



**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.

**LOCATION**

As authorized by Assembly Bill 361 allowing 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, the meeting was conducted by videoconference only. Login information for the meeting was included in the publicly posted agenda for any members of the public who wished to attend.

**MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Gary Pickavet called the meeting to order at 12:30 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**

HR staff present:

Mari Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Rachel Walsh, Classified Human Resources Analyst

**6. Public Comment — None**

**7. Approval of Minutes of Meeting Held October 28, 2021**

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

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

The County Superintendent of Schools made available a call by Partners in Education for volunteers to talk to junior high school students in the Santa Barbara Unified School District about work and careers.

**b. Legislative Update — None****REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated December 10, 2021****c. Position Announcements****11. Action Items****a. Ratification of Eligibility Lists**

- 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)

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

**b. Classification of Positions — None**

**c. Job Descriptions — None**

**UNFINISHED BUSINESS — None**

## **NEW BUSINESS**

### **12. Revision of Merit System Rule – Presented for First Reading**

The Director, Human Resources recommended revision of PC Rule 4491.1, Initial Placement, to reflect classified salary ranges and initial placement practices that were revised in 2018. After discussion, no changes were suggested to the draft revision. The Commission asked the Director, Human Resources to review whether any other rules referred to initial placement so that all applicable rules could be revised simultaneously for consistency.

### **13. Personnel Commission Annual Report, 2020-21**

The Director, Human Resources made a presentation highlighting some of the data from the 2020-21 annual report. This was an information item.

### **14. Recommended Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

In accordance with AB 361, the Director, Human Resources recommended 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: Carmen Jaramillo      SECONDED: Mike Ostini      VOTE: 3-0

## **REPORTS**

### **14. PERSONNEL COMMISSIONER REPORTS**

Chair Pickavet asked that the agenda item on organization of the Personnel Commission be placed immediately after approval of the November meeting minutes for the December meeting. After discussion, it was agreed to consider this item at the beginning of the meeting.

Commissioner Ostini had no PC-related items to report.

Commissioner Jaramillo noted that the district where she works has observed some of the same trends noted in the Director's annual report.

**15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported on a Zoom meet-and-greet on October 29 with CSEA representatives and managers of represented staff, including many managers who were new or fairly new in their roles. She described the event as informal and very positive.

The Director further reported that several members of the HR and Fiscal staff had attended a virtual CalPERS educational forum and had had one follow-up meeting so far to debrief and discuss any needed changes to our policies and practices in light of what we learned from the forum.

The Director announced that the new hire documentation packet has been converted to our Informed K12 platform, which represented a huge stride for us in onboarding new hires. She expressed kudos to the working group in HR that participated in this project and especially to Jessica Lopez for her leadership in completing it.

She concluded by expressing her gratitude for good health and positive working relationships for all.

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:11 p.m. The next regularly scheduled meeting will be held on December 16, 2021 at 12:30 p.m. by videoconference.



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



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Gary Pickavet  
Chair, Personnel Commission