GENERAL FUNCTIONS

1. Call to Order
   Gary Pickavet called the meeting to order at 12:31 p.m.

2. Roll Call
   Members Present
   Gary Pickavet, Chair
   Carmen Jaramillo, Vice Chair
   Mike Ostini, Commissioner

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

4. Changes to the Agenda
   The Director, Human Resources noted that the numbering of items 16, 17, and 18
   on the agenda needed to be corrected to 13, 14, and 15.

5. Introduction of Guests
   Staff present:
   Amy Ramos, Director, Human Resources
   Tracie Cordero, Classified Human Resources Specialist
   Eden Hood, Classified Human Resources Technician Substitute
Sharon Van Gundy, Administrator, Information Technology Services
Sheryl Pognant, Manager, Information Technology Services

6. **Public Comment** — None

7. **Approval of Minutes of Meeting Held May 27, 2021**

   MOVED: Mike Ostini  SECONDED (via chat): Carmen Jaramillo
   VOTE: 3-0

8. **Communications** — None

9. **Informational Items**

   a. **Media Releases/Columns**
      Media releases were made available from the County Superintendent of Schools about local teachers who received honors: Josie Coburn as 2022 Performing Arts Teacher of the Year, and Staci Hendricks was the recipient of Santa Barbara’s Downtown Rotary Club Teacher Recognition Award for 2021 spring quarter.

   b. **Legislative Update**
      The Director reviewed the updated CalOSHA Emergency Temporary Standards, which regulate non-school work environments. The new standards allow fully vaccinated workers to go without a face covering in the workplace, provided that the employer has verified the employees’ vaccination status. Physical distancing requirements were eliminated except in cases of COVID outbreaks. Employees of any vaccination status may request, and the employer must provide, appropriate face coverings. The new standards went into immediate effect on June 17, by executive order of the Governor.

**REGULAR BUSINESS**

10. **Informational Items**

   a. **List of New Positions**

   b. **Classified Personnel Report dated July 1, 2021**

   c. **Position Announcements**
11. Action Items

a. Ratification of Eligibility Lists

i. Child Care Services Technician (Dual – South)

ii. Communications Specialist – Bilingual (Dual – South)

iii. Director, Children’s Creative Project (Dual – South)

iv. Program Associate (Dual – South)

v. Vocational Assistant (Dual – North)

MOVED: Carmen Jaramillo  SECONDED: Mike Ostini  VOTE: 3-0

b. Classification of Positions

i. The Director, Human Resources recommended an adjustment to the salary for the classification of Manager, Early Care and Education Services, from management salary range 13 to range 14, with an effective date of 7/1/2021.

MOVED: Mike Ostini  SECONDED: Carmen Jaramillo  VOTE: 3-0

ii. The Director, Human Resources recommended an adjustment to the salary for the classification of Risk and Loss Control Manager, from management salary range 13 to range 14, along with a revision to the job description and a minor job title change, with an effective date of 7/1/2021.

MOVED: Mike Ostini  SECONDED: Carmen Jaramillo  VOTE: 3-0

iii. The Director, Human Resources recommended an adjustment to the salary for the classification of Senior Software Engineer, from classified salary range 96 to range 99, with an effective date of 7/1/2021.

MOVED: Carmen Jaramillo  SECONDED: Mike Ostini  VOTE: 3-0

iv. The Director, Human Resources recommended establishing a new classified position of Classified Human Resources Analyst.

Approved as amended.

MOVED: Carmen Jaramillo  SECONDED: Mike Ostini  VOTE: 3-0
After discussion, it was agreed that the Commission should participate in the final selection of the incumbent, in accordance with PC Rule 4424.1 and Education Code 45264.

c. **Job Descriptions** — None

**UNFINISHED BUSINESS**

12. **Discussion: Timing of Return to In-Person Personnel Commission Meetings**

After discussion, it was agreed that the July PC meeting would be conducted by Zoom. At the July meeting, the Commissioners will consider whether to resume in-person meetings in August.

**NEW BUSINESS** — None

**REPORTS**

13. **PERSONNEL COMMISSIONER REPORTS**

The Commissioners had no PC-related items to report.

14. **DIRECTOR, HUMAN RESOURCES REPORT**

The Director thanked the Commission for approving the new Classified Human Resources Analyst position. She also formally welcomed Eden Hood to the Classified HR team in her substitute capacity.

The Director noted that SBCEO now appears on CSPCA’s redesigned website on its page listing merit districts.

The Director noted that negotiations with CSEA as well as SBCEA had concluded. A meeting of the CSEA membership is scheduled for June 30, when they will vote whether to ratify.

The Director reported that, in compliance with the new Cal/OSHA emergency temporary standards, SBCEO is allowing office-based staff to go without a face covering by attesting to their fully vaccinated status. Employees who are not yet fully vaccinated, decline to state their vaccination status, or don’t complete an attestation form are required to wear masks. Any employee who wishes to wear a face covering even when it’s not required can continue to do so. Schools are governed by CDPH guidance, which still requires employees and students in classroom settings to wear masks.
15. **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

   No report from CSEA.

**CLOSED SESSION — None**

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:41 p.m. The next regularly scheduled meeting will be held on July 22, 2021 at 12:30 p.m. by videoconference.

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

Gary Pickavet
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) 964–4712 • sbceo.org
Susan C. Salcido, Superintendent of Schools

June 19 through July 16, 2021

<table>
<thead>
<tr>
<th>Position #</th>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2425</td>
<td>Classified Human Resources Analyst • Classified Human Resources Staff • South County 40.00 hours per week • 12.00 months</td>
</tr>
<tr>
<td>2427</td>
<td>Health Advocate - Bilingual • Health Linkages Administration • North 40.00 hours per week • 12.00 months Bilingual required</td>
</tr>
<tr>
<td>2428</td>
<td>Health Advocate - Bilingual • Health Linkages Administration • North 20.00 hours per week • 12.00 months Bilingual Required</td>
</tr>
<tr>
<td>2429</td>
<td>Health Advocate - Bilingual • Health Linkages Lompoc • North County 20.00 hours per week • 12.00 months Bilingual required</td>
</tr>
<tr>
<td>2430</td>
<td>Paraprofessional • Cold Spring School • South County 32.50 hours per week • 10.00 months</td>
</tr>
</tbody>
</table>
Santa Barbara County Board of Education
Classified Personnel Report
August 5, 2021

Appointments

**Limited Term/Substitute**

Morris, Constance  
Office Assistant • Children and Family Resource Services • Welcome Every Baby WEB  
• Hourly as needed  
July 7, 2021

Walker, Cameron  
Paraprofessional • Special Education • Various Sites  
• Hourly as needed  
June 24, 2021

Walker, Cameron  
Teaching Assistant • Juvenile Court and Community Schools • Various Sites  
• Hourly as needed  
June 24, 2021

**Probationary**

Gomez Suarez, Isaac  
Custodian • Internal Services • Operations North  
37.5% • 12 months  
July 1, 2021

Orozco Lopez, Maribel  
Child Care Services Technician • Child Development • Santa Maria Child Development  
100% • 12 months  
July 1, 2021

Changes

**Anniversary Increase**

Alarcon, Elvira  
Administrative Assistant • Special Education • Special Education Support Staff North  
100% • 12 months  
July 1, 2021

Clapp, Charles  
Paraprofessional • Special Education • Hollister School Elementary  
81.25% • 10 months  
July 1, 2021
Cuevas, Ivett
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Fraire, Kathleen
Paraprofessional • Special Education • Deaf/Hard-of-Hearing Services
75% • 10 months

Gonzalez, Jose
Paraprofessional • Special Education • Alice Shaw Elementary
77.5% • 10 months

Medina, Luis
Mixed Media Specialist • Communications • Reprographics
100% • 12 months

Rubio, Paloma
Paraprofessional • Special Education • Taylor Preschool
70% • 10 months

Santiago, Noelia
Paraprofessional • Special Education • Speech/Language Services, McClelland
75% • 10 months

Takeuchi, Sheila
Accounting Assistant • Internal Services • Fiscal Services - Budgeting
100% • 12 months

Tremblay, Bryan
Data Entry Clerk • Partners In Education • Partners In Education
20% • 12 months

Vega, Wendy
Paraprofessional • Special Education • Vision Services
75% • 10 months
Decreased Time in lieu of layoff

Aguirre, Ancelmo  
Paraprofessional  •  Special Education  •  Cabrillo High School  
81.25%  •  10 months  
From .89575  
August 11, 2021

Castaneda, Gloria  
Child Care Assistant  •  Early Care Education  •  Los Alamos State Preschool  
50%  •  10 months  
From .625  
August 13, 2021

Gomez, Berenize  
Child Care Assistant  •  Early Care Education  •  Santa Ynez Valley State Preschool  
37.5%  •  11 months  
From .625  
August 16, 2021

Perkins, Denise  
Licensed Vocational Nurse  •  Special Education  •  Licensed Vocational Nurse South  
81.25%  •  10 months  
From .90425  
August 16, 2021

Other

Cabaniss, Meredith  
Program Associate  •  Children’s Creative Project  •  Children’s Creative Project  
47.5%  •  12 months  
Master’s stipend  
July 1, 2021

Rodriguez, Brenda  
Paraprofessional  •  Special Education  •  Meridian Head Start  
37.5%  •  10 months  
From Buena Vista Head Start to Meridian Head Start - no other changes  
August 10, 2021

Velazquez, Ricardo  
Paraprofessional  •  Special Education  •  Meridian Head Start  
32.5%  •  10 months  
From Buena Vista Head Start to Meridian Head Start - no other changes  
August 10, 2021

Prepared on: 07-19-2021
Probation to Permanent
Hansen, Janelle
Student Information Specialist • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
50% • 12 months

Lyons, Virginia
Office Assistant • Partners In Education • Partners In Education
100% • 12 months

Promotion
Taylor, Michael
Delivery Specialist I • Internal Services • Operations South
100% • 12 months

Reassignment
Morin, Jovonni
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
87.5% • 10 months
From Peter B. Fitzgerald (10 mo) to Dos Puertas (12 mo)

Reclassification
Remick, Cory
Senior Software Engineer • Information Technology Services • Information Technology Services
100% • 12 months

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

Reemployment
Gomez Sanchez, Grisell
Program Associate • Partners In Education • Partners in Education - Program Services
100% • 12 months

Hauber, Vanetta
Student Information Specialist • Child Development • Child Development - Hope Center
100% • 10 months
Transfer in lieu of layoff

Fitzpatrick, Shelley  
Paraprofessional • Special Education • Montecito Union School  
81.25% • 10 months  
From Montecito Union School  
August 16, 2021

Solorio, Maria  
Paraprofessional • Special Education • Manzanita Charter School  
81.25% • 10 months  
From Arellanes Jr High  
August 11, 2021

Separation

Released

Bat, Joy  
Student Information Specialist • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School  
50% • 12 months  
Non completion of probation  
June 30, 2021

Resignation

Crowder, Lauren  
School Occupational Therapist • Special Education • School Occupational Therapy Services  
80% • 12 months  
July 22, 2021

Donelson, Brittany  
Child Care Assistant • Child Development • Young Learners State Preschool  
75% • 10 months  
June 11, 2021

Housley, Erika  
Paraprofessional • Special Education • Vision Services  
75% • 10 months  
June 8, 2021

Medina, Lydia  
Child Care Assistant • Child Development • Learning Place State Preschool  
75% • 10 months  
June 11, 2021
Position Announcement

Dual Certification
Child Care Assistant
Apply By: 7-16-2021

Part-Time: 75% 30 hours/week • 10 months/year
children ages 3 to 5 years
Learning Place State Preschool
Lompoc

Salary: $15.57 - $21.81 hourly
Initial placement is at one of the first five steps of the salary range.

Apply by: 7-16-2021

Apply online: www.sbceo.org

In person: 4400 Cathedral Oaks Rd, Santa Barbara, CA
or 402 Farnel Rd Suite B, Santa Maria, CA

Phone: 805-964-4711 x5225 or x2402
We prefer that applicants apply online.

Recruitment: 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 combined final scores weighted as determined by the Director, Human Resources. If you have a disability that may require an accommodation during any of these selection procedures, you must notify Classified Human Resources by the deadline date specified in this announcement.

Examination: The oral examination for this classification is tentatively scheduled for 7-21-2021. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

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.

The position: Provides direct care to infant-to-preschool aged children and assistance at a school site or child care facility. Implements innovative, age- and developmentally appropriate, child-centered activities for infant to preschool-aged child care programs that may include parenting education for student parents. While care is custodial in nature,
incumbents are required to facilitate developmental activities and parenting instruction.

**Specific duties and responsibilities:** Assists teachers by caring for and providing positive play and developmental experiences for infants to preschool aged children. May assist with supervision and training of student parents and in the activities connected with an infant care center (Cal-SAFE only). Assists with organizing specific activities such as, but not limited to, reading stories, basic arts and crafts, individual and group play and games. Assists in maintaining order by observing and focusing the activities and behaviors of the children in group activities using positive behavior intervention strategies. Assists teachers by instructing parents in developmentally appropriate practices in areas such as nutrition, hygiene, parenting skills, age-appropriate child development, and learning activities. Instructs parents and volunteers in hygiene-related tasks such as, but not limited to, cleaning and disinfecting cribs, furniture, and toys and other surfaces. Gives each parent and child individual and special attention each day. Responds to each child’s particular needs and characteristics. Ensures that children receive equal attention in all activities. Assists in preparing developmental profiles and lesson plans. Prepares and organizes materials for children’s activities. Plans and alternates activities to meet children’s needs. Provides personal hygiene assistance to children, including changing diapers and assisting in sanitation and oral hygiene such as teeth brushing. Reports any signs of illness or distress observed in children. Assists in dealing with the situation, as appropriate. Assists with feeding of children. Performs light housekeeping to maintain rooms in a sanitary, safe, and orderly manner. Supports the children and teachers to prepare and maintain the outdoor classroom. Helps maintain an esthetically pleasing environment by keeping it clean, organized, safe, and appropriately decorated. Engages in activities that support the operation and administration of the child care and adult food program. Performs other duties as assigned that support the overall objective of the position.

**Requirements:** Principles and practices of child guidance. Goals and objectives of an infant, toddler and preschool-aged child care program in a school district environment. Learning exercises and approaches that are appropriate for parents. Needs and behavior of infant, toddler, and preschool-aged children. Proper sanitization and sterilization methods. Safe handling of cleaning materials and disinfectants.

**Abilities:** Understand and follow teacher’s instructions. Interact effectively with children, parents, and staff. Understand the needs and differences of children. Reach and engage children in activities. Balance emotional support and discipline in dealing with behavior problems. Demonstrate sensitivity to parents’ needs and approach.

**Education and experience:** Completion of 6 semester units (or 9 quarter units) of early childhood education (ECE) curriculum. Applicants who have completed a minimum of 3 semester units (6 quarter units) in ECE and can demonstrate current enrollment in required coursework that will be successfully completed prior to the end of the probationary period may compete in the examination process. Some paid or volunteer experience working with students in a classroom setting or equivalent environment.

**Licenses and certificates:** Requires a current First Aid and child/infant CPR certificate. May require a valid California driver’s license and insurance coverage as required by law

**Working conditions:** Work is performed indoors and outdoors with minimal safety hazards, yet some exposure to communicable diseases.
Position Announcement

Dual Certification
Classified Human Resources Analyst
Apply By: 8-2-2021

Full-Time, 100%, 40 hours/week • 12 months/year
We are looking for a human resources professional with exceptional writing and critical thinking skills to join our dynamic HR team.

Classified Human Resources Staff
Santa Barbara

Salary: $64,788-$80,256 (current top salary: $90,876)

Apply by: 8-2-2021
Apply online: www.sbCEO.org
In person: 4400 Cathedral Oaks Rd, Santa Barbara, CA or 402 Farnel Rd Suite B, Santa Maria, CA
Phone: 805-964-4711 x5225 or x2402
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Examination: The written examination for this classification is tentatively scheduled for 08-06-2021 at . The oral examination for this classification is tentatively scheduled for 08-12-2021. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

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.

The position: Under general direction, perform a full range of professional analytical work associated with merit system human resources, including examination development and validation, recruitment planning and applicant sourcing, position classification,
compensation, and other human resources research.

Specific duties and responsibilities: In collaboration with hiring managers, plan and develop comprehensive recruitment plans, including applicant sourcing and appropriate examination process. Develop qualified and diverse applicant pipelines and sources by a variety of methods, including social media, professional networking, participating in recruiting events, identifying appropriate advertising and outreach, preparing position announcements, and writing and placing advertisements. Promote the recruitment and retention of qualified applicant pools by prompt and professional communication with job applicants regarding employment opportunities, application and recruitment status, examination results, and SBCEO employment process. Review applications to determine whether applicants meet minimum qualifications. In consultation with subject matter experts, develop various types of examinations that result in ranked eligibility lists to be used in the selection of candidates for classified jobs; select items for written examinations; develop written exercises and performance examinations; develop oral examination competencies, scoring guidelines, and questions; set passpoints. Ensure content validity and predictive power of examinations by reviewing item histories and examination results and making refinements as needed. Facilitate the administration and scoring of examinations. Certify eligibility lists in accordance with Personnel Commission Rules. Facilitate the onboarding of new classified employees by providing new hire documents, monitoring the completion of pre-employment requirements, arranging pre-employment physical examinations, processing new employee records and files, and scheduling new employee orientation. May conduct new employee orientation. Promote understanding and acceptance of merit system practices by educating hiring managers on the classified selection process and their opportunities to participate. May serve as a rater or oral examination panelist as needed. Under the direction of the Director of Human Resources, conduct classification studies and draft reports regarding the establishment of new job classifications, reclassification of positions, and revision of current job descriptions; draft new or revised job descriptions for approval by Personnel Commission. Under the direction of the Director of Human Resources, conduct compensation studies and draft reports and recommendations for salaries for proposed new classifications or revised salaries for current classifications. Respond to salary surveys conducted by other parties. Analyze current classified human resources practices and processes and propose modifications, with the goals of greater efficiency, validity, effectiveness, and equity. As assigned, draft revisions to sections of the classified employee handbook or Personnel Commission Rules. May conduct research or data collection on human resources-related topics as assigned. Perform related duties as assigned.


Abilities: Gather, evaluate, and analyze data and draw sound conclusions. Analyze situations accurately and adopt an effective course of action. Draft a variety of written documents, including advertisements, examination materials, candidate communications and correspondence, recommendations, rules, and procedures. Perform accurate arithmetical calculations. Communicate effectively, both orally and in writing. Interpret, explain, and
apply laws, regulations, rules, and policies
Learn County Education Office organization, operations, policies and objectives. Learn and apply California Education Code relating to classified employee selection. Maintain current knowledge of laws, rules, and regulations related to classified human resources. Learn and apply descriptive statistics. Plan and organize work to meet deadlines. Work independently and as part of a team. Interact effectively with a wide variety of people within and outside the organization. Operate a computer and other office equipment and related software programs. Use a human resources information system, enterprise financial system, applicant tracking system, and other proprietary and commercial databases. Maintain accurate records and files. Maintain confidentiality of sensitive information.

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

Two years of professional experience in human resources that included one or more of the following: employee recruitment; applicant sourcing; examination development; position classification; and compensation administration. A master’s degree in a closely related field may be substituted for up to one year of required professional experience.

Experience in public sector human resources and/or a merit system is preferred.

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

Must be eligible to be a custodian of records as required by the Department of Justice.

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

Local travel by car to a variety of locations countywide, in order to attend meetings and recruiting events and conduct interviews and examinations, is required. Occasional overnight travel may be required.
Position Announcement

Dual Certification
Health Advocate - Bilingual
Apply By: 8-2-2021

Full-Time • 12 months/year
Bilingual required; 242 work days per year
Health Linkages Administration
Santa Maria

Salary: $19.89 - $27.90 per hour
Initial placement is at one of the first five steps of the salary range.

Apply by: 8-2-2021
Apply online: www.sbceo.org
In person: 4400 Cathedral Oaks Rd, Santa Barbara, CA or 402 Farnel Rd Suite B, Santa Maria, CA
Phone: 805-964-4711 x5225 or x2402
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Examination: The written examination for this classification is tentatively scheduled for 08-06-2021. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

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.

The position: Under the supervision of the Health Linkages Program Coordinator, serve as a regional Lead for the Santa Barbara County Network of Promotores and assist in the coordination and implementation of health promotion, identification, and access-to-care programs. These programs include health screening and referrals for further evaluation and
treatment, and fluoride varnish. Help to ensure that children’s health needs are identified and addressed early. Provide support to children and families in preschool and kindergarten programs to facilitate prevention, identification, and treatment of health concerns. 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 and linguistically appropriate health education programs for children and families. Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs. Assist Children’s Health Initiative Program Manager with annual Certified Application Assistor (CAA) workshop and CAA training events for health insurance enrollment. Respond to questions from parent, teacher, and community relating to health issues, providing linguistic and culturally appropriate relevant information and/or referring person to appropriate source. Prepare and distribute Spanish/English 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. Contact agencies, caregivers, school districts, and other organizations. Send invitation letters and consents. Contact and arrange with dental and medical practitioners for health screens and education. Conduct vision, hearing, nutrition and health insurance screenings that are linguistically, age and culturally appropriate at targeted sites, and assist practitioners by recording health screen information, distributing information, and initiating contact for follow-up. Provide health case management for children identified with health concerns including follow up with bilingual and monolingual Spanish-speaking families to enroll in health insurance, safety net programs, and other resources. Arrange for and conduct fluoride varnish applications for English/Spanish speaking preschool and targeted kindergarten students. Provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English. Attend community events targeting Spanish- and English-speaking families to provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment. Conduct phone surveys in Spanish and English to follow up with parents who were assisted with health insurance enrollment at 3 and 10 months to ascertain health insurance utilization and remove barriers to health access. Develop materials for outreach and presentations in Spanish and English. Recruit, train, support, and delegate assignments to community volunteers who assist with the activities including Promotores de Salud in a culturally and linguistically appropriate manner. 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. Attend and participate in meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs) and Children’s Health Access Resource Teams (CHARTs). Other duties as assigned.

**Requirements:** Principles and practices of health education and standards for health and safety in preschool and child care settings. Oral health and nutrition principles and practices and of subsidized health care programs and other community resources for eligible families. First aid and common communicable illnesses. Devices and instruments used in performing health screens. Skill in presenting information in group settings in a culturally and linguistically appropriate manner. Clerical office practices, data entry techniques, and file maintenance. Statistical record keeping skills. Math skills to perform columnar calculations
and compute decimals, fractions, and sums. Communication skills in Spanish and English to greet and deal cooperatively with students, parents, and staff of school districts and childcare sites. Cultural competency and knowledge of targeted low-income communities. Language skills to document work activity and use basic medical terminology.

**Abilities:** Learn, understand, and apply policies, procedures, and rules governing health and safety in subsidized preschool and childcare programs. Recognize certain communicable diseases, perform urgent first-aid, and learn and understand basic medical terminology. Operate standard office equipment. Communicate in English and Spanish and work productively and cooperatively with peers, staff in school districts and contracted care locales, parents, and students. Protect the privacy of student/family information. Successfully complete on-site, RN or other health practitioner-guided training. Communicate in Spanish in order to assist families by explaining and completing forms such as those used for health insurance, including documentation requirements. Obtain CPR, first aid, audiometer, vision screening, fluoride varnish and certified application assister certificates within a reasonable time. Work varying shifts and locations.

**Education and experience:** High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields. One year of experience performing community health or related activities. 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.
Position Announcement

Dual Certification
Health Advocate - Bilingual
Apply By: 8-2-2021

Part-Time: 50% 20 hours/week • 12 months/year
Bilingual required; 242 work days per year
Health Linkages Administration
Santa Maria

Salary: $19.89 - $27.90 per hour
Initial placement is at one of the first five steps of the salary range.

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We prefer that applicants apply online.

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Examination: The written examination for this classification is tentatively scheduled for 08-06-2021. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

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.

The position: Under the supervision of the Health Linkages Program Coordinator, serve as a regional Lead for the Santa Barbara County Network of Promotores and assist in the coordination and implementation of health promotion, identification, and access-to-care programs. These programs include health screening and referrals for further evaluation and treatment, and fluoride varnish. Help to ensure that children’s health needs are identified and addressed early. Provide support to children and families in preschool and kindergarten.
programs to facilitate prevention, identification, and treatment of health concerns. 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 and linguistically appropriate health education programs for children and families. Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs. Assist Children’s Health Initiative Program Manager with annual Certified Application Assistor (CAA) workshop and CAA training events for health insurance enrollment. Respond to questions from parent, teacher, and community relating to health issues, providing linguistic and culturally appropriate relevant information and/or referring person to appropriate source. Prepare and distribute Spanish/English 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. Contact agencies, caregivers, school districts, and other organizations. Send invitation letters and consents. Contact and arrange with dental and medical practitioners for health screens and education. Conduct vision, hearing, nutrition and health insurance screenings that are linguistically, age and culturally appropriate at targeted sites, and assist practitioners by recording health screen information, distributing information, and initiating contact for follow-up. Provide health case management for children identified with health concerns including follow up with bilingual and monolingual Spanish-speaking families to enroll in health insurance, safety net programs, and other resources. Arrange for and conduct fluoride varnish applications for English/Spanish speaking preschool and targeted kindergarten students. Provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English. Attend community events targeting Spanish- and English-speaking families to provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment. Conduct phone surveys in Spanish and English to follow up with parents who were assisted with health insurance enrollment at 3 and 10 months to ascertain health insurance utilization and remove barriers to health access. Develop materials for outreach and presentations in Spanish and English. Recruit, train, support, and delegate assignments to community volunteers who assist with the activities including Promotores de Salud in a culturally and linguistically appropriate manner. 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. Attend and participate in meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs) and Children’s Health Access Resource Teams (CHARTs). Other duties as assigned.

**Requirements:** Principles and practices of health education and standards for health and safety in preschool and child care settings. Oral health and nutrition principles and practices and of subsidized health care programs and other community resources for eligible families. First aid and common communicable illnesses. Devices and instruments used in performing health screens. Skill in presenting information in group settings in a culturally and linguistically appropriate manner. Clerical office practices, data entry techniques, and file maintenance. Statistical record keeping skills. Math skills to perform columnar calculations and compute decimals, fractions, and sums. Communication skills in Spanish and English to greet and deal cooperatively with students, parents, and staff of school districts and
childcare sites. Cultural competency and knowledge of targeted low-income communities. Language skills to document work activity and use basic medical terminology.

**Abilities:** Learn, understand, and apply policies, procedures, and rules governing health and safety in subsidized preschool and childcare programs. Recognize certain communicable diseases, perform urgent first-aid, and learn and understand basic medical terminology. Operate standard office equipment. Communicate in English and Spanish and work productively and cooperatively with peers, staff in school districts and contracted care locales, parents, and students. Protect the privacy of student/family information. Successfully complete on-site, RN or other health practitioner-guided training. Communicate in Spanish in order to assist families by explaining and completing forms such as those used for health insurance, including documentation requirements. Obtain CPR, first aid, audiometer, vision screening, fluoride varnish and certified application assister certificates within a reasonable time. Work varying shifts and locations.

**Education and experience:** High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields. One year of experience performing community health or related activities. 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.
Position Announcement
Dual Certification
Health Advocate - Bilingual
Apply By: 8-2-2021

Part-Time: 50% 20 hours/week • 12 months/year
Bilingual required; 242 work days per year
Health Linkages Lompoc
Lompoc

Salary: $19.89 - $27.90 per hour
Initial placement is at one of the first five steps of the salary range.

Apply by: 8-2-2021
Apply online: www.sbceo.org
In person: 4400 Cathedral Oaks Rd, Santa Barbara, CA
or 402 Farnel Rd Suite B, Santa Maria, CA
Phone: 805-964-4711 x5225 or x2402
We prefer that applicants apply online.

Recruitment: 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 combined final scores weighted as determined by the Director, Human Resources. If you have a disability that may require an accommodation during any of these selection procedures, you must notify Classified Human Resources by the deadline date specified in this announcement.

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**Requirements:** Principles and practices of health education and standards for health and safety in preschool and child care settings. Oral health and nutrition principles and practices and of subsidized health care programs and other community resources for eligible families. First aid and common communicable illnesses. Devices and instruments used in performing health screens. Skill in presenting information in group settings in a culturally and linguistically appropriate manner. Clerical office practices, data entry techniques, and file maintenance. Statistical record keeping skills. Math skills to perform columnar calculations and compute decimals, fractions, and sums. Communication skills in Spanish and English to greet and deal cooperatively with students, parents, and staff of school districts and
childcare sites. Cultural competency and knowledge of targeted low-income communities. Language skills to document work activity and use basic medical terminology.

**Abilities:** Learn, understand, and apply policies, procedures, and rules governing health and safety in subsidized preschool and childcare programs. Recognize certain communicable diseases, perform urgent first-aid, and learn and understand basic medical terminology. Operate standard office equipment. Communicate in English and Spanish and work productively and cooperatively with peers, staff in school districts and contracted care locales, parents, and students. Protect the privacy of student/family information. Successfully complete on-site, RN or other health practitioner-guided training. Communicate in Spanish in order to assist families by explaining and completing forms such as those used for health insurance, including documentation requirements. Obtain CPR, first aid, audiometer, vision screening, fluoride varnish and certified application assister certificates within a reasonable time. Work varying shifts and locations.

**Education and experience:** High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields. One year of experience performing community health or related activities. 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.
Position Announcement

Dual Certification
School Occupational Therapist
Apply By: Until Filled

Part-Time: 80% 32 hours/week • 12 months/year
32 hrs/wk

School Occupational Therapy
Santa Barbara

Salary: $41.22 - $57.84 per hour
Initial placement is at one of the first five steps of the salary range.

Apply by: Until Filled

Apply online: www.sbceo.org

In person: 4400 Cathedral Oaks Rd, Santa Barbara, CA
or 402 Farnel Rd Suite B, Santa Maria, CA

Phone: 805-964-4711 x5225 or x2402
We prefer that applicants apply online.

Recruitment: 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 combined final scores weighted as determined by the Director, Human Resources. If you have a disability that may require an accommodation during any of these selection procedures, you must notify Classified Human Resources by the deadline date specified in this announcement.

Examination: 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.

The position: Provides occupational therapy and services for special education students, ages birth to 22 years, that includes assessment, development of Individualized Education Program (IEP) goals and plans, therapy, and direct intervention strategies and activities to assist students in acquiring functional and independent life skills within their occupational performance in the educational setting. Works with special education teams and provides consultation and training to school personnel and families.
**Specific duties and responsibilities:** Provides occupational therapy services to students by conducting assessments with the educational setting using an ecological model to determine level of need. Develop educationally relevant goals that are part of the student's educational program. Evaluates student progress on individual IEP goals and revises goals as needed. Prepares reports of occupational assessments and progress. Consults with parents and staff on occupational therapy interventions for students on site and through home programs. Attends Individualized Educational Plan (IEP) meetings as necessary to ensure that interventions blend with educational goals. Coordinates occupational therapy services with student's educational team. Instructs multi disciplinary teams in occupational therapy, treatment approach, and instructional support on understanding, interpreting, and implementing intervention procedures. Provides in-service training and continuing professional development to teachers and resource personnel. Promotes the need for occupational therapy services to teachers and administrators. Develops up-to-date best practices for therapy services. Ensures the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies. Modifies and may design adaptive equipment that enhances students' ability to access learning and technology. Performs other duties as assigned that support the overall objective of the position.

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

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

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

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

**Working conditions:** Work is performed indoors/outdoors where some safety considerations exist due to physical effort. Incumbent will travel to different sites/locations within the county.
Job Class: Administrative Assistant, Full-Time: 100% 40 hours/week

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Number of applicants: 17
Number of applicants passed screening: 10
Number of performance/written exam attendees: 6
Number of oral exam attendees: N/A
Dual Certification Eligibility List

Job Class: Custodian, Part-Time: 37.5% 15 hours/week

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Number of applicants: 1
Number of applicants passed screening: 1
Number of performance/written exam attendees: 1
Number of oral exam attendees: N/A
## Dual Certification Eligibility List

Job Class: Delivery Specialist I, Full-Time: 100% 40 hours/week

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Number of applicants: 4  
Number of applicants passed screening: 4  
Number of performance/written exam attendees: 4  
Number of oral exam attendees: N/A
## Dual Certification Eligibility List

**Job Class:** Educational Data Analyst,  Full-Time: 100% 40 hours/week

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Number of applicants: 23  
Number of applicants passed screening: 12  
Number of performance/written exam attendees: n/a  
Number of oral exam attendees: 3  

07-19-2021
Dual Certification Eligibility List

Job Class: Paraprofessional, Part-Time: 81.25% 32.5 hours/week

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Number of applicants: 7
Number of applicants passed screening: 6
Number of performance/written exam attendees: n/a
Number of oral exam attendees: 4
### Comparative Object Summary

#### Account Object Code

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Selection: Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2021, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)
### Fiscal06a Comparative Object Summary

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<tr>
<td>5850 Consultant Cont</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500.00</td>
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<tr>
<td>Total for Object 5000</td>
<td>37,810</td>
<td>37,810</td>
<td>13,701.80</td>
<td>24,108.20</td>
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<tr>
<td>Total for Org 061, Fund 01 and Expense accounts</td>
<td>515,760</td>
<td>485,562</td>
<td>446,812.00</td>
<td>38,750.00</td>
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