



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

August 26, 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**

Mike Ostini led the Pledge of Allegiance while holding 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

Jill Stevens, Coordinator, Human Resources

**6. Public Comment — None****7. Approval of Minutes of Meeting Held July 22, 2021**

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

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 start of the new school year and the return to in-person learning, and the jubilation as well as trepidation felt by many due to the surge in new COVID cases. An overview of the latest guidance for schools was also included.

**b. Legislative Update**

The Director reported that probably the most significant recent legal development affecting the SBCEO workforce, although not legislative, is the State Public Health Officer order issued on August 12 requiring that all workers in public and private schools show proof of vaccination or submit to weekly testing. The impacts of this order on SBCEO are both logistical (collecting and storing vaccination data, setting up testing) and operational (some employees may be opposed to the order). The state is providing support for testing for certain local educational agencies, including SBCEO, which will be very helpful.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions — None****b. Classified Personnel Report dated September 2, 2021****c. Position Announcements**

**11. Action Items****a. Ratification of Eligibility Lists**

- i. Accounting Technician (Dual – South)
- ii. Child Care Assistant (Dual – North (Lompoc))
- iii. Classified Human Resources Analyst (Dual – South)
- iv. Health Advocate (Dual – North)

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

**b. Classification of Positions — None****c. Job Description**

The Director, Human Resources recommended a revised job description and minor title change for the position of Financial Services Manager, Child Development to reflect the change in name of the Child Development Department to Early Care and Education.

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

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

After discussion, it was agreed that the September PC meeting would be conducted by Zoom. Format of future meetings will depend on whether modifications to Brown Act requirements for public meetings are extended beyond September 30.

**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

Commissioner Ostini noted from his experience officiating youth football that the continuing impact of the pandemic was being felt in youth sports in the form of testing for athletes and cancelled games due to positive cases. He also noted that there had been a remarkable level of staff turnover throughout the Santa Maria Joint Union High School District.

Commissioner Jaramillo noted the challenges of recruiting classified staff in the current labor market, reporting that one recent applicant had asked her if there was a signing bonus and that new hires are asking to start at the highest step of the range (step 5).

Chair Pickavet had no PC-related items to report.

### 15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that an offer had been made for the Classified Human Resources Analyst, and it had been accepted.

The Director reported that the strategic focus for Human Resources for the next few years is onboarding, recruitment, and retention. As a first step in gaining perspectives on how the department can build on its current strengths and make improvements in the services and resources it provides to employees as well as hiring managers, the Director – along with the Assistant Superintendent of Human Resources and Human Resources Coordinator – conducted a series of needs assessment interviews with the assistant superintendents. One key takeaway from these interviews and other discussions is the need for flexibility within our legal parameters

As a follow-up to a question from the special meeting about compliance with the Education Code of the suspension of the experience requirement, the Director reported that she had posed the question to the CSPCA directors' listserv; respondents were supportive and expressed no concerns about Ed Code violations. The Director concluded that she and the Assistant Superintendent were confident that the decision made by the Personnel Commission was well within their legal purview.

The Director invited Commissioners to the September 2 Board meeting for the Classified School Employee of the Year ceremony for 2020 and 2021 honorees.

The Director noted the impending retirement of Mark Moore of CSEA on August 31, and reported that she and the Assistant Superintendent celebrated his retirement with chapter representatives at his last problem-solving meeting on August 18.

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION**

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:21 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, flowing style.

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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) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

### AGENDA ITEM 10a

**Aug 23 through Sept 17, 2021**

<b>Position #</b>	<b>Position Information</b>
2438	Health Advocate - Bilingual • Health Linkages - North County • North County 40.00 hours per week • 12.00 months Funded through TYS
2439	Health Advocate - Bilingual • Health Linkages - North County • North 40.00 hours per week • 12.00 months
2440	Health Advocate - Bilingual • Health Linkages - South County • South County 40.00 hours per week • 12.00 months Funded through TYS
2441	Health Advocate - Bilingual • Health Linkages - South County • South County 40.00 hours per week • 12.00 months
2442	Health Advocate - Bilingual • Health Linkages - Lompoc • Lompoc 40.00 hours per week • 12.00 months
2443	Program Associate • Partners in Education - Program Services • South County 40.00 hours per week • 12.00 months
2444	Health Advocate - Bilingual • Health Linkages - North County • North County 40.00 hours per week • 12.00 months Funded through TYS
2445	Paraprofessional • Ernest Righetti High School DHOH • North County 32.50 hours per week • 10.00 months

Santa Barbara County Board of Education

Classified Personnel Report

October 7, 2021

**Appointments**

***Limited Term/Substitute***

Barriga, Maite	September 9, 2021
Student Worker • Children and Family Resource Services • Remote Work • Hourly as needed	
Carrillo, Monica	August 19, 2021
Child Care Assistant • Early Care and Education • Various Sites • Hourly as needed	
De La Mora, Karina	September 17, 2021
Student Worker • Special Education • Cathedral Oaks • Hourly as needed	
Levine, Alice	August 19, 2021
Welcome Every Baby Nurse • Children and Family Resource Services • Various Sites • Hourly as needed	
Maassen, Karen	August 23, 2021
Clerical Assistant • Children and Family Resource Services • Various Sites • Hourly as needed	
Macias, Diana	September 10, 2021
Student Information Specialist • Special Education • Cathedral Oaks • Hourly as needed	
Wigle, Rachel	September 14, 2021
Financial Services Manager, Special Education • Special Education • Cathedral Oaks • Hourly as needed	

***Probationary***

Barraza Cardoza, Martha	August 18, 2021
Child Care Assistant • Early Care and Education • Young Learners State Preschool 75% • 10 months	
Catalan Pineda, Zurisaday	September 7, 2021
Paraprofessional • Special Education • Clarence Ruth Preschool 75% • 10 months	

Huitron, Alejandra September 8, 2021  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County  
100% • 12 months

Maldonado, Liliana August 23, 2021  
Paraprofessional • Special Education • Cold Spring School  
81.25% • 10 months

Olivas, Alleena September 13, 2021  
Paraprofessional • Special Education • Ernest Righetti High School DHOH  
81.25% • 10 months

Walsh, Rachel September 7, 2021  
Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff  
100% • 12 months

***Reinstatement***

Guron, Rebecca September 1, 2021  
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby  
25% • 12 months

**Changes**

***Anniversary Increase***

Buenavista-Rico, Alissa September 1, 2021  
Child Care Assistant • Early Care and Education • La Honda State Preschool  
75% • 10 months

Carbajal, Silvia September 1, 2021  
Paraprofessional • Special Education • Infant Services, South/Valley  
50% • 12 months

Cervantes, Juan September 1, 2021  
Custodian • Internal Services • Operations South  
100% • 12 months

Cuevas, Lucia September 1, 2021  
Switchboard Operator/Receptionist - Bilingual • Human Resources • Certificated Human Resources Staff  
100% • 12 months

De La Mora, Dianna September 1, 2021  
Paraprofessional • Special Education • Cabrillo High School  
59.375% • 10 months



Deines, Jenia  
September 1, 2021  
Paraprofessional • Special Education • Olga Reed Elementary  
77.5% • 10 months

Garcia, Gwendolyn  
September 1, 2021  
Certificated Human Resources Technician • Human Resources • Credentials Human Resources Staff  
100% • 12 months

Kerrutt-Dent, Erin  
September 1, 2021  
Payroll Technician • Internal Services • Payroll  
100% • 12 months

Medrano, Janet  
September 1, 2021  
Office Assistant • Juvenile Court and Community Schools • Los Robles High School  
87.5% • 12 months

Ramos, Crystal  
September 1, 2021  
Clerical Translator • Special Education • Special Education Support Staff North  
50% • 11 months

Rodriguez, Elizabeth  
September 1, 2021  
Paraprofessional • Special Education • Vision Services  
75% • 10 months

Xiong, Sheng  
September 1, 2021  
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll  
100% • 12 months

***Differential - Add***

Gonzalez, James  
August 27, 2021  
Paraprofessional • Special Education • Manzanita Charter School  
81.25% • 10 months  
Specialized Health Care

Muniz, Alicia  
September 7, 2021  
Paraprofessional • Special Education • Cuyama Elementary School  
81.25% • 10 months  
Specialized Health Care

Rodriguez, Isabel  
August 24, 2021  
Paraprofessional • Special Education • Manzanita Charter School  
81.25% • 10 months  
Specialized Health Care

***Differential - Remove***

Braz Gonzalez, Lupita	September 1, 2021
Paraprofessional • Special Education • Orcutt Academy H.S.Preschool 70% • 10 months Specialized Health Care	
Perez, Alexis	September 1, 2021
Paraprofessional • Special Education • Arthur Hapgood Preschool 67.5% • 10 months Specialized Health Care x 2	
Perez, Silvia	September 1, 2021
Paraprofessional • Special Education • Arthur Hapgood Preschool 70% • 10 months Specialized Health Care x 2	
Teran, Ruby	August 16, 2021
Paraprofessional • Special Education • Olga Reed Elementary 77.5% • 10 months Specialized Health Care	

***Increased Time (Voluntary)***

Aguirre, Ancelmo	August 16, 2021
Paraprofessional • Special Education • Cabrillo High School 90.825% • 10 months From .8375	
Gomez, Berenize	September 1, 2021
Child Care Assistant • Early Care and Education • Santa Ynez Valley State Preschool 75% • 11 months From .50	
Johnson, Kendra	September 1, 2021
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby 40% • 12 months From .25	

***Probation to Permanent***

Vaj, Hnub	September 1, 2021
Paraprofessional • Special Education • Central Avenue Preschool 70% • 10 months	

## ***Transfer***

Hernandez, Vivian September 16, 2021  
Office Assistant • Special Education • Special Education Support Staff, Lompoc  
100% • 11 months  
From Peter B. FitzGerald

Rangel, Denae September 13, 2021  
Paraprofessional • Special Education • Alice Shaw Elementary  
77.5% • 10 months  
From Taylor Preschool

## **Separation**

### ***Released***

Shultz, Jessica September 8, 2021  
Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration  
50% • 12 months  
Non completion of probation

### ***Resignation***

Macias, Diana September 3, 2021  
Student Information Specialist • Special Education • Cathedral Oaks  
100% • 12 months

Stojanovski, Rachel August 27, 2021  
Administrative Assistant • Curriculum and Instruction • Cathedral Oaks  
100% • 12 months

Wigle, Rachel September 13, 2021  
Financial Services Manager, Special Education • Special Education • Cathedral Oaks  
100% • Hourly as needed

### ***Retirement***

Breck, Debra June 30, 2022  
Administrator, Internal Services • Internal Services • Internal Services Administration  
100% • 12 months

Furman, Timothy December 29, 2021  
Technology Support Administrative Assistant • IT Services • Cathedral Oaks  
100% • 12 months



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

## Seeks candidates for the position of

### Clerical Assistant

Full-Time, 40 hrs/wk • 12 months/year

Early Care and Education - Hope Center

Santa Barbara

Salary: \$3236 - \$4540 per month

**Apply by:** 9-16-2021

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

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

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

**The position:** This is an experienced-level classification in which incumbents perform a variety of clerical and related duties in support of the assigned program or office operations. Duties may include but are not limited to: word processing, data entry, reception activities, meeting support, room reservations, maintaining files and records in paper and/or electronic format, typing, scanning, and filing. Incumbents work independently, within established guidelines and procedures.

**Specific duties and responsibilities:** Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office. Receive, screen, and route U.S. and interoffice mail or email sent to a general inbox. Request, provide, or verify information by means of phone, email, electronic database, or paper forms. Compose correspondence and email communications from oral instructions or rough drafts. Using a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed. Prepare and maintain files according to established procedures. Prepare purchase orders, invoices, travel claims, and other transactions. Schedule appointments and coordinate arrangements for meetings,

workshops, or conferences. Maintain confidential information, records and files. Perform other related duties as assigned.

## **REQUIREMENTS**

**Knowledge:** Modern office practices, procedures, and equipment. Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone and email etiquette. Record-keeping practices. Standard office productivity software applications. Arithmetic, including percentages and fractions. Operations, policies, practices, and objectives of County Education Office and assigned program.

**Abilities:** Learn, apply, and explain rules, regulations, policies, and procedures related to assigned function(s) or program(s). Learn the functions, operations, policies, practices, and objectives of the County Education Office. Understand and follow oral and written directions. Communicate effectively both orally and in writing. 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 an enterprise financial system and other software programs and databases. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files and other sensitive material. Maintain records and prepare reports, using computerized databases or manual data collection. Represent SBCEO effectively with external parties, such as parents, service providers, and vendors.

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

## **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 **Director, Communications**

Full-Time • 12 months/year

Serve as a key advisor to the County Supt. of Schools on communications

Santa Barbara

Salary: \$115,761 - \$137,604 per year

**Apply by:** 10/6/2021

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

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

**Ideal candidate:** The Director of Communications provides strategic communications support to the County Superintendent of Schools and the agency she leads, the Santa Barbara County Education Office (SBCEO). The Director tells the exciting and important story of SBCEO to the general public and our SBCEO community and stakeholders. By partnering with local, regional, and national print, broadcast, and electronic news media, the Director generates media coverage of the extraordinary people, programs, events and activities that distinguish the County Education Office. The Office of Communications, under the Director's leadership, is responsible for producing media releases, responding to Public Records Act requests, designing and maintaining the SBCEO website, and publishing the "Keeping In Touch" newsletter about the SBCEO community. The Director serves as an effective spokesperson for SBCEO, establishes and maintains a significant social media presence, and prepares the Superintendent for media interviews. The ideal candidate will have experience as a journalist or in media relations, demonstrate exceptional creativity and writing skills, model cultural responsiveness and political awareness and sensitivity, show initiative, and support the Superintendent as a thought leader in K-12 education.

**The position:** Under the direction of the County Superintendent of Schools, develops, organizes, reviews, and disseminates internal and external information pertaining to various County Education Office events, activities, programs, policies and initiatives. Ensures an accurate portrayal of the work of the County Education Office and the professionalism of materials that emanate to the public from departments office wide. Produces radio and television programs and helps maintain the Office's presence on social media. Manages the Communications Department, including public information, the webmaster, and the reprographics department. Fosters cooperative and positive relationships with the media and external groups.

**Specific duties and responsibilities:** Plans, organizes, and coordinates the flow of public information to the community pertaining to events, activities, and initiatives of the Office.

Assures timely and effective communication regarding incidents or situations that may impact the community or school districts within the county. Writes, designs, and edits press releases, brochures, publications, and newsletters, to disseminate information. Ensures internal adherence to County standards, policies, regulations, and guidelines concerning the dissemination of public information. Promotes the Office's mission. Establishes and maintains relationships with community partners to disseminate accurate information about the Office. Works closely with the County Superintendent to: research and develop position papers on County and legislative issues; develop resolutions on proposed statewide issues or policy language that will reflect the position of the Office; prepare and produce newspaper columns, speeches, and journal articles addressing critical issues facing education. Researches and drafts information for speeches, presentations, and biographical sketches. Maintains accessibility and availability to the press as an immediate informational resource. Serves as the primary media spokesperson for the Office. Produces and manages the design and implementation of the Office's television shows and radio commentaries, and other forms of electronic and print media. Serves as a cabinet-level advisor and resource to the County Superintendent regarding all aspects of public information and communications. Monitors news publications and other media coverage and distributes information to appropriate personnel. Disseminates information regarding County Office events and activities. May attend or report on events. Coordinates, supervises, and evaluates employees in the Communications Department. Manages the development and maintenance of the Office website. Performs other duties as assigned that support the overall objective of the position.

## **REQUIREMENTS**

**Knowledge:** The position requires knowledge of: principles, methods, procedures and strategies related to public information, communications and community relations programs; legal mandates, policies, regulations and guidelines related to the distribution of news and public information; methods, techniques and procedures pertaining to the preparation of news releases, news copy, promotional brochures, electronic media and other informational materials; strategic planning and project management; traditional and social media marketing techniques; web page development, use and maintenance; computer-based software programs that support this level of work, including but not limited to advanced skills in word processing, spreadsheets, and presentations. Requires: well-developed knowledge of and skill at using English grammar, punctuation, vocabulary, spelling, editing and proofreading; strong human relations skills to network, enhance community partnerships, and collaborate with diverse individuals and groups; Interpersonal skills using tact, patience, and courtesy; effective oral communication to speak in public, conduct meetings and make presentations.

**Abilities:** Ability to: effectively and efficiently plan, organize, and coordinate a public information, communications, and community relations program; systematically and skillfully organize, design, lay out and edit public information and promotional materials; seek out and cultivate news and information resources; remain informed of social media platforms and marketing trends and strategies; communicate effectively in oral, written, and electronic formats utilizing journalistic and technical writing; prepare and deliver oral presentations; analyze situations accurately and develop an effective course of action; understand and follow oral and written instructions; establish and maintain cooperative and effective working relationships with news media, community leaders, local district staff, and County Office personnel; work confidentially with discretion; operate standard office equipment; work independently while establishing and maintaining appropriate project deadlines; travel to various locations.

**Education and experience:** The position requires a Bachelor's degree in English, Journalism, Public Information, Communications, or a closely related field and three years of experience in public information. Masters Degree is preferred. Additional experience may be substituted for higher education.

**Licenses and certificates:** Requires a valid California driver's license.



**Working conditions:** Work is primarily performed indoors where minimal safety considerations exist.

#### **RECRUITMENT INFORMATION**

**Examination:** The recruitment is for a senior management position, resulting in an unranked list of qualified candidates. The qualifying examination may consist of a qualifications appraisal, written, oral, or performance examination, or any combination thereof. Candidates must pass the qualifications appraisal to be considered for final interview. 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 Senior Management position shall be filled from an unranked list of eligible persons who have demonstrated managerial ability and who have been found qualified for the position.

**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

## **Financial Services Manager, Special Education**

Full-time, 225 service days per year, 40 hours/week • 12 months/year

Special Education Administration South

Santa Barbara

Salary: \$90,434 - \$107,496 per year

**Apply by:** 9-24-2021

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

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

**Ideal candidate:** You are an innovative professional with excellent communication skills and the initiative and financial expertise to work independently, problem solve, collaborate with multiple divisions and outside agencies. You have a proven track record establishing rapport and earning the trust of colleagues. You are extremely organized, flexible, and calm under pressure. 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 analyze processes, procedures and seek to improve efficiencies to provide increased services to our programs and to the organization. You mentor and train others and give credit where it is due. You are committed to providing the best service available to the Santa Barbara County Education Office and the employees supervised by this position.

**The position:** Under the direction of the Assistant Superintendent, Special Education, responsible for the budget preparation, monitoring and revisions for the Special Education Program. Coordinates and performs the preparation of complex financial records and reports relating to Special Education and the various programs operated. Supervises and is responsible for the processing of expenditures, contracts and other financial documents.

**Specific duties and responsibilities:** Responsible for the preparation of the Special Education Program budget, revisions and/or amendments; monitors expenditures of all components of the budget; and makes recommendations to the Assistant Superintendent, Special Education, regarding the budget plan. Researches, analyzes and assists in the completion of the SELPA Funding Model Report generating special education funding; coordinates the implementation of the Medi-Cal reimbursement program for eligible students in special education. Responsible for and directs 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. Provide leadership and coordination for

the assigned staff of the division; select, train, supervise and evaluate the day-to-day activities of assigned personnel; prioritize workload, schedule and assign work; monitor quality and production schedules. Coordinates the data processing and report generating of the Management Information System for individual student data; prepare reporting documents and fiscal reports. Attend and prepare presentations for in-service to Special Education staff regarding budgets, travel and attendance accounting; expenses for classroom supplies, repairs, maintenance and capital equipment. Coordinate and oversee the preparation of invoice billings and payments to outside agencies for Special Education. Oversee the preparation and appropriateness of expenditures and perform purchasing duties for all programs in Special Education; order, prepare purchase orders, reconcile payments and charge appropriate accounts. Perform and direct the input of budget and report data into terminals and microcomputers; reconcile expenses and income to adopted budget; generate original budget reports and other special education documents. Prepare year-end projections, analyze financial data, employee salaries and fringe benefits for review by the Assistant Superintendent, Special Education. Verify budget and report data; monitor expenses versus budget for individual Special Education programs; trace and correct any discrepancies. Research, analyze and prepare financial data as needed and requested by the Assistant Superintendent, Special Education. Perform other essential job related duties and responsibilities as assigned.

## **REQUIREMENTS**

**Knowledge:** Principles, practices, and regulations pertaining to school accounting and budgeting methods, standards and procedures. Principles and practices of administration, supervision and training. Modern office management methods, practices, procedures and equipment. Computers and applicable software programs. Statistical and financial recordkeeping techniques. Interpersonal skills using tact, patience and courtesy.

**Abilities:** Interpret and apply state and federal regulations relating to public fiscal accounting. Perform statistical and mathematical calculations with speed and accuracy. Plan and organize work; analyze problems and develop solutions. Compile and analyze financial data and prepare complex reports. Communicate effectively both orally and in writing. Establish and maintain effective working relationships with others and the public.

**Education and experience:** Two years of college with a major in accounting, business administration, public administration or a related field and three years of increasingly responsible experience in accounting functions, preferably in a public agency.

**Licenses and certificates:** Incumbents in this class must possess a valid California driver's license and insurance coverage as required by the County Education Office.

**Working conditions:** Typical office environment; occasional travel to other sites and meetings.

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



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of

## Health Advocate - Bilingual

Full-time, 40 hours/week • 12 months/year

Health Linkages - Lompoc

**Lompoc**

Salary: \$19.89 - \$27.90 per hour

**Apply by:** 9-22-2021

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

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

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

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

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

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**Knowledge:** Principles and practices of health education for children, youth, and families. Promotores movement and model of community work. Principles and practices of oral health and nutrition. Common communicable illnesses. Standard office clerical and record-keeping practices. Arithmetic including decimals, fractions, and sums. Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.

**Abilities:** Learn, understand, and apply policies, procedures, and rules governing health and safety in assigned programs. Recognize signs and symptoms of common communicable diseases. Learn and understand basic medical terminology related to physical and behavioral health. Learn about subsidized health care programs and other community resources for eligible families. Become proficient with devices and instruments used in performing health screens. Operate standard office equipment. Document work activity. Perform data entry and file maintenance. Perform arithmetical calculations including decimals, fractions, and sums. Protect the privacy of student/family information. Successfully complete on-site training provided by a registered nurse or other health practitioner. Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.

**Education and experience:** High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields. Possession of an associate's degree in a health-related field is desirable and one year of experience performing community health or related activities, such as health promotion or outreach, community resource and referral, or related field. Additional relevant experience may substitute for

post-secondary coursework. Experience working with children is preferred.

**Licenses and certificates:** Possession of a valid California Class C driver's license and the use of a dependable automobile are required. Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period. May be required to obtain CPR and first aid certification.

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

## **RECRUITMENT INFORMATION**

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



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of

## **Health Advocate - Bilingual**

Full-time, 40 hours/week • 12 months/year

Health Linkages - South County

**Santa Barbara**

Salary: \$19.89 - \$27.90 per hour

**Apply by:** 9-22-2021

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

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

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Service & Leadership

## Seeks candidates for the position of

### **Health Advocate - Bilingual**

Full-time, 40 hours/week • 12 months/year

Serve children, youth and families experiencing homelessness as a mental health navigator.

Position is grant-funded through October 2022 and may continue based on available funding.

Health Linkages - Transitional Youth Services  
**Santa Barbara**

Salary: \$19.89 - \$27.90 per hour

**Apply by:** 9-22-2021

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

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

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Salary: \$19.89- \$27.90 per hour

**Apply by:** 9-22-2021

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

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

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Service & Leadership

## Seeks candidates for the position of

### Student Information Specialist

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

Special Education Support Staff, Santa Barbara

Santa Barbara

Salary: \$4133 - \$5796 per month

**Apply by:** 9/16/21

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

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

**Ideal candidate:** You are able to perform specialized and complex administrative work in support of your program with considerable independence and close attention to detail. You are an effective communicator and take pride in providing great service. You are a skilled professional, a team player, and you consistently strive to do your best.

**The position:** Under general direction, perform a variety of specialized administrative work in support of assigned program, including but not limited to: serving as a lead in maintaining and supporting one or more assigned student information systems; administering a program or function, such as Workability, that involves external stakeholders; and coordinating programs or functions, such as MediCal administrative activities, to ensure availability of student services and sustainability of departmental funding.

**Specific duties and responsibilities:** Receive and enter data into a variety of student information systems and databases and enterprise systems used for departmental administration; verify accuracy and correct sequencing of information and compliance with state and federal regulations; maintain and verify electronic files of staff and student data and ensure that all necessary documents have been obtained and uploaded to the relevant databases; identify, investigate, and resolve data issues, errors, and discrepancies; inform staff of errors or out-of-compliance items; collaborate with SBCEO and direct service district colleagues to resolve discrepancies; edit and revise data after thorough reconciliation; certify the accuracy of data transmitted to the state on behalf of own department or direct service districts. Prepare data for submission in a variety of required local, state, and federal reports as requested or according to established timelines; document explanations for service delays and other issues that may be reflected in reports; depending on system, may upload reports for SBCEO and direct service districts, ensuring the accuracy of data; may write code to ensure proper upload of report to database. Extract and organize staff and student

information from databases in order to produce statistics, reconcile internal data, or provide data to staff conducting assessments, audits, and statistical tests of levels of service, academic outcomes, and student demographics. Individually or as part of a team, develop procedure manuals, flowcharts, PowerPoint presentations and other materials to help other users understand requirements, timelines, and data collection procedures of various databases; train staff on the use and implementation of various databases; attend training sessions on various databases and evolving state and federal regulations. Serve as a primary point of contact for families, staff, administrators, and other stakeholders with regard to student and SBCEO program data; process legal documents such as requests from parents, attorneys, state compliance agencies, courts, auditors, and districts; maintain the confidentiality of information, records, and files; represent SBCEO with representatives of state agencies and auditors. Resolve student information system software and data communication issues, and serve as liaison with software vendors for advanced troubleshooting. Administer assigned programs, including: collaborating with administrators and staff within own department and in local districts; reviewing documentation to ensure accuracy; conducting outreach to increase participation in program; monitoring student hours and other metrics to ensure program compliance with scope of work and other funder requirements. Coordinates programs and processes such as MediCal Random Moments to ensure staff participation and help secure appropriate MediCal reimbursement. Compose and prepare a variety of correspondence, memoranda, reports, and other documents from oral instructions or rough drafts. Prepare routine budget reports. Maintain and enhance division website by posting content and ensuring accessibility to users of all ability levels. Coordinate meetings and workshops to support program stakeholders. Participate in the inventory, distribution, and collection of state student testing materials. Perform related duties as assigned.

## **REQUIREMENTS**

**Knowledge:** Modern office practices, procedures, and equipment, correct English usage, grammar, spelling, punctuation and vocabulary, telephone etiquette, e-mail etiquette, record-keeping practices, standard office productivity software applications, student and employee information systems and databases or comparable records-based information systems.

**Abilities:** Plan, organize, prioritize, and schedule work. Work independently and make sound decisions within appropriate limits of authority. Analyze available information and determine an appropriate course of action. Achieve proficiency in data control procedures, reporting requirements, and other aspects of administering assigned student information system or database. Develop new and revised work methods and procedures. Coordinate work of district or SBCEO partners over whom one has no supervisory authority. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Work with speed and accuracy. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files, records, and other sensitive material. Maintain records and prepare reports, using computerized databases or manual data collection. Perform arithmetic calculations. Learn operations, policies, practices, and objectives of County Education Office and assigned program. Learn state and federal data collection procedures.

**Education and experience:** Possession of a high school diploma or equivalent is required. Completion of 48 semester units or 72 quarter units of college coursework in education, business, information systems, or other related topics is desirable and two years of clerical or administrative experience working with databases, student information systems, or equivalent records-based information systems.

**Licenses and certificates:** Some positions may require a valid California driver's license.

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

#### **RECRUITMENT INFORMATION**

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

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

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

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



## Santa Barbara County Education Office

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

Susan C. Salcido, Superintendent of Schools

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### Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	22009	03-03-2022
2	22112	03-03-2022
3	22116	03-03-2022
4	22124	03-03-2022
5	22107	03-03-2022
6	22118	03-03-2022

Number of applicants: 16

Number of applicants passed screening: 12

Number of performance/written exam attendees: 9

Number of oral exam attendees: 7

09-17-2021



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### Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	22092	03-15-2022
2	22156	03-15-2022
3	22147	03-15-2022

Number of applicants: 9

Number of applicants passed screening: 6

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 3

09-17-2021



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### Dual Certification Eligibility List

Job Class: Educational Interpreter, American Sign Language, Certified, Part-Time: 75% 30 hours/week

Rank	Application Number	Date Eligibility Expires
	20980	03-03-2022

Number of applicants: 1

Number of applicants passed screening: 1

Number of performance/written exam attendees: N/A

Number of oral exam attendees: N/A

09-17-2021



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### Dual Certification Eligibility List

Job Class: Manager, Early Care and Education Services, Full-Time

Rank	Application Number	Date Eligibility Expires
1	21980	02-26-2022
2	21988	02-26-2022
3	22061	02-26-2022
4	21960	02-26-2022

Number of applicants: 8

Number of applicants passed screening: 6

Number of performance/written exam attendees: 5

Number of oral exam attendees: 5

09-17-2021



## Personnel Commission

### JOB DESCRIPTION

#### COMMUNICATIONS SPECIALIST – BILINGUAL

**Reports to:** Director, Communications  
**Division:** Communications

##### Our ideal candidate

You are an effective communicator, with advanced writing and verbal communications skills in English and Spanish, and a willingness to learn new communications tools and strategies. You are highly organized and detail-oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, students, and the community.

##### General description

Under general supervision, this position coordinates and implements internal and external communication strategies for SBCEO and SBCEO provides support to the Director on administrative matters requiring knowledge of department policies and procedures, SBCEO rules and regulations, federal guidelines, and related codes and laws.

##### Specific duties and responsibilities

- Execute social media strategies, create and maintain web content, market events, update databases and media lists, track projects and media exposure, and select or create digital media.
- Draft, edit, proof, and distribute digital and print communications copy (e.g. press releases, radio commentaries, publications, social media posts, flyers, Superintendent's columns) to represent SBCEO in the community.
- Research and summarize a variety of topics in order to make recommendations for management about media strategies, suggest topics for editorials, prepare for media interviews, and accomplish other communications goals.
- Gather, synthesize, and report data, including website and social media analytics, to evaluate the effectiveness of various communication strategies and recommend adjustments as needed.
- Coordinate and produce special events, including planning, logistics, marketing, and communications.
- Edit employee newsletter, including content creation and layout.
- Attend, photograph, and report on events and activities, as assigned.
- Advise and support departments to ensure that SBCEO's communications standards, policies, and procedures are followed.
- Independently or with the Director, represent SBCEO at events; provide staff support at meetings and events by taking notes, registering guests, and other activities.
- Represent SBCEO to the media as authorized by the Director of Communications or the Superintendent.
- Serve as backup webmaster.



### COMMUNICATIONS SPECIALIST – BILINGUAL

- Provide emergency communications support during natural disasters and other urgent situations affecting SBCEO or the community.
- Coordinate update of annual directory including data collection, publication distribution, and billing; provide updated information to key staff throughout the year; maintain lists of principals, superintendents, and school board members for website and directory purposes.
- Provide administrative support to Communications Department including creating requisitions, purchases, and budget reports and monitoring expenditures using SBCEO's enterprise financial system.
- Perform related duties as assigned.

#### Requirements

**Education:** Possession of an associate's degree in communications, journalism, public relations, marketing, or related field is required. Possession of a bachelor's degree in a related field is preferred.

**Experience:** Three years of experience in communications, public relations, marketing, or social media management, preferably in the public, education, or nonprofit sectors.

#### Knowledge of:

- Correct usage, grammar, spelling, punctuation, and vocabulary in English and Spanish
- Effective social media practices and strategies, including Facebook, Twitter, YouTube, and other platforms
- Software applications used in the department
- Public relations practices, procedures, and terminology

#### Skill in:

- Presenting information orally and in writing in a culturally and linguistically appropriate manner
- Cultural competency with populations served by SBCEO

#### Ability to:

- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties
- Draft a variety of written materials independently and from general oral instructions
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Plan, organize, coordinate, and prioritize work
- Learn to use an enterprise financial system
- Learn principles of budget administration
- Complete work despite frequent interruptions
- Meet schedules and timelines



### COMMUNICATIONS SPECIALIST – BILINGUAL

- Work independently with little direction
- Research topics and succinctly summarize findings
- Quickly learn and navigate new technologies
- Organize and edit rough draft copy
- Take photos using a variety of devices, including camera, phone, and tablet
- Use mobile devices to update digital content
- Interact positively with peers, supervisors, the public, and other agencies
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism
- Operate a variety of office machines and software efficiently

Experience using a website content management system (CMS) and skills in photography and videography are desirable.

#### Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

#### 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.

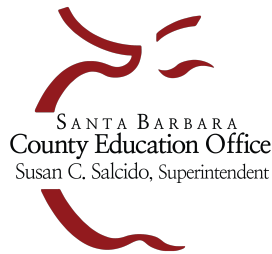
Work is performed in a typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

#### Series

Media and Design

#### Salary range 79

<i>Approved by the Personnel Commission:</i>	June 30, 1994
<i>Revised:</i>	December 20, 2000
<i>Revised:</i>	June 28, 2018
<i>Revised:</i>	March 25, 2021



## Personnel Commission

### JOB DESCRIPTION

#### COMMUNICATIONS SPECIALIST – ~~BILINGUAL~~

**Reports to:** Director, Communications  
**Division:** Communications

##### Our ideal candidate

You are an effective communicator, with advanced writing and verbal communications skills ~~in English and Spanish~~, and a willingness to learn new communications tools and strategies. You are highly organized and detail-oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, students, and the community.

##### General description

Under general supervision, this position coordinates and implements internal and external communication strategies for SBCEO and SBCEO provides support to the Director on administrative matters requiring knowledge of department policies and procedures, SBCEO rules and regulations, federal guidelines, and related codes and laws.

##### Specific duties and responsibilities

- Execute social media strategies, create and maintain web content, market events, update databases and media lists, track projects and media exposure, and select or create digital media.
- Draft, edit, proof, and distribute digital and print communications copy (e.g. press releases, radio commentaries, publications, social media posts, flyers, Superintendent's columns) to represent SBCEO in the community.
- Research and summarize a variety of topics in order to make recommendations for management about media strategies, suggest topics for editorials, prepare for media interviews, and accomplish other communications goals.
- Gather, synthesize, and report data, including website and social media analytics, to evaluate the effectiveness of various communication strategies and recommend adjustments as needed.
- Coordinate and produce special events, including planning, logistics, marketing, and communications.
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- Attend, photograph, and report on events and activities, as assigned.
- Advise and support departments to ensure that SBCEO's communications standards, policies, and procedures are followed.
- Independently or with the Director, represent SBCEO at events; provide staff support at meetings and events by taking notes, registering guests, and other activities.
- Represent SBCEO to the media as authorized by the Director of Communications or the Superintendent.
- Serve as backup webmaster.

## **COMMUNICATIONS SPECIALIST –BILINGUAL**

- Provide emergency communications support during natural disasters and other urgent situations affecting SBCEO or the community.
- Coordinate update of annual directory including data collection, publication distribution, and billing; provide updated information to key staff throughout the year; maintain lists of principals, superintendents, and school board members for website and directory purposes.
- Provide administrative support to Communications Department including creating requisitions, purchases, and budget reports and monitoring expenditures using SBCEO's enterprise financial system.
- Perform related duties as assigned.

### **Requirements**

**Education:** Possession of an associate's degree in communications, journalism, public relations, marketing, or related field is required. Possession of a bachelor's degree in a related field is preferred.

**Experience:** Three years of experience in communications, public relations, marketing, or social media management, preferably in the public, education, or nonprofit sectors.

### **Knowledge of:**

- Correct usage, grammar, spelling, punctuation, and vocabulary ~~in English and Spanish~~
- Effective social media practices and strategies, including Facebook, Twitter, YouTube, and other platforms
- Software applications used in the department
- Public relations practices, procedures, and terminology

### **Skill in:**

- ~~Presenting information orally and in writing in a culturally and linguistically appropriate manner~~
- Cultural competency with populations served by SBCEO

### **Ability to:**

- ~~Speak, read, and write Spanish and English with a level of proficiency to perform required job duties~~
- Draft a variety of written materials independently and from general oral instructions
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Plan, organize, coordinate, and prioritize work
- Learn to use an enterprise financial system
- Learn principles of budget administration
- Complete work despite frequent interruptions
- Meet schedules and timelines

## COMMUNICATIONS SPECIALIST —BILINGUAL

- Work independently with little direction
- Research topics and succinctly summarize findings
- Quickly learn and navigate new technologies
- Organize and edit rough draft copy
- Take photos using a variety of devices, including camera, phone, and tablet
- Use mobile devices to update digital content
- Interact positively with peers, supervisors, the public, and other agencies
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism
- Operate a variety of office machines and software efficiently

Ability to speak, read, and write Spanish with a level of proficiency to perform required job duties fluently is preferred. Experience using a website content management system (CMS) and skills in photography and videography are desirable.

### Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

### 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.

Work is performed in a typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

### Series

Media and Design

### Salary range **779**

<i>Approved by the Personnel Commission:</i>	June 30, 1994
<i>Revised:</i>	December 20, 2000
<i>Revised:</i>	June 28, 2018
<i>Revised:</i>	March 25, 2021
<u><i>Revised:</i></u>	<u>September 23, 2021 (Pending approval)</u>



## **COMMUNICATIONS SPECIALIST**

**Reports to:** Director, Communications  
**Division:** Communications

### **Our ideal candidate**

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### **General description**

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### **Specific duties and responsibilities**

- Execute social media strategies, create and maintain web content, market events, update databases and media lists, track projects and media exposure, and select or create digital media.
- Draft, edit, proof, and distribute digital and print communications copy (e.g. press releases, radio commentaries, publications, social media posts, flyers, Superintendent's columns) to represent SBCEO in the community.
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#### Skill in:

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#### Ability to:

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- Plan, organize, coordinate, and prioritize work
- Learn to use an enterprise financial system
- Learn principles of budget administration
- Complete work despite frequent interruptions
- Meet schedules and timelines
- Work independently with little direction
- Research topics and succinctly summarize findings



### COMMUNICATIONS SPECIALIST

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