



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
October 28, 2021 – 12:30 p.m.

**AGENDA**

If you need special assistance to participate in the meeting or need this agenda provided in an accessible alternative format, please contact the Human Resources office to help us comply with the Americans with Disabilities Act. Notification at least 48 hours prior to the meeting will assist the Director, Human Resources in making suitable arrangements.

Persons wishing to address the Personnel Commission are requested to complete a "Request to Address Personnel Commission" form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the end of the public comment period. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. If the speaker needs more time, he or she may submit written comments.

**SPECIAL NOTE**

Assembly Bill 361 allows local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act. In addition, Santa Barbara County Public Health officials have declared teleconferencing for public meetings "an effective and recommended social distancing measure." Therefore, the October 28, 2021 Personnel Commission meeting will be conducted by videoconference.

**To Connect to the Meeting Online**

**Link:**

<https://us06web.zoom.us/j/82711505660?pwd=eVcxT0lqTk9iUXpSY3JkS0FoQ0hWdz09>

**Meeting ID:** 827 1150 5660

**Passcode:** 1P52Kb

**To Dial In to the Meeting by Phone**

**Telephone Number:** (253) 215-8782

**Meeting ID:** 827 1150 5660

**Passcode:** 473300

## **GENERAL FUNCTIONS**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Guests**
- 6. Public Comment**
- 7. Approval of Minutes of Meeting Held September 23, 2021  
(Attachment)**

MOVED:

SECONDED:

VOTE:

- 8. Communications**
- 9. Informational Items**
  - a. Media Releases/Editorials**  
Available for review from the County Superintendent of Schools.
  - b. Legislative Updates**  
Available for review from the Director, Human Resources.

## **REGULAR BUSINESS**

- 10. Informational Items**
  - a. List of New Positions**  
(Attachment)
  - b. Classified Personnel Report dated November 4, 2021**  
(Attachment)

**c. Position Announcements**

(Attachments)

- i. Child Care Services Technician (Dual – South)
- ii. Child Care Services Technician (Dual – North)
- iii. Clerical Assistant (Dual – North)
- iv. Communications Specialist (Dual – South)
- v. Office Assistant, PT (Dual – North)
- vi. Paraprofessional, Behavioral Intervention (Dual – North (Lompoc))

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

(Attachments)

- i. Accounting Assistant (Dual – South)
- ii. Child Care Assistant (Dual – North (Lompoc))
- iii. Clerical Assistant (Dual – South)
- iv. Financial Services Manager, Special Education (Dual – South)
- v. Health Advocate – Bilingual (Dual – North)
- vi. Health Advocate – Bilingual (Dual – South)
- vii. Health Advocate – Bilingual (Dual – South)
- viii. Paraprofessional (Open Continuous – North)
- ix. School Occupational Therapist (Open Continuous – North)
- x. Student Information Specialist (Dual – South)
- xi. Technology Support Administrative Assistant (Dual – South)

MOVED:

SECONDED:

VOTE:

**b. Classification of Position**  
(Attachment)

The Director, Human Resources recommends establishing the new classified management position of Coordinator, Student Information Systems. This recommendation has the support of the Assistant Superintendent, Special Education and the County Superintendent of Schools.

MOVED:                      SECONDED:                      VOTE:

**c. Job Description — None**

**UNFINISHED BUSINESS — None**

**NEW BUSINESS**

**12. Personnel Commission Budget**  
(Attachment)

The Director, Human Resources will present a statement of expenditures for the first quarter of the 2021-22 fiscal year, from July 1, 2021 through September 30, 2021. This is an information item.

**13. Conduct of Virtual Meetings**

Consideration of possible changes to Personnel Commission meetings in light of the passage of AB 361.

MOVED:                      SECONDED:                      VOTE:

**REPORTS**

**14. PERSONNEL COMMISSIONER REPORTS**

**15. DIRECTOR, HUMAN RESOURCES REPORT**

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

**CLOSED SESSION — None scheduled**

**ADJOURNMENT**

The next scheduled meeting will be held on Thursday, November 18, 2021, at 12:30 p.m. The meeting may be held via videoconference. If conducted in person, the meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.