of absence.

**Employment List**

A list of names from which certification(s) may be made. Includes eligibility lists, reemployment lists, and lists of persons who wish to transfer, demote, be reinstated after resignation, be reemployed after layoff, or be restored after voluntary demotion or reduction to limited-term status.

**Employment Status**

The condition of an employee's present appointment indicating the degree of permanency with the Santa Barbara County Education Office.

**Examination**

The process of evaluating the fitness and qualifications of applicants.

**Exempt Classified**

Refers to those positions and employees exempt from the regular classified service as provided in the law. May also refer to types of classes or positions exempt from overtime provisions, e.g. supervisory, administrative, or executive (Education Code 45130).

Approved: September 17, 1975  
Revised: April 29, 1982  
May 28, 1992  
January 23, 2014

**Fiscal Year**

July 1<sup>st</sup> of one year through June 30<sup>th</sup> of the following year.

**Governing Board**

The Santa Barbara County Board of Education.

**Hearing**

A formal review of evidence, in the presence of the parties involved, in connection with a disciplinary action affecting an employee and concerning an appeal that the employee, employee representative, or a bargaining unit representative has filed.

**Hearing Officer**

A qualified person appointed to hear and make recommendations on appeals of disciplinary actions.

**Hire Date**

Date of original or most recent employment with the Office.

**Incumbent**

An employee assigned to a particular position within a class.

**Industrial Accident or Illness Leave**

Absence because of injury or illness that arose out of and in the course of employment.

**Job Analysis**

A personnel job evaluation technique by which an analyst or designated party uses various combinations of resources not limited to job audit questionnaires, personal interviews, work site observations, and conversations, to collect data on the duties, tasks, and responsibilities of a position.

**Job Description**

See Class Description.

**Job Interest Card**

A documented record stating interest by an individual in a certain Classification. These documents are kept on file in the Human Resources Department and used to notify interested individuals of vacancies.

**Job Series**

A number of classes closely related in duties and responsibilities and arranged in hierarchical order to indicate occupational levels.

**Layoff**

Separation from a regular position because of lack of work and/or lack of funds. A layoff includes any reduction in hours or workdays of employment, or voluntary demotion in order to avoid interruption of employment.

**Leave of Absence**

An approved absence from duty, with or without pay, for a specified and approved period of time.

**Limited Term (Also Short-Term)**

A term used in the Education Code to designate employment for periods not to exceed six months or employment of a temporary employee during the authorized absence of a permanent employee. Limited term employees are exempt from the classified service (Education Code 45286).

Approved:

Revised:

September 17, 1975

April 29, 1982

May 28, 1992

January 23, 2014

**Limited Term Employee (Also Short-Term Employee)**

An employee who is serving as a substitute for an absent employee or in a position established for a period of six months or less.

**Longevity Increment**

An amount added to the base salary for employees who have completed a specified number of years of service with the Santa Barbara County Education Office.

**Management Employee**

An employee in a classification designated as management under the provisions and stipulations of Government Code 3540.1 and by the nature of the assigned duties.

**Management Salary Schedule**

The salary schedule for classified management employees, who are excluded from the provisions of the collective bargaining law.

**Merging**

The act of combining two or more eligibility lists, which were established not more than one year apart, in the rank order of the scores of the eligibles.

**Merit System**

A personnel system in which merit and fitness determines an individual's selection, progress, and retention in the classified service.

**Open Competitive Examination**

Employment examination in which all persons meeting the minimum qualifications for employment may compete.

**Overtime**

Hours worked in excess of eight per day or 40 per week. Some employees are exempt from Overtime provisions under the Fair Labor Standards Act, e.g. management, supervisors, and some high-level administrative clerical positions.

**P.E.R.B**

Public Employment Relations Board.

**P.E.R.S**

Public Employee Retirement System in California, or CalPERS.

**Performance Evaluation**

A formal written document of the quantity and quality of the work performed by a person employed in the County Education Office's classified service.

**Permanent Employee**

In reference to the Santa Barbara County Education Office employment status, an employee who has been hired and completed an initial probationary period of 130 days of paid status in a permanent position in a classification of the classified service; one year for positions designated as management. In reference to employment status in a specific class, an employee who has completed a probationary period for that class, or who entered the class by transfer, demotion, reinstatement, or reemployment without the requirement serving a probationary period.

**Permanent Position**

A position established for a continuing or indefinite period of time in excess of six months.

Approved:

Revised:

September 17, 1975

April 29, 1982

May 28, 1992

January 23, 2014

**Personnel Commission**

A three-member committee established pursuant to the requirements of the Merit System Act to administer the Merit System in the Office.

**Personnel Commission Rules**

Rules found herein that include procedures to be followed as they pertain to the classified service regarding all matters within the jurisdiction of the Personnel Commission in order to carry out the provisions and purposes of the Merit System (commencing with Education Code Section 45240).

**Personnel Commission Staff**

Those persons appointed by the Director, Classified Human Resources, and the Personnel Commission to carry out the day-to-day operations of the Personnel Commission.

**Personnel Director**

As used in this document, the Director, Classified Human Resources, refers to the person appointed by the Personnel Commission to act as its designated representative in administering and monitoring the application of the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission.

**Position**

A job identified as part of an approved Classification that includes a combination of duties and responsibilities assigned by the appointing authority requiring the full-time or part-time employment of one person on a permanent or limited-term basis.

**Position Classification**

The process of categorizing jobs by occupational group, series, class, and salary level, according to similarities and differences in duties, responsibilities and qualification requirements.

**Probationary Employee**

An employee serving the probationary period of 130 days in paid status in a permanent position following appointment from an eligibility list established by the Personnel Commission.

**Probationary Period**

The trial period, as established by the Personnel Commission pursuant to Education Code Section 45301, immediately following an original or promotional appointment to a permanent position from an eligibility list. The probationary period is 130 days of paid regular classified service or one year for positions designated as management.

**Professional Expert**

A person employed by the County Education Office in a professional capacity for a specific limited-term project. Such persons are excluded from the classified service.

**Professional Growth Award**

An amount of money added to the base salary based on approved and documented professional growth activities related to the employee's job classification and overall employment growth in the Office.

**Promotion**

A change in the assignment of an employee from a position in one class to a position in another class at a higher maximum salary range.

**Promotional Examination**

An examination for a higher classification that is limited to qualified permanent employees of the Office.

**Promotional List**

Approved:	September 17, 1975
Revised:	April 29, 1982
	May 28, 1992
	January 23, 2014

An eligibility list resulting from a promotional examination limited to qualified permanent employees of the Office.

**Provisional Appointment**

A temporary appointment made in the absence of an appropriate eligibility list, not to exceed 90 workdays except in specified circumstances (Education Code Sections 45287, 45288 and 45289).

**Provisional Employee**

A person employed under a provisional appointment.

**Public Notice**

Announcements of examinations, meetings, hearings, and other actions of the Personnel Commission or Human Resources Department on bulletin boards and through other appropriate channels of distribution.

**Reallocation**

Movement of a classification from one salary schedule or salary rate to another salary schedule or salary rate.

**Reclassification**

The assignment of a position, whether filled or vacant, from one class to another, whether new or existing, or the approval by the Personnel Commission of a new or updated classification because of significant change in class title, minimum qualifications, duties, or responsibilities. Reclassification may occur only through a gradual accretion or growth of duties. Reclassification may or may not result in a change in salary rate and assignment.

**Reemployment**

Reappointment to duty of a former employee who was laid off.

**Reemployment List**

A list of names, in rank order of seniority, of persons who have separated from permanent positions because of layoff from permanent positions by reason of a lack of work and/or lack of funds, abolishment or reclassification of positions, exhaustion of illness or accident leave privileges, or other reasons specified in the Rules and Regulations of the Personnel Commission. These individuals are eligible for reemployment without examination in their former class or classes within a period of 39 or 63 months depending on the circumstances of the layoff following the date of layoff. These individuals may also have rights to new classifications for which they apply and qualify while on the reemployment list over all outside applicants. (Education Code Sections 45192, 45195, 45298 and 45308; Tucker vs. Grossmont Union High School District 2008).

**Regular Appointment**

An appointment made from an eligibility list to fill a regular full-time or part-time position vacancy.

**Regular Employee**

An employee who has probationary or permanent status with the Office.

**Regular Status**

Probationary or permanent status with the Office.

**Reinstatement**

Reappointment at the discretion of the appointing authority, within 39 months after resignation, in regular or limited-term status, without examination, to a position in the employee's former class or related lower class if qualified; return to duty or specified status of an employee by order of the Personnel Commission following appeal of an administrative action.

Approved:	September 17, 1975
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	May 28, 1992
	January 23, 2014



**Related Class**

Another job class that has similar duties, responsibilities and qualifications for employment. For example, Clerical Assistant I, Clerical Assistant II and Clerical Assistant III are related classes.

**Resignation**

A voluntary statement in writing from an employee requesting to be terminated from employment.

**Restoration**

The reinstatement to duty of an employee or former employee with all of the rights, benefits, and burdens held prior to the break in service. This term includes reemployment as well as reinstatement following demotion or dismissal when the Personnel Commission sustains an appeal.

**Rule of Three**

The scope of choice available to the appointing authority or power for making their selections from an eligibility list. Specifically, it refers to selection from the first three ranks of eligibles who are ready, willing, and able to accept appointment to a specific position.

**Salary Range**

The minimum, maximum and any intermediate pay rates authorized for a given class of employment.

**Salary Rate**

A specific amount of money paid for a specified period of service. For example, dollars per hour or month.

**Salary Schedule**

The complete list of salary ranges, steps and rates for all classes in the classified service.

**Salary Step**

A specific salary rate within a salary range, usually designated by letter or numeral. For example, C-Step, Step 2, etc. (Note: The salary range applicable to a class may change without affecting the step placement rights of employees.)

**Senior Management**

Positions designated by the Superintendent/County Board of Education that meet the requirements of Section 45108.5 of the Education Code.

**Seniority**

Status determined by date of hire in a job classification plus any higher job classifications.

**Separation**

Leaving employment of the Santa Barbara County Education Office. Includes but is not limited to resignation, dismissal, layoff, retirement, and leave exhaustion.

**Series**

(Sometimes referred to as Job Series or Related Class) A number of groups of classes closely related in an occupational hierarchy and arranged in a list in order to indicate occupational levels in each group.

**Status**

A document issued whenever a change occurs which may include but is not limited to probationary or permanent employment, salary range and step, current assignment, work shift, longevity, and differentials.

**Step Advancement**

Movement to a higher step on the salary schedule for a Class as a result of having served the required number of days or months in paid status (see also Anniversary Date).

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September 17, 1975

April 29, 1982

May 28, 1992

January 23, 2014

**Substitute Employee**

An employee occupying a permanent position during the absence of the incumbent or when the position is vacant. Substitute employees are exempt from the classified service.

**Suspension**

An enforced absence of an employee with or without pay pending the outcome of an investigation of allegations that have been filed against an employee that may lead to disciplinary action.

**Teleconference**

A meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

**Temporary**

Employment on a basis other than permanent or probationary. For example, in limited-term or provisional status. Temporary employees are exempt from the classified service.

**Transfer**

The reassignment of an employee without examination from one position to another position in the same class or to a position in a similar or related class with the same salary range for which the employee is qualified.

**Voluntary Demotion**

A demotion requested by an employee in order to retain employment when layoff from the employee's positions is imminent or for other reasons, where the action is voluntary on the part of the employee.

**Waiver**

The voluntary relinquishment by an eligible of a right to be considered for appointment from an eligibility list to a certified eligibility list with one or more position locations, or for a specified period of time not to exceed the duration of the eligibility list.

Approved:  
Revised:

September 17, 1975  
April 29, 1982  
May 28, 1992  
May 22, 2014

- 4400            The Merit System
- 4410            Definitions and Preliminary Statements
- 4411            Definitions

The following terms when used in these rules shall have the meaning indicated below unless the context or prevailing law clearly indicates otherwise.

**Abandonment of Position**

Non-performance of duties and non-appearance by the employee at the worksite without excuse.

**Act or the Act**

The Act shall mean those sections of the Education Code of the State of California applying to the Merit System for classified employees in certain school districts or County Offices of Education that have adopted the Merit System. It shall include all of the provisions of Title 2, Division 3, Part 25, Chapter 5, Article 6, (commencing with Section 45240 of the Education Code) as well as the Education Code provisions of Title 2, Division 3, Part 25, Chapter 1 and Chapter 5, Articles 1 to 4.

**Allocation**

The placement of a class at a particular range on the classified or management salary schedules.

**Anniversary Date**

The date an employee is granted an earned salary increment. This is the first day of the pay period next following completion of the required period of probationary service.

**Appeal**

A request for review by an employee or a recognized employee organization, to have complaints, protests, or points of disagreement heard after which a former decision may or may not be upheld by a hearing officer, the commission, or the superintendent/governing board.

**Applicant**

A person who has submitted a Santa Barbara County Education Office application to participate or compete in the Office's recruitment process.

**Appointing Authority or Power**

The County Superintendent of Schools or his/her designee, or the Personnel Commission when referring to Commission employees and positions.

**Appointment**

The official act by the appointing authority of offering employment to a person and the acceptance thereof.

**Assignment**

Placement of an appointee in a position. It also refers to the position to which the employee is placed.

**Bargaining Unit Member**

An employee whose position or class falls within a specified group that is represented in the collective bargaining process by an exclusive representative. Identification of such positions is established by the provision of the Educational Employment Relations Act, Government Code 3540, et seq.

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**Bumping or Displacement Rights**

The right of a permanent employee, under certain conditions, to displace another employee with less seniority in a class.

**Candidate**

A person who participates or competes in one or more portions of the Office's recruitment process.

**Cause**

Those specific activities, behaviors, or events that are listed within these Rules as being subject to disciplinary action.

**Certificated Service**

Those persons filling positions that require by law the possession of a certificate issued by the California Commission on Teacher Credentialing.

**Certification**

The Personnel Director's submission of names of eligibles from an appropriate list to the appointing authority or to the authorized program/department head to make selections.

**Class**

(Also referred to as Classification) A group of positions sufficiently alike in respect to their duties and responsibilities to justify common treatment in selection, compensation and other employment processes and sufficiently different from positions of other classes to justify different treatment in one or more of these respects. While defined as a group of positions, class may sometimes consist of but one position where no others of the same kind exist in the service.

**Classify or Classification**

The action of the Personnel Commission approving a position into a Class.

**Classified Service**

All positions in the Santa Barbara County Education Office's service to which the Act applies and which are not exempt according to the Act.

**Class Description**

(Also referred to as Job Description or Class Specification) A written description, approved by the Personnel Commission, containing a statement of basic functions, the essential duties and responsibilities, working conditions, and the qualification requirements for employment in a Class.

**Commission**

The Personnel Commission, established pursuant to the Act for the Santa Barbara County Education Office.

**Complaint**

A statement concerning violations or alleged violations of the Personnel Commission Rules. This term does not apply to appeals from disciplinary actions, requests for classification study or salary review.

**Continuous Examination**

A method of recruiting applicants in which the last day for filing applications is not specified and examinations are conducted as needed based on the service required.

**County Education Office**

The Santa Barbara County Education Offices located in Santa Barbara and Santa Maria; may also be referred to as Office.

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September 17, 1975  
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May 28, 1992  
January 23, 2014

**C.S.E.A**

California School Employees Association. Chapter #817 is the exclusive representative for employees in certain designated classifications as approved by P.E.R.B.

**Day**

A day in which the County Education Offices are open as reflected in the central office calendar.

**Demotion**

A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower range on the salary schedules.

**Differential or Differential Pay**

A salary allowance in addition to the basic salary rate or schedule, based upon additional skills, responsibilities, qualifications, or specifically scheduled working hours.

**Director**

The Director, Classified Human Resources.

**Discharge or Dismissal**

Involuntary separation from the classified service for cause.

**Dual Certification**

Certification, in specified cases, from an open eligibility list and a promotional eligibility list, in accordance with the examination scores attained by the candidates.

**Eligible**

A person whose name appears on an eligibility list and who is legally qualified to be appointed.

**Eligibility List**

A rank ordered list of the names of persons who have qualified for possible employment in a competitive examination process.

**Emergency Appointment**

An appointment for a period not to exceed 15 working days to prevent stoppage of public business when persons on eligibility lists are not immediately available (Education Code Section 45290).

**Employee**

A person who is legally an incumbent of a position or one who is on authorized leave of absence.

**Employment List**

A list of names from which certification(s) may be made. Includes eligibility lists, reemployment lists, and lists of persons who wish to transfer, demote, be reinstated after resignation, be reemployed after layoff, or be restored after voluntary demotion or reduction to limited-term status.

**Employment Status**

The condition of an employee's present appointment indicating the degree of permanency with the Santa Barbara County Education Office.

**Examination**

The process of evaluating the fitness and qualifications of applicants.

**Exempt Classified**

Refers to those positions and employees exempt from the regular classified service as provided in the law. May also refer to types of classes or positions exempt from overtime provisions, e.g. supervisory, administrative, or executive (Education Code 45130).

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**Fiscal Year**

July 1<sup>st</sup> of one year through June 30<sup>th</sup> of the following year.

**Governing Board**

The Santa Barbara County Board of Education.

**Hearing**

A formal review of evidence, in the presence of the parties involved, in connection with a disciplinary action affecting an employee and concerning an appeal that the employee, employee representative, or a bargaining unit representative has filed.

**Hearing Officer**

A qualified person appointed to hear and make recommendations on appeals of disciplinary actions.

**Hire Date**

Date of original or most recent employment with the Office.

**Incumbent**

An employee assigned to a particular position within a class.

**Industrial Accident or Illness Leave**

Absence because of injury or illness that arose out of and in the course of employment.

**Job Analysis**

A personnel job evaluation technique by which an analyst or designated party uses various combinations of resources not limited to job audit questionnaires, personal interviews, work site observations, and conversations, to collect data on the duties, tasks, and responsibilities of a position.

**Job Description**

See Class Description.

**Job Interest Card**

A documented record stating interest by an individual in a certain Classification. These documents are kept on file in the Human Resources Department and used to notify interested individuals of vacancies.

**Job Series**

A number of classes closely related in duties and responsibilities and arranged in hierarchical order to indicate occupational levels.

**Layoff**

Separation from a regular position because of lack of work and/or lack of funds. A layoff includes any reduction in hours or workdays of employment, or voluntary demotion in order to avoid interruption of employment.

**Leave of Absence**

An approved absence from duty, with or without pay, for a specified and approved period of time.

**Limited Term (Also Short-Term)**

A term used in the Education Code to designate employment for periods not to exceed six months or employment of a temporary employee during the authorized absence of a permanent employee. Limited term employees are exempt from the classified service (Education Code 45286).

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May 28, 1992  
January 23, 2014

**Limited Term Employee (Also Short-Term Employee)**

An employee who is serving as a substitute for an absent employee or in a position established for a period of six months or less.

**Longevity Increment**

An amount added to the base salary for employees who have completed a specified number of years of service with the Santa Barbara County Education Office.

**Management Employee**

An employee in a classification designated as management under the provisions and stipulations of Government Code 3540.1 and by the nature of the assigned duties.

**Management Salary Schedule**

The salary schedule for classified management employees, who are excluded from the provisions of the collective bargaining law.

**Merging**

The act of combining two or more eligibility lists, which were established not more than one year apart, in the rank order of the scores of the eligibles.

**Merit System**

A personnel system in which merit and fitness determines an individual's selection, progress, and retention in the classified service.

**Open Competitive Examination**

Employment examination in which all persons meeting the minimum qualifications for employment may compete.

**Overtime**

Hours worked in excess of eight per day or 40 per week. Some employees are exempt from Overtime provisions under the Fair Labor Standards Act, e.g. management, supervisors, and some high-level administrative clerical positions.

**P.E.R.B**

Public Employment Relations Board.

**P.E.R.S**

Public Employee Retirement System in California, or CalPERS.

**Performance Evaluation**

A formal written document of the quantity and quality of the work performed by a person employed in the County Education Office's classified service.

**Permanent Employee**

In reference to the Santa Barbara County Education Office employment status, an employee who has been hired and completed an initial probationary period of 130 days of paid status in a permanent position in a classification of the classified service; one year for positions designated as management. In reference to employment status in a specific class, an employee who has completed a probationary period for that class, or who entered the class by transfer, demotion, reinstatement, or reemployment without the requirement serving a probationary period.

**Permanent Position**

A position established for a continuing or indefinite period of time in excess of six months.

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April 29, 1982  
May 28, 1992  
January 23, 2014

**Personnel Commission**

A three-member committee established pursuant to the requirements of the Merit System Act to administer the Merit System in the Office.

**Personnel Commission Rules**

Rules found herein that include procedures to be followed as they pertain to the classified service regarding all matters within the jurisdiction of the Personnel Commission in order to carry out the provisions and purposes of the Merit System (commencing with Education Code Section 45240).

**Personnel Commission Staff**

Those persons appointed by the Director, Classified Human Resources, and the Personnel Commission to carry out the day-to-day operations of the Personnel Commission.

**Personnel Director**

As used in this document, the Director, Classified Human Resources, refers to the person appointed by the Personnel Commission to act as its designated representative in administering and monitoring the application of the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission.

**Position**

A job identified as part of an approved Classification that includes a combination of duties and responsibilities assigned by the appointing authority requiring the full-time or part-time employment of one person on a permanent or limited-term basis.

**Position Classification**

The process of categorizing jobs by occupational group, series, class, and salary level, according to similarities and differences in duties, responsibilities and qualification requirements.

**Probationary Employee**

An employee serving the probationary period of 130 days in paid status in a permanent position following appointment from an eligibility list established by the Personnel Commission.

**Probationary Period**

The trial period, as established by the Personnel Commission pursuant to Education Code Section 45301, immediately following an original or promotional appointment to a permanent position from an eligibility list. The probationary period is 130 days of paid regular classified service or one year for positions designated as management.

**Professional Expert**

A person employed by the County Education Office in a professional capacity for a specific limited-term project. Such persons are excluded from the classified service.

**Professional Growth Award**

An amount of money added to the base salary based on approved and documented professional growth activities related to the employee's job classification and overall employment growth in the Office.

**Promotion**

A change in the assignment of an employee from a position in one class to a position in another class at a higher maximum salary range.

**Promotional Examination**

An examination for a higher classification that is limited to qualified permanent employees of the Office.

**Promotional List**

Approved:  
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September 17, 1975  
April 29, 1982  
May 28, 1992  
January 23, 2014



An eligibility list resulting from a promotional examination limited to qualified permanent employees of the Office.

**Provisional Appointment**

A temporary appointment made in the absence of an appropriate eligibility list, not to exceed 90 workdays except in specified circumstances (Education Code Sections 45287, 45288 and 45289).

**Provisional Employee**

A person employed under a provisional appointment.

**Public Notice**

Announcements of examinations, meetings, hearings, and other actions of the Personnel Commission or Human Resources Department on bulletin boards and through other appropriate channels of distribution.

**Reallocation**

Movement of a classification from one salary schedule or salary rate to another salary schedule or salary rate.

**Reassignment**

Involuntary change of an employee's work location and/or program or department, initiated by the County Education Office. Reassignments may not result in changes to the employee's salary range, full time equivalency (FTE), anniversary date, or leave balances.

**Reclassification**

The assignment of a position, whether filled or vacant, from one class to another, whether new or existing, or the approval by the Personnel Commission of a new or updated classification because of significant change in class title, minimum qualifications, duties, or responsibilities. Reclassification may occur only through a gradual accretion or growth of duties. Reclassification may or may not result in a change in salary rate and assignment.

**Reemployment**

Reappointment to duty of a former employee who was laid off.

**Reemployment List**

A list of names, in rank order of seniority, of persons who have separated from permanent positions because of layoff from permanent positions by reason of a lack of work and/or lack of funds, abolishment or reclassification of positions, exhaustion of illness or accident leave privileges, or other reasons specified in the Rules and Regulations of the Personnel Commission. These individuals are eligible for reemployment without examination in their former class or classes within a period of 39 or 63 months depending on the circumstances of the layoff following the date of layoff. These individuals may also have rights to new classifications for which they apply and qualify while on the reemployment list over all outside applicants. (Education Code Sections 45192, 45195, 45298 and 45308; Tucker vs. Grossmont Union High School District 2008).

**Regular Appointment**

An appointment made from an eligibility list to fill a regular full-time or part-time position vacancy.

**Regular Employee**

An employee who has probationary or permanent status with the Office.

**Regular Status**

Probationary or permanent status with the Office.

**Reinstatement**

Reappointment at the discretion of the appointing authority, within 39 months after resignation, in regular or limited-term status, without examination, to a position in the employee's former class or related lower class if qualified; return to duty or specified status of an employee by order of the Personnel Commission

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January 23, 2014

following appeal of an administrative action.

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September 17, 1975  
April 29, 1982  
May 28, 1992  
January 23, 2014

**Related Class**

Another job class that has similar duties, responsibilities and qualifications for employment. For example, Clerical Assistant I, Clerical Assistant II and Clerical Assistant III are related classes.

**Resignation**

A voluntary statement in writing from an employee requesting to be terminated from employment.

**Restoration**

The reinstatement to duty of an employee or former employee with all of the rights, benefits, and burdens held prior to the break in service. This term includes reemployment as well as reinstatement following demotion or dismissal when the Personnel Commission sustains an appeal.

**Rule of Three**

The scope of choice available to the appointing authority or power for making their selections from an eligibility list. Specifically, it refers to selection from the first three ranks of eligibles who are ready, willing, and able to accept appointment to a specific position.

**Salary Range**

The minimum, maximum and any intermediate pay rates authorized for a given class of employment.

**Salary Rate**

A specific amount of money paid for a specified period of service. For example, dollars per hour or month.

**Salary Schedule**

The complete list of salary ranges, steps and rates for all classes in the classified service.

**Salary Step**

A specific salary rate within a salary range, usually designated by letter or numeral. For example, C-Step, Step 2, etc. (Note: The salary range applicable to a class may change without affecting the step placement rights of employees.)

**Senior Management**

Positions designated by the Superintendent/County Board of Education that meet the requirements of Section 45108.5 of the Education Code.

**Seniority**

Status determined by date of hire in a job classification plus any higher job classifications.

**Separation**

Leaving employment of the Santa Barbara County Education Office. Includes but is not limited to resignation, dismissal, layoff, retirement, and leave exhaustion.

**Series**

(Sometimes referred to as Job Series or Related Class) A number of groups of classes closely related in an occupational hierarchy and arranged in a list in order to indicate occupational levels in each group.

**Status**

A document issued whenever a change occurs which may include but is not limited to probationary or permanent employment, salary range and step, current assignment, work shift, longevity, and differentials.

**Step Advancement**

Movement to a higher step on the salary schedule for a Class as a result of having served the required number of days or months in paid status (see also Anniversary Date).

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September 17, 1975  
April 29, 1982  
May 28, 1992  
January 23, 2014

**Substitute Employee**

An employee occupying a permanent position during the absence of the incumbent or when the position is vacant. Substitute employees are exempt from the classified service.

**Suspension**

An enforced absence of an employee with or without pay pending the outcome of an investigation of allegations that have been filed against an employee that may lead to disciplinary action.

**Teleconference**

A meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

**Temporary**

Employment on a basis other than permanent or probationary. For example, in limited-term or provisional status. Temporary employees are exempt from the classified service.

**Transfer**

~~The reassignment of an employee without examination from one position to another position in the same class or to a position in a similar or related class with the same salary range for which the employee is qualified.~~ Voluntary change of work location and/or program or department to another position in the employee's classification, initiated by the employee.

**Voluntary Demotion**

A demotion requested by an employee in order to retain employment when layoff from the employee's positions is imminent or for other reasons, where the action is voluntary on the part of the employee.

**Waiver**

The voluntary relinquishment by an eligible of a right to be considered for appointment from an eligibility list to a certified eligibility list with one or more position locations, or for a specified period of time not to exceed the duration of the eligibility list.

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September 17, 1975  
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May 28, 1992  
May 22, 2014  
March 23, 2023 (pending approval)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 CHANGES IN POSITION AND CLASS

**4462.1 Transfers**

DEFINITION OF TRANSFER:

- A. Transfer is the reassignment of an employee without examination from one position to another position within the same job classification in a different department or job site, or to a similar or related classification with the same salary range. The Director, Human Resources shall be responsible for determining similar or related classifications and the appropriateness of the transfer.

EMPLOYEE-INITIATED TRANSFERS:

- A. Transfer request shall be made in writing to the Director, Human Resources. The Director, Human Resources shall place the employee's name on the transfer list (s) for the appropriate classification (s). When appropriate, the Director, Human Resources will provide a list of openings for purposes of transfer requests.
- B. Any employee who has requested an appropriate transfer shall have the right to have his/her name certified along with the top three ranks on the employment list and the names of eligibles from other appropriate lists. Should an appointing authority wish to approve the transfer into his/her program, he/she shall first request clearance from the employee's current program manager.
- C. Should a transfer be mutually agreeable to all parties concerned, the release date shall be communicated to the Director, Human Resources.
- D. Should the employee's current program manager wish to disapprove the transfer, the decision shall be made by the county superintendent or designee. If requested by the employee, the reasons for the disapproval shall be provided to the employee. The decision of the county superintendent or designee shall be final.

ADMINISTRATIVE-INITIATED TRANSFERS:

- A. Transfers may be made within the classified service by the county Superintendent or designee upon recommendation of program manager for the good of the service and the approval or rejection shall be governed by consideration of student welfare and/or the overall effective functioning of the Santa Barbara County Education Office.
- B. Transfers shall be made from one position to another in the same classification at the discretion of the County Superintendent or designee or program manager (s) involved, provided that such action shall not be taken for punitive or preferential reasons. Reasons for any transfer which is not voluntary shall be discussed with the employee by his/her supervisor.

Approved: Dec. 1, 1975  
Revised: February 25, 1988  
June 23, 1993  
March 23, 2017  
October 26, 2017

#### **4462.1 Transfers (continued)**

- C. Transfers from a position in one classification to a position in another related classification must first be approved by the Director, Human Resources. Such approval may be given only when the transfer is either lateral or related class with the same salary range.
- D. Administrative-initiated transfers, whether lateral or to a related class, when effected for documented disciplinary reasons, shall be considered an involuntary action and the employee shall have a right to file an appeal with the Personnel Commission.

Reference:

Education Code Section 45260, 45261 and 45278

Approved: Dec. 1, 1975  
Revised: February 25, 1988  
June 23, 1993  
March 23, 2017  
October 26, 2017

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 CHANGES IN POSITION AND CLASS

**4462.1 Transfers and Reassignments – DRAFT REVISION**

DEFINITION OF TRANSFER:

1. Transfers

~~A. Transfer is the reassignment of an employee without examination from one position to another position within the same job classification in a different department or job site. A transfer is a voluntary change of work location and/or program or department to another position in the employee's classification, or to a similar or related classification with the same salary range initiated by the employee. The Director, Human Resources shall be responsible for determining similar or related classifications and the appropriateness of the transfer.~~

~~A. B.~~ To be eligible for a transfer, the employee must demonstrate satisfactory performance, as documented in the most recent evaluation with a rating of "Meets requirements" or better in each category, and must not have received documented counseling in the most recent evaluation period. An employee with a current performance improvement plan is not eligible for a transfer.

EMPLOYEE-INITIATED TRANSFERS:

~~A. All notices of vacancies shall be made available as transfer opportunities for not fewer than five (5) business days. Transfer opportunities shall be e-mailed to all employees at the employee's SBCEO e-mail address. A transfer opportunity notice shall include: the job title, location, any specialized qualifications required of the position, number of hours per day/week, and the deadline for filing. Transfer request shall be made in writing to the Director, Human Resources. The Director, Human Resources shall place the employee's name on the transfer list (s) for the appropriate classification (s). When appropriate, the Director, Human Resources will provide a list of openings for purposes of transfer requests.~~

~~B. C.~~ Any employee who is eligible for a transfer and who has requested an appropriate transfer shall have the right to be considered for the vacancy. Upon certification of an eligibility list for the classification, the employee shall have his/her/their name certified along with in addition to the top three ranks on the employment-eligibility list and the names of eligibles from other appropriate lists. Should an appointing authority wish to approve the transfer into his/her program, he/she shall first request clearance from the employee's current program manager. All transfers are discretionary with the appointing authority.

~~B.~~ Should a transfer be mutually agreeable to all parties concerned, the release date shall be communicated to the Director, Human Resources.

~~C.~~ Should the employee's current program manager wish to disapprove the transfer, the decision shall be made by the county superintendent or designee. If requested by the employee, the reasons for the disapproval shall be provided to the employee. The decision of the county superintendent or designee shall be final.

ADMINISTRATIVE-INITIATED TRANSFERS: 2. Reassignments

- A. A reassignment is an involuntary change of an employee's work location and/or program or department that is initiated by SBCEO. Transfers-Reassignments may be made within the classified service by the ~~county~~ County Superintendent or designee upon recommendation of the program manager for the good of the service, and the approval or rejection shall be governed by consideration of student welfare and/or the overall effective functioning of the Santa Barbara County Education Office. Reassignments shall be made without change to the employee's salary range, full time equivalency (FTE), anniversary date, or leave balances.
- B. ~~Transfers shall be made from one position to another in the same classification at the discretion of the County Superintendent or designee or program manager (s) involved, provided that such action shall not be taken for punitive or preferential reasons. Reasons for any transfer which is not voluntary shall be discussed with the employee by his/her supervisor. The employee shall receive written notice of reassignment, along with the reasons for the action. The reassignment shall not take effect until at least fifteen (15) workdays following written notice of the reassignment unless the employee waives the fifteen (15) workday period in writing.~~

Approved: \_\_\_\_\_ Dec. 1, 1975  
Revised: \_\_\_\_\_ February 25, 1988  
\_\_\_\_\_ June 23, 1993  
\_\_\_\_\_ March 23, 2017  
\_\_\_\_\_ October 26, 2017

#### **4462.1 Transfers (continued)**

- C. ~~Transfers from a position in one classification to a position in another related classification must first be approved by the Director, Human Resources. Such approval may be given only when the transfer is either lateral or related class with the same salary range.~~
- D.C. Administrative initiated transfers, whether lateral or to a related class, when a reassignment is made effected for documented disciplinary reasons, it shall be considered an involuntary action and the employee shall have a right to file an appeal with the Personnel Commission, in accordance with Personnel Commission Rule 4472.1. In such circumstances, the written notice of reassignment shall constitute the Notice of Disciplinary Action.

Reference:  
Education Code Section 45260, 45261 and 45278

Approved: \_\_\_\_\_ Dec. 1, 1975  
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\_\_\_\_\_ June 23, 1993  
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\_\_\_\_\_ October 26, 2017  
\_\_\_\_\_ March 23, 2023 (pending approval)



4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 CHANGES IN POSITION AND CLASS

**4462.1 Transfers and Reassignments – DRAFT REVISION**

1. Transfers

- A. A transfer is a voluntary change of work location and/or program or department to another position in the employee's classification, initiated by the employee.
- B. To be eligible for a transfer, the employee must demonstrate satisfactory performance, as documented in the most recent evaluation with a rating of "Meets requirements" or better in each category, and must not have received documented counseling in the most recent evaluation period. An employee with a current performance improvement plan is not eligible for a transfer.

All notices of vacancies shall be made available as transfer opportunities for not fewer than five (5) business days. Transfer opportunities shall be e-mailed to all employees at the employee's SBCEO e-mail address. A transfer opportunity notice shall include: the job title, location, any specialized qualifications required of the position, number of hours per day/week, and the deadline for filing.

- C. Any employee who is eligible for a transfer and who has requested an appropriate transfer shall have the right to be considered for the vacancy. Upon certification of an eligibility list for the classification, the employee shall have their name certified in addition to the top three ranks on the eligibility list and the names of eligibles from other appropriate lists. All transfers are discretionary with the appointing authority.

2. Reassignments

- A. A reassignment is an involuntary change of an employee's work location and/or program or department that is initiated by the County Education Office. Reassignments may be made within the classified service by the County Superintendent or designee upon recommendation of the program manager for the good of the service, and the approval or rejection shall be governed by consideration of student welfare and/or the overall effective functioning of the Santa Barbara County Education Office. Reassignments may not result in changes to the employee's salary range, full time equivalency (FTE), anniversary date, or leave balances.
- B. The employee shall receive written notice of reassignment, along with the reasons for the action. The reassignment shall not take effect until at least fifteen (15) workdays following written notice of the reassignment unless the employee waives the fifteen (15) workday period in writing.
- C. When a reassignment is made for documented disciplinary reasons, it shall be considered an involuntary action and the employee shall have a right to file an appeal with the Personnel Commission, in accordance with Personnel Commission Rule 4472.1. In such circumstances, the written notice of reassignment shall constitute the Notice of Disciplinary Action.

Reference:

Education Code Section 45260, 45261 and 45278

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