



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

July 22, 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 12:32 p.m.

2. Roll Call

Members Present

Gary Pickavet, Chair

Carmen Jaramillo, Vice Chair

Mike Ostini, Commissioner

3. Pledge of Allegiance

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

4. Changes to the Agenda — None

5. Introduction of Guests

Staff present:

Mari Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Eden Hood, Classified Human Resources Technician Substitute

Jill Stevens, Coordinator, Human Resources

6. Public Comment — None**7. Approval of Minutes of Meeting Held June 24, 2021**

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini

VOTE: 3-0

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

A media release was made available from the County Superintendent of Schools about the Women's Fund of Santa Barbara making a grant of \$100,000 to Children and Family Resource Services to provide training for 24 *promotores*.

b. Legislative Update

The Director reported that AB 289 had been signed by the governor. This bill revises two codes related to elections for the adoption and termination of merit systems. The first code, relating to tabulation of ballots, doesn't appear to apply to COEs. The second code, relating to the process for adoption and termination of merit systems, does appear to apply to COEs. Since SBCEO's merit system has already been adopted, the new legislation would have implications for us only if there were a move to terminate our merit system.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated August 5, 2021****c. Position Announcements**

11. Action Items

a. Ratification of Eligibility Lists

- i. Administrative Assistant (Dual – South)
- ii. Custodian (Dual – North)
- iii. Delivery Specialist I (Dual – South)
- iv. Educational Data Analyst (Dual – South)
- v. Paraprofessional (Dual – South)

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

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

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

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

NEW BUSINESS

13. Personnel Commission Budget

The Director, Human Resources presented a statement of expenditures for the fiscal year ended June 30, 2021. This was an information item.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

The Commissioners had no PC-related items to report.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director previously introduced Jill Stevens, the new Coordinator, Human Resources.

The Director provided an update on the Classified Human Resources Analyst recruitment.

The Director reported on the inaugural session of a new manager's orientation, envisioned as the first in a series. The first session covered the role of the supervisor, the legal environment, employment classifications, performance management, leaves, absences, and timekeeping.

The Director further reported on the transition to the eSkill platform for testing instead of CODESP.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION

The Commission went into closed session at 1:41 p.m. with the Assistant Superintendent, Human Resources to conduct the annual performance evaluation for the Director, Human Resources. No action was taken. Closed session ended at 2:58 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:00 p.m. The next regularly scheduled meeting will be held on August 26, 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
PERSONNEL COMMISSION**

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SPECIAL MEETING

August 19, 2021 – 2:30 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 2:30 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 — None

5. Introduction of GuestsStaff and members of public present:

Mari Baptista, Assistant Superintendent, Human Resources
Kirsten Escobedo, Assistant Superintendent, Special Education
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Eden Hood, Classified Human Resources Technician Substitute
Rachel Walsh

6. Public Comment — None**7. Action Item**

The Director, Human Resources recommends a temporary six-month suspension of the current minimum experience requirement for Paraprofessional.

Assistant Superintendent Kirsten Escobedo spoke in support of the action. She confirmed that the Coordinators and Director in Special Education supervise the Paraprofessionals and that they have agreed to focus this school year on spending more time in classrooms observing and supporting staff. She stated that Paraprofessionals are also being encouraged to watch recorded SELPA trainings for professional development.

The Commissioners voiced support for the action and for taking timely action; they also expressed a wish to confirm that such an action would not be considered a violation of our rules.

The motion to approve this action was made contingent on obtaining confirmation that it does not violate any laws.

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini

VOTE: 3-0

CLOSED SESSION

The Commission went into closed session at 3:00 p.m. with the Assistant Superintendent, Human Resources and the Director, Human Resources to interview a candidate for the position of Classified Human Resources Analyst. No action was taken. Closed session ended at 4:13 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:16 p.m. The next regularly scheduled meeting will be held on August 26, 2021 at 12:30 p.m. by videoconference.

A handwritten signature in black ink that reads "Amy R. Ramos". The signature is written in a cursive style with a large, looped 'A' and 'R'.

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

Gary Pickavet
Chair, Personnel Commission

Santa Barbara County Board of Education

Classified Personnel Report

September 2, 2021

Appointments

Limited Term/Substitute

Esparza, Melanie August 10, 2021
 Paraprofessional • Special Education • Various Sites
 • Hourly as needed

Probationary

Garcia Mendoza, Adriana August 12, 2021
 Child Care Assistant • Early Care and Education • De Colores State Preschool
 75% • 10 months

Garcia, Breanna August 2, 2021
 Accounting Technician • Early Care and Education • Early Care and Education - Hope Center
 100% • 12 months

Goksu, Sibel August 2, 2021
 Educational Data Analyst • Curriculum and Instruction • Curriculum and Instruction
 100% • 12 months

Limon, Victor August 10, 2021
 Vocational Assistant • Special Education • Vocational Services
 75% • 10 months

Moody, Catherine August 18, 2021
 Paraprofessional • Special Education • Cold Spring School
 81.25% • 10 months

Muniz, Alicia August 10, 2021
 Paraprofessional • Special Education • Cuyama Elementary School
 81.25% • 10 months

Takeuchi, Sheila

August 10, 2021

Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months
Promoted from Accounting Assistant

Changes

Anniversary Increase

Aceves Garcia, Alejandra

August 1, 2021

Paraprofessional • Special Education • Clarence Ruth Preschool
75% • 10 months

Aguilar, Xochitl

August 1, 2021

Child Care Assistant • Early Care and Education • Early Steps to Learning
75% • 12 months

Furman, Timothy

August 1, 2021

Technology Support Administrative Assistant • IT Services • IT Services
100% • 12 months

Lazaer, Daisy

August 1, 2021

Financial Analyst • School Business Advisory Services • School Business Advisory Services
100% • 12 months

Montero, Lupe

August 1, 2021

Clerical Assistant • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months

Noronha, Patricia

August 1, 2021

Senior Administrative Analyst • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Santos, Jessica

August 1, 2021

Liaison/Clerk, Child Development and Child Care Food Program • Early Care and Education • Hope Center
100% • 12 months

Steelman, Marcella

August 1, 2021

Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services
100% • 12 months

Differential - Add

Aguirre, Ancelmo

August 11, 2021

Paraprofessional • Special Education • Cabrillo High School
83.75% • 10 months
Specialized Health Care

Cahill, Joan

August 11, 2021

Paraprofessional • Special Education • Cabrillo High School
81.25% • 10 months
Specialized Health Care

Deines, Jenia

August 16, 2021

Paraprofessional • Special Education • Olga Reed Elementary
77.5% • 10 months
Specialized Health Care

Nuno, Ellen

August 10, 2021

Paraprofessional • Special Education • Cuyama High School
81.25% • 10 months
Specialized Health Care

Differential - Remove

Teran, Ruby

August 16, 2021

Paraprofessional • Special Education • Olga Reed Elementary
77.5% • 10 months
Specialized Health Care

Increased Time (Voluntary)

Aguirre, Ancelmo

August 11, 2021

Paraprofessional • Special Education • Cabrillo High School
83.75% • 10 months
From .8125

Castaneda, Gloria

August 11, 2021

Child Care Assistant • Early Care and Education • Los Alamos State Preschool
62.5% • 10 months
From .50

Gomez, Berenize August 16, 2021
Child Care Assistant • Early Care and Education • Santa Ynez Valley State Preschool
50% • 11 months
From .375

Probation to Permanent

Broeffle, Alondra August 1, 2021
Office Assistant • Transitional Youth Services • Transitional Youth
100% • 12 months

Stojanovski, Rachel August 1, 2021
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Transfer

Acheoual, Nancy August 16, 2021
Paraprofessional • Special Education • Robert Bruce Preschool
67.5% • 10 months
From School Nurse, Santa Maria

Carpio, Andrew August 11, 2021
Paraprofessional • Special Education • Lenora Fillmore Preschool
35% • 10 months
From Orcutt Academy Preschool

Deines, Jenia August 10, 2021
Paraprofessional • Special Education • Olga Reed Elementary
77.5% • 10 months
From Regency Preschool

Montgomery, Karyn August 13, 2021
Paraprofessional • Special Education • Vision Services
75% • 10 months
From Alice Shaw

Rodriguez, Brenda August 10, 2021
Paraprofessional • Special Education • Ontiveros Preschool
75% • 10 months
From Meridian Head Start and Los Padres Head Start

Separation

Released

Jimenez, Elizabeth

August 16, 2021

Health Advocate - Bilingual • Children and Family Resource Services • Health Linkage - North County

100% • 12 months

Non completion of Probation

Resignation

Niz, Ruth

August 20, 2021

Office Assistant • Special Education • Special Education Support Staff, Lompoc

100% • 11 months

Williams, Jenelle

August 13, 2021

School District Financial Advisor • School Business Advisory Services • School Business Advisory Services

100% • 12 months



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of

Accounting Assistant

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

Fiscal Services - Budgeting

Santa Barbara

Salary: \$3620 - \$5078 per month

Apply by: 8-17-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

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

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

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

accounts, budgets, transactions, practices, policies, and procedures. Maintain confidential information, records, and files. Perform related duties as assigned.

REQUIREMENTS

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

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

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

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

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

RECRUITMENT INFORMATION

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

Examination dates: This examination has not yet been scheduled.

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

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



SANTA BARBARA
County Education Office
An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of
Child Care Assistant

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

Salary: \$15.57 - \$21.81 hourly

Apply By: 8-31-2021

Apply Online: www.sbceo.org

Phone: 805-964-4710 x5212 or x5225

Ideal candidate: You are a creative person with a basic knowledge of early childhood education who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

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



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Service & Leadership

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

Knowledge: 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.

RECRUITMENT INFORMATION



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Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to 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 dates: The oral examination for this classification is tentatively scheduled for 9-3-2021. 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.



SANTA BARBARA
County Education Office
An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of
Child Care Assistant

Part-Time: 75% 30 hours/week • 10 months/year Floater position - assist from site to site as needed
Early Care and Education
Lompoc

Salary: \$15.57 - \$21.81 hourly

Apply By: 9-1-2021

Apply Online: www.sbceo.org

Phone: 805-964-4710 x5212 or x5225

Ideal candidate: You are a creative person with a basic knowledge of early childhood education who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

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



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REQUIREMENTS

Knowledge: 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.

RECRUITMENT INFORMATION



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Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to 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 dates: This examination has not yet been scheduled.

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



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Service & Leadership

Seeks candidates for the position of
Paraprofessional, Behavioral Intervention

Part-Time: 75%
30 hours/week • 10 months/year
Behavior Specialist Support, Santa Maria
Santa Maria

Salary: \$19.03- \$26.70 per hour

Apply By: Open Until Filled

Apply Online: www.sbceo.org

Phone: 805-964-4710 x5212 or x5225

Ideal candidate: You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Office with integrity and professionalism.

The position: The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges. Requires working knowledge of the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of basic clerical and record keeping processes. Requires knowledge of special education programs. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to the special needs of students.

Specific duties and responsibilities: Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with severe disabilities. Works on an in-depth basis with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences. Interprets individualized education plans and teacher



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instructions. Assists students during classroom activities, lunch, physical education, and other school activities. Feeds students, dispenses medicines, and assists with personal hygiene. May perform suctioning, oral stimulation, and replenish of catheterized devices. Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services. Assists teachers by setting up work areas, and preparing motivational and decorative materials. Prepares and may develop age-grade appropriate instructional aids and exercises to support the curriculum being taught. Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives. Assist with implementation of special programs. Administers assessment instruments (spelling tests, etc.), scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems. Monitors classroom activities when a teacher is absent from the classroom. Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures. Develops and uses incentives as positive reinforcement. Maintains constant supervision of children. Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand discipline. Reports student academic, life skill, and behavior progress and performance to teachers. Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements in reading. Confers, as needed, with teachers, resource staff, and other school personnel concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students in assigned program. Arranges and participates in parent conferences. Assists special program administrative staff with the preparation and presentation of in service training sessions. Assists in organizing and participate in meetings to share information about special education programs. Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment. May coordinate services with job coaching or vocational advisors. Assures student safety. Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility. Loads students onto buses, therapeutic tables, and toilets. Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached. Prepares and maintains a variety of files and records for classroom or assigned program. Performs other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge: Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and



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move 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 an intermittent basis.

Abilities: Requires the ability to assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps. Requires the ability to assess the needs of individual students and develop instructional support techniques and materials to meet those needs. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and tests, and perform general clerical tasks. Requires the ability to assist students with developing independence and self- help skills. Requires the ability to make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers. May requires competency in a second language or basic competency in sign language. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move 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 an intermittent basis.

Education and experience: The position requires a high school diploma and the ability to pass a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Licenses and certificates: May require a valid California driver's license and insurance coverage required by law. May require a valid first aid card and/or certification in Crisis Prevention Intervention (CPI).

Working conditions: Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. Physical Abilities: Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature.

RECRUITMENT INFORMATION

Examination: The recruitment will be Open Continuous, resulting in internal and external candidates being ranked according to final combined scores as a whole group. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the



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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 dates: This examination has not yet been scheduled.

Eligibility list: These positions are open to promotional applicants and the general public who meet minimum qualifications. Appointments shall be made from the top three ranks on the eligibility list.



SANTA BARBARA
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Service & Leadership

Seeks candidates for the position of
Technology Support Administrative Assistant

Full-Time: 100% FTE, 40 hours/week • 12 months/year
Information Technology Services
Santa Barbara

Salary: \$4,415 - \$5,471 per month

Apply By: 9-9-2021

Apply Online: www.sbceo.org

Phone: 805-964-4710 x5212 or x5225

Ideal candidate: You possess excellent interpersonal and communication skills with strong computer and technology competencies. You have well-developed organizational skills and careful to maintain information as confidential. You work well both independently and as a team member while representing the office engaging in highly professional service to others. You multi-task in a fast-paced environment and are comfortable with frequent interruptions and the need to re-prioritize tasks in order to maintain excellent service to others. You take ownership and initiative of tasks and responsibilities of the position. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

The position: Perform a wide variety of complex administrative, accounting, technical writing, operational and organizational functions. Responsible for assisting managers and county education office staff with the daily flow of communications and information regarding policies, procedures, and regulations of Information Technology (IT) Services.

Specific duties and responsibilities: Accomplish tasks quickly and accurately using a variety of computer-based programs. Provide consulting to both internal and external department staff on the usage and efficiency of programs. Receive and interview callers and visitors to determine their needs for service. Provide information using independent judgment or route to appropriate IT staff member with regard to email, Wide Area Network (WAN), Local Area Network (LAN), and Financial System operations requests. Provide support with regard to scheduling of services. Work with vendors to obtain quotes for renewing



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equipment and service maintenance agreements. Create purchase orders for payment of invoices, order supplies and services, obtain necessary authorizations and route appropriate copies and backup documentation, and invoice departments and districts for micro-computer support work as necessary. Determine if sufficient funds have been encumbered for annual budget expenditures planned. Receive requests for SBCEO email accounts and review application packets for completeness. Process email applications, setup new accounts and send new information to customers. Produce renewal notices for individual users, districts, private schools and SBCEO departments and process by creating, deleting, or updating email accounts on server, database, and email filtering service. Produce invoices for districts, private schools, and SBCEO departments by invoicing or budget transfers. Audit daily email service log reports to confirm all back-up documentation is provided for each email account addition, deletion or edit. Compile and maintain list of all software licenses purchased. Using Escape financial system, enter and submit all department staff leave information and run leave usage reports as needed. Provide backup support for processing and printing payroll checks and commercial warrants. Operate equipment including system consoles, tape units, printers and related computer system peripherals. Prepare statistical, financial and administrative reports that include letters, memorandums, Memorandums of Understanding (MOU) agreements, and contracts by consolidating relevant statistical and financial data. Transcribe notes and obtain appropriate division approval before distributing communications. Assist with compiling and developing annual budget, which includes preparation of reports and the preparation and monitoring of invoices and expenses. Test, finetune, and format software product documentation such as user guides, technical reference manuals, and support guides including data, charts, and diagrams and preparing for distribution. Schedule appointments and coordinate arrangements for a variety of meetings, workshops, and seminars. Create, circulate, and update office calendars to track meetings, events, appointments, and staff vacation. Arrange travel accommodations, transportation, and process travel claims. Open, sort and route mail including equipment delivery, responding to mail requiring routine response, and composing other responses for signature of the administrator. Organize and maintain complex files, both paper and digital. Monitor office supplies and maintain adequate stock. Perform special projects and other job duties as assigned

REQUIREMENTS

Knowledge: Personal computers, computer industry, systems, vocabulary, and Internet. Proficiency in the use of industry software that includes word processing, spreadsheet, database and presentations programs such as Microsoft Office (Word, Excel including macros and pivot tables, Access, Power Point, Outlook and Project), Internet Explorer, Visio, Filemaker Pro, WordPerfect, Adobe Acrobat and Distiller. Must be knowledgeable in the use of Microsoft Access database for email service accounts. Modern office practices, equipment and administrative procedures. Telephone techniques and etiquette. Statistical and financial record keeping. Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills. Interpersonal skills using tact, patience, courtesy, and respect



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Abilities: Learn the County Education Office organization, operations, policies and objectives, terminology and programs. Perform varied, complex administrative tasks and duties with accuracy and frequent interruptions. Operate minicomputer and modify associated job control language as needed to produce payroll, commercial warrants, and financial system processing and reports. Operate office machines that include a computer and applicable software, calculator, copier, fax machine, scanner, printer and shredder. Create technical and end-user procedure documentation. Maintain current skills and knowledge of computer and technical terminology. Route inquiries and tasks to proper IT staff based on knowledge, skills, and abilities. Establish and maintain effective and professional working relationships with the public and others. Maintain records and prepare reports and memoranda. Interpret, explain and apply rules, regulations and policies. Arrange for meetings, workshops, conferences and seminars as required. Analyze situations accurately and adopt an effective course of action. Meet schedules and timelines, re-prioritizing as needed. Plan and organize work. Work independently with little direction. Work confidentially with discretion. Demonstrate keyboarding/typing skills and speed as required by assignment

Education and experience: Any combination equivalent to graduation from high school supplemented by business-computer related course work and five years of increasingly responsible administrative support experience preferably in an Information Technology Services environment.

Licenses and certificates:

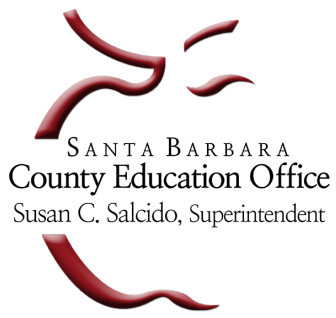
Working conditions: Work is performed indoors with minimal exposure to health and safety hazards.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to 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 dates: This examination has not yet been scheduled.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual



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certification results in one integrated eligibility list based on rank.



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Service & Leadership

Seeks candidates for the position of
Welcome Every Baby (WEB) Nurse

Part-Time: 40% 16 hours/week • 12 months/year 16 hrs/wk

Welcome Every Baby

Santa Barbara

Salary: \$41.22 - \$51.06 per month

Apply By: 8-30-2021

Apply Online: www.sbceo.org

Phone: 805-964-4710 x5212 or x5225

Ideal candidate: You are someone who understands that caring for a newborn can be a joyful and also difficult job and appreciates that both parents need support. You are a culturally competent and caring professional with an empathetic attitude.

The position: Responsible for providing services to assigned families in accordance with WEB (Welcome Every Baby)/Family Connect protocols.

Specific duties and responsibilities: Provide home visits to assigned newborn babies and families in accordance with WEB/Family Connect protocols. Conduct assessment of maternal health history, prenatal care, and newborn health post-delivery. Provide assessment, education and support for caring for infant. Assess and provide support for a safe home including relationship between parents/caregivers and impact of new baby. Introduce and assess emotional well-being, substance abuse, and social emotional support. Administer screeners to assess for post-partum mood and anxiety disorders, domestic violence and substance abuse. Provide comprehensive lactation support in accordance with Internationally Board Certified Lactation Consultants guidelines. Provide documentation of nursing visit and WEB data collection as required. Provide information on community resources and conduct referrals as needed. Coordinate and collaborate with Family Resource Centers regarding mother/child/family status. Consult with designated physician regarding newborn and mother medical needs and concerns. Attend team meetings and trainings as required. Perform other duties as assigned that support the overall objective of the position.

REQUIREMENTS



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Knowledge: Requires knowledge of typical and atypical infant/child health, development and assessment. Principles of early childhood mental health, infant brain development, infant attachment, and bonding. Practiced at program implementation, community collaboration, and identifying community resources. Understanding of Touchpoints philosophy and service delivery model. Sufficient human relation skills to work productively and cooperatively with parents and children in informal settings. Adeptly exercises patience when conveying information, and demonstrates sensitivity to the needs of families and children.

Abilities: Requires the ability to plan and organize work independently. Implement and monitor program guidelines and procedures. Provide maternal and newborn assessments, lactation education, client education and referrals. Coordinate with a variety of professionals and community outreach activities. Communicate effectively orally and in writing. Establish and maintain effective working relationships with individuals from diverse backgrounds and the community at large. Work indoors engaged in work of a primarily sedentary nature. Ordinary ambulatory ability to move about office and different home environments. Sufficient manual and finger dexterity to operate personal computers. Visual acuity to read computer screens and printed materials. Auditory ability to carry on conversations in person and over the phone. Perform all aspects of position.

Education and experience: An associates or bachelor's degree in nursing, and a California registered nurse license and a minimum of one year's experience in post-partum and newborn care.

Licenses and certificates: May require a valid California driver's license and insurance coverage required by law. Requires valid CPR and first aid documentation. Must hold certification for Lactation Educator or complete the certification within the probationary period (six months). Must complete certification for Internationally Board Certified Lactation consultant within a reasonable time frame (no more than two years).

Working conditions: Work is performed indoors with minimal exposure to health and safety concerns. Incumbent will travel to different sites/locations within the county.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to 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



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announcement.

Examination dates: This examination has not yet been scheduled.

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



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

Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	21874	01-20-2022
2	21899	01-20-2022

Number of applicants: 2

Number of applicants passed screening: 2

Number of performance/written exam attendees: 2

Number of oral exam attendees: N/A

08-23-2021



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Child Care Assistant, Part-Time: 75% 30 hours/week

Rank	Application Number	Date Eligibility Expires
1	21891	01-22-2022
2	21920	01-22-2022

Number of applicants: 4

Number of applicants passed screening: 4

Number of performance/written exam attendees: n/a

Number of oral exam attendees: 3

08-23-2021



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Classified Human Resources Analyst, Full-Time, 100%, 40 hours/week

Rank	Application Number
	22016

Date Eligibility Expires
02-12-2022

Number of applicants: 8

Number of applicants passed screening: 6

Number of performance/written exam attendees: 2

Number of oral exam attendees: N/A

08-23-2021



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Health Advocate - Bilingual, Full-Time

Rank	Application Number	Date Eligibility Expires
1	21948	02-16-2022
2	22030	02-16-2022

Number of applicants: 7

Number of applicants passed screening: 7

Number of performance/written exam attendees: 4

Number of oral exam attendees: N/A

08-23-2021

Personnel Commission

JOB DESCRIPTION

FINANCIAL SERVICES MANAGER, CHILD DEVELOPMENT

Reports to: Director, Child Development

Division: Educational Services

Our ideal candidate

You have the initiative and financial expertise to work independently and can also collaborate effectively with other members of the management team. You have experience managing a variety of funding streams, including grants, contracts, and categorical funding. You conduct research, thoroughly analyze data, and provide sound advice on effective financial management. You understand politically sensitive issues and handle them in a diplomatic and confidential manner. You successfully set priorities, work accurately and efficiently, and meet deadlines. You are an excellent communicator, both orally and in writing. You are extremely organized, flexible, and calm under pressure.

General description

Under administrative direction, prepare, manage, and revise the Child Development budget and related contract and grant budgets. Coordinate and prepare complex financial records and reports relating to Child Development. Supervise and take responsibility for the processing of expenditures, contracts and other financial documents. Serve as part of the management team of Child Development.

Specific duties and responsibilities

1. Responsible for the preparation of the program budget, projections, and revisions and/or amendments; monitor expenditures of all components of the budget; and make recommendations to management team regarding budget plans.
2. Direct the posting and balance reconciliations with general ledger for various accounts in accordance with the California School Accounting Manual and County Office policies and procedures.
3. Develop budgets for grant proposals; manage post-award grant budgets; determine allowable expenses and monitor progress of spending; stay apprised of legislative changes and recommend new grant opportunities to the Director.
4. Provide guidance to Director and management team on administration and financial management of department's contracts and memoranda of understanding with the state, school districts, and other agencies.
5. Implement and maintain computerized systems for attendance monitoring and other departmental processes; generate required reports to the state; ensure accuracy of attendance for appropriate reimbursement.
6. Using enterprise financial systems and a variety of software programs and databases, manage financial and other data needed for program operations, and create standard and ad hoc reports.
7. Develop and make presentations for program staff regarding budgets, travel and attendance accounting, grant accounting, and accounting for expenses for classroom supplies, repairs, maintenance and capital equipment.

FINANCIAL SERVICES MANAGER, CHILD DEVELOPMENT

8. Coordinate and oversee the preparation of invoice billings and payments to outside agencies.
9. Ensure the appropriateness of expenditures and oversee procurement for all Child Development programs; develop requests for proposals for facilities improvements and oversee competitive bidding process.
10. Select, train, and supervise activities of assigned staff; assign work and set and adjust priorities; establish performance standards and evaluate performance.
11. Perform and direct the input of budget and report data; reconcile expenses and income to adopted budget; generate original budget reports and other documents.
12. Oversee ordering of supplies, preparation of purchase orders, reconciliation of payments, and charging of appropriate accounts.
13. Prepare year-end projections and analyze financial data and employee salaries and fringe benefits for review by the Director.
14. Verify budget and report data; monitor expenses versus budget for individual programs and grants; identify and correct discrepancies.
15. Research, analyze and prepare financial data as needed and requested by the Director.
16. Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of increasingly responsible professional accounting experience that included management of categorical funds, preferably in a public agency. Management-level experience is desirable.

Knowledge of:

- Principles and practices of public sector financial management
- Principles and practices of school accounting, grant accounting, and fund accounting
- Principles, procedures, and methods used in budget preparation and financial analysis and research
- Generally Accepted Accounting Principles
- Generally Accepted Auditing Standards
- General accounting and business functions of an educational organization
- Policies and laws relating to categorical programs
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette

FINANCIAL SERVICES MANAGER, CHILD DEVELOPMENT

Ability to:

- Interpret, explain, and apply laws, regulations, policies, rules, and procedures related to financial management of Child Development programs
- Analyze situations accurately and adopt an effective course of action
- Prepare clear, complete, and concise financial records.
- Analyze accounting data and prepare financial reports
- Use a variety of computerized accounting, enterprise, and other software programs and databases
- Develop projections and formulate recommendations based on projections
- Think critically and creatively
- Prepare professional quantitative and narrative reports
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Communicate effectively both orally and in writing
- Develop and make effective oral presentations
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations and mathematical calculations
- Work with speed and accuracy
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

Incumbents in this class must possess a valid California driver's license.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification 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 repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.



FINANCIAL SERVICES MANAGER, CHILD DEVELOPMENT

Series
Management

Management Salary Range 17

Approved by the Personnel Commission:

November 14, 2019

:

Personnel Commission

JOB DESCRIPTION

FINANCIAL SERVICES MANAGER, ~~CHILD DEVELOPMENT~~ EARLY CARE AND EDUCATION

Reports to: Director, ~~Child Development~~ Early Care and Education

Division: Educational Services

Our ideal candidate

You have the initiative and financial expertise to work independently and can also collaborate effectively with other members of the management team. You have experience managing a variety of funding streams, including grants, contracts, and categorical funding. You conduct research, thoroughly analyze data, and provide sound advice on effective financial management. You understand politically sensitive issues and handle them in a diplomatic and confidential manner. You successfully set priorities, work accurately and efficiently, and meet deadlines. You are an excellent communicator, both orally and in writing. You are extremely organized, flexible, and calm under pressure.

General description

Under administrative direction, prepare, manage, and revise the ~~Child Development~~ Early Care and Education budget and related contract and grant budgets. Coordinate and prepare complex financial records and reports relating to ~~Child Development~~ Early Care and Education. Supervise and take responsibility for the processing of expenditures, contracts and other financial documents. Serve as part of the management team of ~~Child Development~~ Early Care and Education.

Specific duties and responsibilities

1. Responsible for the preparation of the program budget, projections, and revisions and/or amendments; monitor expenditures of all components of the budget; and make recommendations to management team regarding budget plans.
2. Direct the posting and balance reconciliations with general ledger for various accounts in accordance with the California School Accounting Manual and County Office policies and procedures.
3. Develop budgets for grant proposals; manage post-award grant budgets; determine allowable expenses and monitor progress of spending; stay apprised of legislative changes and recommend new grant opportunities to the Director.
4. Provide guidance to Director and management team on administration and financial management of department's contracts and memoranda of understanding with the state, school districts, and other agencies.
5. Implement and maintain computerized systems for attendance monitoring and other departmental processes; generate required reports to the state; ensure accuracy of attendance for appropriate reimbursement.
6. Using enterprise financial systems and a variety of software programs and databases, manage financial and other data needed for program operations, and create standard and ad hoc reports.
7. Develop and make presentations for program staff regarding budgets, travel and attendance accounting, grant accounting, and accounting for expenses for classroom supplies, repairs, maintenance and capital equipment.

FINANCIAL SERVICES MANAGER, ~~CHILD DEVELOPMENT~~ EARLY CARE AND EDUCATION

8. Coordinate and oversee the preparation of invoice billings and payments to outside agencies.
9. Ensure the appropriateness of expenditures and oversee procurement for all ~~Child Development~~ Early Care and Education programs; develop requests for proposals for facilities improvements and oversee competitive bidding process.
10. Select, train, and supervise activities of assigned staff; assign work and set and adjust priorities; establish performance standards and evaluate performance.
11. Perform and direct the input of budget and report data; reconcile expenses and income to adopted budget; generate original budget reports and other documents.
12. Oversee ordering of supplies, preparation of purchase orders, reconciliation of payments, and charging of appropriate accounts.
13. Prepare year-end projections and analyze financial data and employee salaries and fringe benefits for review by the Director.
14. Verify budget and report data; monitor expenses versus budget for individual programs and grants; identify and correct discrepancies.
15. Research, analyze and prepare financial data as needed and requested by the Director.
16. Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of increasingly responsible professional accounting experience that included management of categorical funds, preferably in a public agency. Management-level experience is desirable.

Knowledge of:

- Principles and practices of public sector financial management
- Principles and practices of school accounting, grant accounting, and fund accounting
- Principles, procedures, and methods used in budget preparation and financial analysis and research
- Generally Accepted Accounting Principles
- Generally Accepted Auditing Standards
- General accounting and business functions of an educational organization
- Policies and laws relating to categorical programs
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette

FINANCIAL SERVICES MANAGER, ~~CHILD DEVELOPMENT~~ EARLY CARE AND EDUCATION

Ability to:

- Interpret, explain, and apply laws, regulations, policies, rules, and procedures related to financial management of ~~Child Development~~ Early Care and Education programs
- Analyze situations accurately and adopt an effective course of action
- Prepare clear, complete, and concise financial records.
- Analyze accounting data and prepare financial reports
- Use a variety of computerized accounting, enterprise, and other software programs and databases
- Develop projections and formulate recommendations based on projections
- Think critically and creatively
- Prepare professional quantitative and narrative reports
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Communicate effectively both orally and in writing
- Develop and make effective oral presentations
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations and mathematical calculations
- Work with speed and accuracy
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

Incumbents in this class must possess a valid California driver's license.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification 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 repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.



FINANCIAL SERVICES MANAGER, ~~CHILD DEVELOPMENT~~ EARLY CARE AND EDUCATION

Series

Management

Management Salary Range 17

Approved by the Personnel Commission:

Revised:

November 14, 2019

August 26, 2021 (pending approval)

:

Personnel Commission

JOB DESCRIPTION

FINANCIAL SERVICES MANAGER, EARLY CARE AND EDUCATION

Reports to: Director, Early Care and Education

Division: Educational Services

Our ideal candidate

You have the initiative and financial expertise to work independently and can also collaborate effectively with other members of the management team. You have experience managing a variety of funding streams, including grants, contracts, and categorical funding. You conduct research, thoroughly analyze data, and provide sound advice on effective financial management. You understand politically sensitive issues and handle them in a diplomatic and confidential manner. You successfully set priorities, work accurately and efficiently, and meet deadlines. You are an excellent communicator, both orally and in writing. You are extremely organized, flexible, and calm under pressure.

General description

Under administrative direction, prepare, manage, and revise the Early Care and Education budget and related contract and grant budgets. Coordinate and prepare complex financial records and reports relating to Early Care and Education. Supervise and take responsibility for the processing of expenditures, contracts and other financial documents. Serve as part of the management team of Early Care and Education.

Specific duties and responsibilities

1. Responsible for the preparation of the program budget, projections, and revisions and/or amendments; monitor expenditures of all components of the budget; and make recommendations to management team regarding budget plans.
2. Direct the posting and balance reconciliations with general ledger for various accounts in accordance with the California School Accounting Manual and County Office policies and procedures.
3. Develop budgets for grant proposals; manage post-award grant budgets; determine allowable expenses and monitor progress of spending; stay apprised of legislative changes and recommend new grant opportunities to the Director.
4. Provide guidance to Director and management team on administration and financial management of department's contracts and memoranda of understanding with the state, school districts, and other agencies.
5. Implement and maintain computerized systems for attendance monitoring and other departmental processes; generate required reports to the state; ensure accuracy of attendance for appropriate reimbursement.
6. Using enterprise financial systems and a variety of software programs and databases, manage financial and other data needed for program operations, and create standard and ad hoc reports.
7. Develop and make presentations for program staff regarding budgets, travel and attendance accounting, grant accounting, and accounting for expenses for classroom supplies, repairs, maintenance and capital equipment.

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8. Coordinate and oversee the preparation of invoice billings and payments to outside agencies.
9. Ensure the appropriateness of expenditures and oversee procurement for all Early Care and Education programs; develop requests for proposals for facilities improvements and oversee competitive bidding process.
10. Select, train, and supervise activities of assigned staff; assign work and set and adjust priorities; establish performance standards and evaluate performance.
11. Perform and direct the input of budget and report data; reconcile expenses and income to adopted budget; generate original budget reports and other documents.
12. Oversee ordering of supplies, preparation of purchase orders, reconciliation of payments, and charging of appropriate accounts.
13. Prepare year-end projections and analyze financial data and employee salaries and fringe benefits for review by the Director.
14. Verify budget and report data; monitor expenses versus budget for individual programs and grants; identify and correct discrepancies.
15. Research, analyze and prepare financial data as needed and requested by the Director.
16. Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of increasingly responsible professional accounting experience that included management of categorical funds, preferably in a public agency. Management-level experience is desirable.

Knowledge of:

- Principles and practices of public sector financial management
- Principles and practices of school accounting, grant accounting, and fund accounting
- Principles, procedures, and methods used in budget preparation and financial analysis and research
- Generally Accepted Accounting Principles
- Generally Accepted Auditing Standards
- General accounting and business functions of an educational organization
- Policies and laws relating to categorical programs
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette

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Ability to:

- Interpret, explain, and apply laws, regulations, policies, rules, and procedures related to financial management of Early Care and Education programs
- Analyze situations accurately and adopt an effective course of action
- Prepare clear, complete, and concise financial records.
- Analyze accounting data and prepare financial reports
- Use a variety of computerized accounting, enterprise, and other software programs and databases
- Develop projections and formulate recommendations based on projections
- Think critically and creatively
- Prepare professional quantitative and narrative reports
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Communicate effectively both orally and in writing
- Develop and make effective oral presentations
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations and mathematical calculations
- Work with speed and accuracy
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

Incumbents in this class must possess a valid California driver's license.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification 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 repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.



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Series

Management

Management Salary Range 17

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