



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

June 24, 2021 – 12:30 p.m.

**LOCATION**

As authorized by Governor Newsom's Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person and establishing new requirements for conduct of telephonic or electronic meetings, the meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

**DRAFT MINUTES**

**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.



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

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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**

<b>Position #</b>	<b>Position Information</b>
2425	Classified Human Resources Analyst • Classified Human Resources Staff • South County 40.00 hours per week • 12.00 months
2427	Health Advocate - Bilingual • Health Linkages Administration • North 40.00 hours per week • 12.00 months Bilingual required
2428	Health Advocate - Bilingual • Health Linkages Administration • North 20.00 hours per week • 12.00 months Bilingual Required
2429	Health Advocate - Bilingual • Health Linkages Lompoc • North County 20.00 hours per week • 12.00 months Bilingual required
2430	Paraprofessional • Cold Spring School • South County 32.50 hours per week • 10.00 months

Santa Barbara County Board of Education

Classified Personnel Report

August 5, 2021

**Appointments**

***Limited Term/Substitute***

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

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

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

***Probationary***

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

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

**Changes**

***Anniversary Increase***

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

Clapp, Charles July 1, 2021  
Paraprofessional • Special Education • Hollister School Elementary  
81.25% • 10 months

Cuevas, Ivett	July 1, 2021
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 100% • 12 months	
 Fraire, Kathleen	 July 1, 2021
Paraprofessional • Special Education • Deaf/Hard-of-Hearing Services 75% • 10 months	
 Gonzalez, Jose	 July 1, 2021
Paraprofessional • Special Education • Alice Shaw Elementary 77.5% • 10 months	
 Medina, Luis	 July 1, 2021
Mixed Media Specialist • Communications • Reprographics 100% • 12 months	
 Rubio, Paloma	 July 1, 2021
Paraprofessional • Special Education • Taylor Preschool 70% • 10 months	
 Santiago, Noelia	 July 1, 2021
Paraprofessional • Special Education • Speech/Language Services, McClelland 75% • 10 months	
 Takeuchi, Sheila	 July 1, 2021
Accounting Assistant • Internal Services • Fiscal Services - Budgeting 100% • 12 months	
 Tremblay, Bryan	 July 1, 2021
Data Entry Clerk • Partners In Education • Partners In Education 20% • 12 months	
 Vega, Wendy	 July 1, 2021
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

***Probation to Permanent***

Hansen, Janelle July 1, 2021  
Student Information Specialist • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School  
50% • 12 months

Lyons, Virginia July 1, 2021  
Office Assistant • Partners In Education • Partners In Education  
100% • 12 months

***Promotion***

Taylor, Michael July 19, 2021  
Delivery Specialist I • Internal Services • Operations South  
100% • 12 months

***Reassignment***

Morin, Jovonni July 1, 2021  
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 July 1, 2021  
Senior Software Engineer • Information Technology Services • Information Technology Services  
100% • 12 months

Van Gundy, Samuel July 1, 2021  
Senior Software Engineer • Information Technology Services • Information Technology Services  
100% • 12 months

***Reemployment***

Gomez Sanchez, Grisel July 6, 2021  
Program Associate • Partners In Education • Partners in Education - Program Services  
100% • 12 months

Hauber, Vanetta July 1, 2021  
Student Information Specialist • Child Development • Child Development - Hope Center  
100% • 10 months

***Transfer in lieu of layoff***

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

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

**Separation**

***Released***

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

***Resignation***

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

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

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

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

## 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](http://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 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.

**Requirements:** Principles, practices, methods and terminology used in public human resources administration, including job analysis, selection, recruitment, classification and compensation. Federal and state employment law relating to employee selection. Merit system rules and regulations. Generally accepted professional practices in the development and validation of employee selection procedures, job classification, and job analysis. Correct English usage, grammar, spelling, punctuation and vocabulary. Arithmetic, including percentages and fractions. Modern office practices, procedures, and equipment. Telephone and email etiquette. Standard office productivity software applications, including spreadsheet programs. Record-keeping practices.

**Abilities:** Gather, evaluate, and analyze data and draw sound conclusions. Analyze situations accurately and adopt an effective course of action. Draft a variety of written documents, including 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](http://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 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  
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Salary: \$19.89 - \$27.90 per hour

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**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](http://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 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  
**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](http://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.

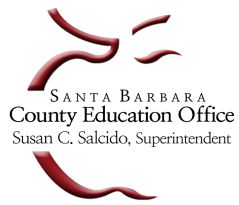
**The position:** Provides occupational therapy and services for special education students, ages birth to 22 years, that includes assessment, development of Individualized Education Program (IEP) goals and plans, therapy, and direct intervention strategies and activities to assist students in acquiring 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.



## Santa Barbara County Education Office

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

Susan C. Salcido, Superintendent of Schools

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### Dual Certification Eligibility List

Job Class: Administrative Assistant, Full-Time: 100% 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	21671	12-25-2021
1	21777	12-25-2021
2	21469	12-25-2021
3	21828	06-25-2022

Number of applicants: 17

Number of applicants passed screening: 10

Number of performance/written exam attendees: 6

Number of oral exam attendees: N/A



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### Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	21798	12-14-2021

Number of applicants: 1

Number of applicants passed screening: 1

Number of performance/written exam attendees: 1

Number of oral exam attendees: N/A



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### Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	21866	07-07-2022
2	21838	07-07-2022
3	21883	01-07-2022

Number of applicants: 4

Number of applicants passed screening: 4

Number of performance/written exam attendees: 4

Number of oral exam attendees: N/A



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### Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	21646	01-02-2022

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



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### Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	21857	01-15-2022
2	21842	01-15-2022
3	21867	01-15-2022
4	21850	01-15-2022

Number of applicants: 7

Number of applicants passed screening: 6

Number of performance/written exam attendees: n/a

Number of oral exam attendees: 4

## Fiscal06a

## Comparative Object Summary

Account Object Code	2020/21 Adopted Budget	2020/21 Revised Budget	2020/21 Actuals	2021/22 Rev Budget -Actuals	2021/22 Actuals /Rev Budge	
<b>Fund 01 - General Fund/County School Ser</b>						
<b>Expense</b>						
2300 Class Admin Sal	129,708	129,708	129,708.00		100.00 %	
2400 Cler/Office Sal	131,999	131,489	129,129.46	2,359.54	98.21 %	
2430 Extra Hours/OT	3,000	3,000	24.16	2,975.84	.81 %	
2440 Substitutes	3,000	3,000		3,000.00		
<b>Total for Object 2000</b>	<b>267,707</b>	<b>267,197</b>	<b>258,861.62</b>	<b>8,335.38</b>		
3200	60,709	55,004	53,311.07	1,692.93	96.92 %	
3300	3,830	3,908	3,800.50	107.50	97.25 %	
3400	137,750	113,963	111,319.50	2,643.50	97.68 %	
3500	132	132	127.75	4.25	96.78 %	
3600	4,082	3,808	3,689.76	118.24	96.89 %	
<b>Total for Object 3000</b>	<b>206,503</b>	<b>176,815</b>	<b>172,248.58</b>	<b>4,566.42</b>		
4300 Supplies	200	200		200.00		
4340 Compter Exps	400	400		400.00		
4350 Office Supply	3,140	3,140	2,000.00	1,140.00	63.69 %	
<b>Total for Object 4000</b>	<b>3,740</b>	<b>3,740</b>	<b>2,000.00</b>	<b>1,740.00</b>		
5200 Travel	9,000	9,000		9,000.00		
5300 Dues/Membership	5,650	5,650	5,361.00	289.00	94.88 %	
5610 Rntl Les w/o Op	1,300	1,300	700.00	600.00	53.85 %	
5630 Repairs	200	200		200.00		
5640 Computer Repr	500	500		500.00		
5650 Maint Agreemnts	700	700	700.00		100.00 %	
5710 Inter Prg Trans	400	400		400.00		
5720 Postage	50	50	9.00	41.00	18.00 %	
5730 Printing/Dupl	1,400	1,400	110.20	1,289.80	7.87 %	
5740 Computer Suppt	710	740	190.00	550.00	25.68 %	
5800 Prof Consulting	7,400	7,370	4,842.95	2,527.05	65.71 %	
5810 Contract Servs	5,000	5,000		5,000.00		
5830 Advertisement	3,000	3,000	1,788.65	1,211.35	59.62 %	
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)						

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Account Object Code	2020/21 Adopted Budget	2020/21 Revised Budget	2020/21 Actuals	2021/22 Rev Budget -Actuals	2021/22 Actuals /Rev Budge
Fund 01 - General Fund/County School Ser (continued)					
Expense (continued)					
5850 Consultant Cont	2,500	2,500		2,500.00	
Total for Object 5000	37,810	37,810	13,701.80	24,108.20	
Total for Org 061, Fund 01 and Expense accounts	515,760	485,562	446,812.00	38,750.00	