



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
November 18, 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 may 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. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. 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. Speakers who need more time 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 November 28, 2021 Personnel Commission meeting will be conducted by videoconference.

**To Connect to the Meeting Online**

**Link:**

<https://us06web.zoom.us/j/89585044572?pwd=dytSM01YN3o4QVJLNiQxQjRmdW0yQT09>

**Meeting ID:** 895 8504 4572

**Passcode:** GX62MN

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

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

**Meeting ID:** 895 8504 4572

**Passcode:** 580850

## **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 October 28, 2021**  
(Attachment)

MOVED:

SECONDED:

VOTE:

- 8. Communications — None**
- 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 December 10, 2021**  
(Attachment)

**c. Position Announcements**  
(Attachments)

- i. Accounting Assistant (Dual – South)
- ii. Administrator, Internal Services (Promotional – South)
- iii. Child Care Assistant (Dual – North (Lompoc))
- iv. Child Care Assistant (Dual – North)
- v. Clerical Assistant (Bilingual) (Dual – South)
- vi. Coordinator, Student Information Systems (Dual – South)
- vii. Health Advocate – Bilingual (Dual – North)
- viii. Paraprofessional (Dual – South)

**11. Action Items**

**a. Ratification of Eligibility Lists**  
(Attachments)

- i. Communications Specialist (Dual – South)
- ii. Director, Communications (Senior Management – South)
- iii. Health Advocate – Bilingual (Dual – North (Lompoc))
- iv. Senior Software Engineer (Open Continuous – South)

MOVED:                      SECONDED:                      VOTE:

**b. Classification of Position — None**

**c. Job Description — None**

**UNFINISHED BUSINESS — None**

**NEW BUSINESS****12. Revision of Merit System Rule – Presented for First Reading**  
(Attachments)

The Director, Human Resources recommends revision of this rule to reflect classified salary ranges and initial placement practices that were revised in 2018.

4491.1 Initial Placement

**13. Personnel Commission Annual Report, 2020-21**  
(Attachment)

This item is for review and discussion. The Director's report will include a presentation about the Personnel Commission Annual Report for 2020-21.

**14. Recommended Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**  
(Attachment)

In accordance with AB 361, the Director, Human Resources recommends the adoption of PC Resolution 2022-1 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED:

SECONDED:

VOTE:

**REPORTS****15. PERSONNEL COMMISSIONER REPORTS****16. DIRECTOR, HUMAN RESOURCES REPORT****17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

**CLOSED SESSION** — None scheduled

**ADJOURNMENT**

The next scheduled meeting will be held on Thursday, December 16, 2021, at 12:30 p.m. The meeting may be held via videoconference, pursuant to Assembly Bill 361. 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.