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.

______________________________  ____________________________
Amy R. Ramos                 Gary Pickavet
Director, Human Resources    Chair, Personnel Commission
Secretary to the Personnel Commission
<table>
<thead>
<tr>
<th>Position #</th>
<th>Position Information</th>
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<tbody>
<tr>
<td>2438</td>
<td>Health Advocate - Bilingual • Health Linkages - North County • North County 40.00 hours per week • 12.00 months Funded through TYS</td>
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<td>2442</td>
<td>Health Advocate - Bilingual • Health Linkages - Lompoc • Lompoc 40.00 hours per week • 12.00 months</td>
</tr>
<tr>
<td>2443</td>
<td>Program Associate • Partners in Education - Program Services • South County 40.00 hours per week • 12.00 months</td>
</tr>
<tr>
<td>2444</td>
<td>Health Advocate - Bilingual • Health Linkages - North County • North County 40.00 hours per week • 12.00 months Funded through TYS</td>
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<tr>
<td>2445</td>
<td>Paraprofessional • Ernest Righetti High School DHOH • North County 32.50 hours per week • 10.00 months</td>
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</tbody>
</table>
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

Prepared on: 09-20-2021
Huitron, Alejandra
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County
100% • 12 months

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

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

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

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

Changes

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

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

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

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

De La Mora, Dianna
Paraprofessional • Special Education • Cabrillo High School
59.375% • 10 months
Deines, Jenia  
Paraprofessional • Special Education • Olga Reed Elementary  
77.5% • 10 months  

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

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

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

Ramos, Crystal  
Clerical Translator • Special Education • Special Education Support Staff North  
50% • 12 months  

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

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

**Differential - Add**  

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

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

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

Prepared on: 09-20-2021
Differential - Remove

Braz Gonzalez, Lupita  
Paraprofessional • Special Education • Orcutt Academy H.S. Preschool  
70% • 10 months  
Specialized Health Care  

Perez, Alexis  
Paraprofessional • Special Education • Arthur Hapgood Preschool  
67.5% • 10 months  
Specialized Health Care x 2  

Perez, Silvia  
Paraprofessional • Special Education • Arthur Hapgood Preschool  
70% • 10 months  
Specialized Health Care x 2  

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

Increased Time (Voluntary)

Aguirre, Ancelmo  
Paraprofessional • Special Education • Cabrillo High School  
90.825% • 10 months  
From .8375  

Gomez, Berenize  
Child Care Assistant • Early Care and Education • Santa Ynez Valley State Preschool  
75% • 11 months  
From .50  

Johnson, Kendra  
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby  
40% • 12 months  
From .25  

Probation to Permanent

Vaj, Hnub  
Paraprofessional • Special Education • Central Avenue Preschool  
70% • 10 months
Transfer
Hernandez, Vivian

Office Assistant • Special Education • Special Education Support Staff, Lompoc
100% • 11 months
From Peter B. FitzGerald

September 16, 2021

Rangel, Denae

Paraprofessional • Special Education • Alice Shaw Elementary
77.5% • 10 months
From Taylor Preschool

September 13, 2021

Separation
Released
Shultz, Jessica

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

September 8, 2021

Resignation
Macias, Diana

Student Information Specialist • Special Education • Cathedral Oaks
100% • 12 months

September 3, 2021

Stojanovski, Rachel

Administrative Assistant • Curriculum and Instruction • Cathedral Oaks
100% • 12 months

August 27, 2021

Wigle, Rachel

Financial Services Manager, Special Education • Special Education • Cathedral Oaks
100% • Hourly as needed

September 13, 2021

Retirement
Breck, Debra

Administrator, Internal Services • Internal Services • Internal Services Administration
100% • 12 months

June 30, 2022

Furman, Timothy

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

December 29, 2021
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
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
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

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
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
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 verses 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


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.

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
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

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.

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

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

**RECRUITMENT INFORMATION**

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

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SANTA BARBARA
County Education Office
An Equal Opportunity Employer

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
Phone: 805-964-4711 x5225

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**requirements**

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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

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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

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

**Apply online:** www.sbceo.org

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

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**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.

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**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.

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**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.

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

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<td>03-03-2022</td>
</tr>
<tr>
<td>6</td>
<td>22118</td>
<td>03-03-2022</td>
</tr>
</tbody>
</table>

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
## Dual Certification Eligibility List

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

<table>
<thead>
<tr>
<th>Rank</th>
<th>Application Number</th>
<th>Date Eligibility Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>22092</td>
<td>03-15-2022</td>
</tr>
<tr>
<td>2</td>
<td>22156</td>
<td>03-15-2022</td>
</tr>
<tr>
<td>3</td>
<td>22147</td>
<td>03-15-2022</td>
</tr>
</tbody>
</table>

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
# Dual Certification Eligibility List

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

<table>
<thead>
<tr>
<th>Rank</th>
<th>Application Number</th>
<th>Date Eligibility Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20980</td>
<td>03-03-2022</td>
</tr>
</tbody>
</table>

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
Dual Certification Eligibility List

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

<table>
<thead>
<tr>
<th>Rank</th>
<th>Application Number</th>
<th>Date Eligibility Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21980</td>
<td>02-26-2022</td>
</tr>
<tr>
<td>2</td>
<td>21988</td>
<td>02-26-2022</td>
</tr>
<tr>
<td>3</td>
<td>22061</td>
<td>02-26-2022</td>
</tr>
<tr>
<td>4</td>
<td>21960</td>
<td>02-26-2022</td>
</tr>
</tbody>
</table>

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
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

Approved by the Personnel Commission: June 30, 1994
Revised: December 20, 2000
Revised: June 28, 2018
Revised: March 25, 2021
COMMUNICATIONS SPECIALIST – BILINGUAL

Reports to: Director, Communications
Division: Communications

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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.

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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.
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COMMUNICATIONS SPECIALIST – BILINGUAL

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- Correct usage, grammar, spelling, punctuation, and vocabulary in English and Spanish
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Skill in:

- Presenting information orally and in writing in a culturally and linguistically appropriate manner
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Ability to:

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COMMUNICATIONS SPECIALIST – BILINGUAL

- Work independently with little direction
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- 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
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Series
Media and Design

Salary range 779

Approved by the Personnel Commission: June 30, 1994
Revised: December 20, 2000
Revised: June 28, 2018
Revised: March 25, 2021
Revised: September 23, 2021 (Pending approval)
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Division: Communications

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