



**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.

**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.

**DRAFT 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**

Gary Pickavet led the Pledge of Allegiance while Mike Ostini held up a U.S. flag for attendees to see.

**4. Changes to the Agenda**

The Director, Human Resources noted that the eligibility list on the agenda as item 11a(i) had been ratified by the Personnel Commission at its September meeting and could be struck from the current month's agenda.

**5. Introduction of Guests**Staff and guests present:

Mari Baptista, Assistant Superintendent, Human Resources  
Amy Ramos, Director, Human Resources  
Tracie Cordero, Classified Human Resources Specialist  
Rachel Walsh, Classified Human Resources Analyst  
Kirsten Escobedo, Assistant Superintendent, Special Education  
Richard Weger, Payroll Specialist  
Daisy Lazaer, Financial Analyst  
Staci Hunter, Payroll Specialist  
Denice Cora, Administrator, School Business Advisory Services  
Joshua Becerra

**6. Public Comment**

An applicant addressed the Personnel Commission regarding a procedural decision made by Human Resources.

**7. Approval of Minutes of Meeting Held September 23, 2021**

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

**8. Communications**

It was noted that the Personnel Commission had received two pieces of correspondence during the month.

The first was a memo from Superintendent Susan Salcido confirming that Gary Pickavet had been reappointed to a new three-year term as a Personnel Commissioner after a public hearing at the October 7 County Board of Education meeting.

The second was a letter from an applicant regarding a procedural decision made by Human Resources. As part of the discussion related to this communication, the Director, Human Resources provided a general overview of the process for classified recruitments.

**9. Informational Items****a. Media Releases/Columns**

A flyer was made available from the County Superintendent of Schools about the Salute to Teachers event scheduled for November 6, which is being conducted as a hybrid event, with a small number of in-person attendees and a livestream for others wishing to attend virtually.

**b. Legislative Update**

The Director reported that AB 438 had been signed into law by the Governor, taking effect January 1, 2022. This legislation amends the procedures for classified layoffs to align them with the procedures in place

for certificated layoffs, including timelines (notification by March 15 instead of 60 days' notice) and the right to a hearing before an Administrative Law Judge to challenge the layoff. She noted that HR staff are in the process of educating themselves on the new law and the many impacts it will create. Because of the new timeline requiring preliminary layoff notices be sent by March 15, it is expected that one result may be that many employees will receive "precautionary" layoff notices that are later rescinded. At a time when recruitment and retention are challenges for SBCEO, HR is concerned about the impact receiving such "precautionary" notices will have on employees. The law also affects all classified employees, so it will be interesting to see the effect of applying a procedure originally developed for certificated staff working in a classroom environment on a school year calendar to non-instructional staff working in an office environment on a 12-month calendar.

## **REGULAR BUSINESS**

### **10. Informational Items**

- a. List of New Positions**
- b. Classified Personnel Report dated November 4, 2021**
- c. Position Announcements**

### **11. Action Items**

#### **a. Ratification of Eligibility Lists**

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

**b. Classification of Position**

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

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

**c. Job Description — None**

**UNFINISHED BUSINESS — None**

**NEW BUSINESS**

**12. Quarterly Review of Personnel Commission Budget**

The Director, Human Resources reviewed expenditures through the first quarter of the 2021-22 fiscal year, from July 1, 2021 through September 30, 2021. This was an information item.

**13. Conduct of Virtual Meetings**

The Director, Human Resources provided an overview of what she had learned in a recent webinar she attended about the new requirements of Assembly Bill 361, which took effect October 1. She noted that she had modified the PC agenda to delete references to the expired executive order authorizing virtual public meetings and to reflect the language of AB 361; login and call-in information for the PC meeting is now included on the agenda for members of the public wishing to attend. The Director reported that in order to continue to meet virtually, the public body must review and consider every 30 days whether circumstances continue to make virtual meetings permissible. She stated she had reviewed the PC's 21-22 meeting schedule, and noted that there may be a need for special meetings in January and April if the PC wished to meet virtually in those months. The Director also noted that one recommendation is for the public body to provide information for how the meeting will continue if there is a disruption due to technological or connectivity issues. Finally, she reported on

changes mandated by law to public comment procedures, noting that the impact of these changes on PC practices may be nominal, since the PC rarely receives extensive public comment.

Chair Pickavet asked that the Director monitor the practices adopted by the County Board of Education and seek the guidance of SBCEO's legal counsel so that the PC might align its practices with those of the County Board. He suggested that brief special meetings could be scheduled (if needed) at the preceding regular meeting, e.g. scheduling a special meeting in January at the December meeting. He also asked the Director to bring recommendations back to the Commission about how to handle meeting disruptions due to technology. Commissioners Ostini and Jaramillo agreed.

Chair Pickavet proposed that the November meeting be conducted virtually, given current case rates and newly approved vaccines for children aged 5-11. Commissioners Jaramillo and Ostini concurred.

## **REPORTS**

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

Commissioner Ostini congratulated Commissioner Pickavet on his reappointment to another term, stating that he has enjoyed working with Commissioner Pickavet and he looks forward to continuing to do so. He reported that COVID continues to disrupt youth sports, noting that he had just been notified of a football game that was cancelled because one team had to forfeit due to an outbreak. He noted that it is increasingly difficult to find enough officials to officiate games.

Commissioner Jaramillo also offered Commissioner Pickavet her congratulations. She stated that she has been busy with recruiting work at her district.

Chair Pickavet expressed his appreciation for working with the other two commissioners and for the cordial working relationship they have. He also offered praise to the Classified Human Resources staff for the fact that the transactions reported on the monthly Classified Personnel Report are much more timely, with the incidence of retroactive actions being greatly reduced.

### **15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director provided a brief preview of the annual report that will be presented in full at the November meeting.

The Director reported that SBCEO had begun its weekly testing of unvaccinated employees, using a test designed by a local company that has its own lab that has been able to report results within one day. Now in its second week, the testing program is going fairly smoothly. It has been observed that some employees are choosing to go ahead and get vaccinated.

The Director expressed early happy birthday wishes to Commissioner Ostini.

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:06 p.m. The next regularly scheduled meeting will be held on November 18, 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



## 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

**Oct 23 through Nov 12, 2021**

<b>Position #</b>	<b>Position Information</b>
2463	Child Care Assistant • Santa Maria Cal-SAFE • North County 30.00 hours per week • 10.00 months 30 hrs/wk
2464	Child Care Assistant • Early Care and Education - Lompoc • North County 30.00 hours per week • 10.00 months 30 hrs/wk
2465	Coordinator, Student Information Systems • Special Education Administration South • South County 40.00 hours per week • 12.00 months 225 days
2466	Clerical Assistant • Health Linkages - South county • South County 40.00 hours per week • 12.00 months Bilingual required

Santa Barbara County Board of Education

Classified Personnel Report

December 10, 2021

**Appointments**

***Limited Term/Substitute***

Aceves-Garcia, Lysseth	November 1, 2021
Paraprofessional • Special Education • Various Sites	
• Hourly as needed	

***Probationary***

Bratcher, Brittany	November 5, 2021
Student Information Specialist • Special Education • Special Education Support Staff, Santa Barbara	
100% • 12 months	

Hart, Jordan	October 25, 2021
Educational Interpreter, ASL, Waiver • Special Education • Righetti High School	
54.175% • 10 months	

Nash, Shalane	November 3, 2021
Paraprofessional • Special Education • Regency Preschool	
67.5% • 10 months	

Padilla, Mayra	October 25, 2021
Child Care Assistant • Early Care and Education • Learning Place State Preschool	
75% • 10 months	

Sherchan, Arlene	November 2, 2021
Clerical Assistant • Early Care and Education • Hope Center	
100% • 12 months	

**Changes**

***Anniversary Increase***

Anderson, Michelle	November 1, 2021
Paraprofessional • Special Education • Ralph Dunlap School DHOH & Pre-K	
75% • 10 months	



Castaneda, Monica	November 1, 2021
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria	
100% • 12 months	
Dulay, Amada	November 1, 2021
Senior Administrative Assistant • School Business Advisory Services • School Business Advisory Services	
100% • 12 months	
Funkhouser, Rose Mary	November 1, 2021
Paraprofessional • Special Education • Cuyama Elementary School	
81.25% • 10 months	
Hamamoto, Rachel	November 1, 2021
Senior Administrative Assistant • Internal Services • Fiscal Services	
100% • 12 months	
Hidalgo, Monique	November 1, 2021
Paraprofessional • Special Education • Los Padres Head Start	
32.5% • 10 months	
Kuhl, Kathryn	November 1, 2021
Educational Interpreter, ASL, Certified • Special Education • Orcutt Jr High School, DHOH	
75% • 10 months	
Landeros, Maribel	November 1, 2021
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc	
100% • 12 months	
Martinez Velazquez, Salvador	November 1, 2021
Computer/Network Technician, Information Technology Services • IT Services • Cathedral Oaks	
100% • 12 months	
Robles, Esther	November 1, 2021
Paraprofessional • Special Education • Arellanes Junior High School	
87.5% • 10 months	

Sanchez, Eva  
November 1, 2021  
Paraprofessional • Special Education • Speech/Language Services, McClelland  
75% • 10 months

Sanchez, Sandra  
November 1, 2021  
Paraprofessional • Special Education • Montecito Union School  
81.25% • 10 months

Sena, Rosalynd  
November 1, 2021  
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months

Smith, Steven  
November 1, 2021  
Reprographics Supervisor • Communications • Reprographics Administration  
100% • 12 months

Solorio, Maria  
November 1, 2021  
Paraprofessional • Special Education • Manzanita Charter School  
81.25% • 10 months

Stepka, Joseph  
November 1, 2021  
Maintenance and Operations Supervisor • Internal Services • Operations South  
100% • 12 months

Zepeda-Jimenez, Valeria  
November 1, 2021  
Paraprofessional • Special Education • Manzanita Charter School  
81.25% • 10 months

***Differential - Add***

Lemos, Lisa  
November 3, 2021  
Paraprofessional • Special Education • Alice Shaw Elementary  
77.5% • 10 months  
Specialized Health Care

***Increased Time (Voluntary)***

Carpio, Andrew

November 17, 2021

Paraprofessional • Special Education • Lenora Fillmore Preschool  
67.5% • 10 months  
From .35

***Probation to Permanent***

Cabaniss, Meredith

November 1, 2021

Program Associate • Children's Creative Project • Children's Creative Project  
47.5% • 12 months

Tapia, Ana

November 1, 2021

Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc  
100% • 10 months

**Separation**

***Resignation***

Pitchford, Taundra

November 30, 2021

Manager, Early Care and Education Services • Early Care and Education • Early Care and Education Services  
100% • 12 months



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of

## Accounting Assistant

Full-Time, 100%, 40 hours/week • 12 months/year

Process monthly payments to child care providers in Early Care and Education Program.

Accounting - Fiscal Services  
Santa Barbara

Salary: \$3,620 - \$4,593 per month (hiring range; current top step \$5,078 per month)

**Apply by:** 11/17/2021

**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 routine to complex clerical accounting duties related to an assigned area of organization-wide responsibility such as accounts payable, or in support of a department or program. Incumbents ensure that financial transactions comply with established standards, policies, and procedures and perform routine to complex clerical work associated with the assigned function(s) or program. Incumbents work independently, although work is reviewed to ensure accuracy and adequate internal controls.

**Specific duties and responsibilities:** Verify, prepare, and process a variety of financial transactions such as purchase orders, reimbursements, requisitions, warrants, and invoices. Calculate and ensure accuracy of incoming and outgoing payments. Maintain a variety of financial records and files related to accounts, transactions, income, expenditures, and assigned activities. Using enterprise financial systems and a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed. Compare and reconcile statements, records, and other financial documents; identify errors and resolve discrepancies; ensure accurate fund accounting; review data for accuracy and completeness; make corrections as needed. Provide service and support to others for assigned accounting functions and/or in the use of enterprise financial systems or databases. Respond to inquiries and provide information concerning accounts, budgets, transactions, practices, policies, and procedures. Maintain confidential information, records, and files. Perform related duties as assigned.

## REQUIREMENTS

**Knowledge:** Methods, procedures, and terminology used in clerical accounting. Financial record-keeping practices. Arithmetic, including percentages and fractions. Modern office practices, procedures, and equipment. Standard office productivity software applications. Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone and email etiquette.

**Abilities:** Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures related to assigned function(s) or program(s). Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office. 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 a variety of computerized accounting and enterprise financial systems, and other software programs and databases. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files and other sensitive material. Represent SBCEO effectively with external parties, such as vendors and school districts.

**Education and experience:** Possession of a high school diploma or GED. Completion of college coursework in accounting, business, or related field is preferred and two years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is 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. 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 repetitive lifting and carrying of 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

An Equal Opportunity Employer

Service & Leadership

## Seeks candidates for the position of **Administrator, Internal Services**

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

Promotional Only

Internal Services Administration  
Santa Barbara

Salary: \$127,779 - \$151,889 per year

**Apply by:** 11/18/2021

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

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

### **Ideal candidate:**

**The position:** Under the direction of the County Superintendent and Assistant Superintendent of Business and Data Processing, administers the County School Service Fund, prepares and monitors the budget, directs the procedures for payroll, employee benefits and other school claims; and makes recommendations to the County Superintendent and Assistant Superintendent of Business and Data Processing with respect to fiscal matters. Directs Internal Services, including Maintenance and Operations and Risk Management responsibilities. Performs special projects as assigned.

**Specific duties and responsibilities:** Prepares the budget, including recommendations; monitors the budget; approves expenditures; and prepares reports for the County Superintendent and Assistant Superintendent of Business and Data Processing and others, as directed. Advises the County Superintendent and Assistant Superintendent of Business and Data Processing on fiscal matters, including proposed legislation and the effects of enacted legislation. Meets with division administrators and others, as required to assist them in understanding the budget and their responsibilities for monitoring the program budgets in their divisions. Determines revenues and project costs for government mandated programs and special education, migrant education, ROP, juvenile court schools, direct services, and other programs. Coordinates the development of financial data for consideration by the outside auditor; coordinates activities between County Superintendent's Office and the outside auditor. Responsible for the preparation of financial reports, including administrative requests, revenue limit forms, special education program reports, and other special projects and special reports. Directs the Fiscal Services Department; directs the procedures for payroll, employee benefits and other school claims; assigns responsibilities for financial statement preparation and other regular duties expected in the department. Oversees the Maintenance and Operations Department directing the Manager in planning, organizing and performing internal operations. Serves as liaison to the Self Insurance Program for Employees (SIPE); works closely with the SIPE Safety Officer and provides other needed

services to the SIPE Fund. Designs, establishes, and implements the accounting system for the Fiscal Services Department; establishes accounting procedures to comply with legal requirements and the California School Accounting Manual, audit procedures, standard reports, and the daily activities and internal accounting controls. Responsible for the monitoring, auditing, and controlling of income and expense for special programs operated by the County Superintendent's Office; serves on committees, as directed; gathers data and prepares reports for periodic meetings on programs or subjects, as requested. Understands tax rolls, tax bases, and general taxation methods, as applied to school financing. Determines, evaluates, and projects cost revenues and government funding of activities and programs. Analyzes financial and accounting reports and statements and provides evaluation regarding trends and projections. Develops and monitors internal accounting controls. Selects, trains, supervises, and evaluates assigned personnel, providing sustained leadership and coordination for the staff. Meets with the Budget Committee of the County Board of Education and with the County Board of Education, as requested. Performs other senior administrative duties as assigned by the County Superintendent or Assistant Superintendent of Business and Data Processing. Perform other essential job-related duties as assigned.

## **REQUIREMENTS**

### **Knowledge:**

#### Knowledge and skills

Principles and practices of administration, training, and supervision. Reading, writing, and oral communication skills. Organization, policies, practices and operations of the Santa Barbara County Education Office. Applicable laws, regulations and policies affecting the Santa Barbara County Education Office. Legislative process and monitoring legislation as it affects the financial operation of the Santa Barbara County Education Office. Problem-solving techniques. Principles and practices of accounting, budgeting, and auditing. Principles and practices of fiscal management. Modern office practices, procedures and equipment including microcomputers.

#### Education and experience

A Bachelor's Degree from an accredited college or university with a major in accounting, business administration, public administration, or related field with significant course work in accounting and six years of increasingly responsible professional experience in accounting, auditing, budget analysis, business management, including two years of experience at a management level, preferably in a school or governmental setting.

**Abilities:** Reach logical conclusions, make high-quality decisions and set priorities. Administer and effectively direct the work of others. Communicate effectively through speech and writing. Manage a complex, technical organization. Establish and maintain effective working relationships with others. Plan and organize work, including that of others. Meet schedules and timelines. Maintain records and prepare reports. Train and supervise others. Work confidentially, with discretion. Develop, administer and monitor the budget of the County Superintendent. Analyze complex problems, systems and processes; develop and effect solutions. Develop and update internal controls. Evaluate reports and work of others.

**Education and experience:** A Bachelor's Degree from an accredited college or university with a major in accounting, business administration, public administration, or related field with significant course work in accounting and six years of increasingly responsible professional experience in accounting, auditing, budget analysis, business management, including two years of experience at a management level, preferably in a school or governmental setting.

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

**Working conditions:** Typical office environment; subject to driving to a variety of locations to conduct work.

**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

## Child Care Assistant

Part-Time: 75% 30 hours/week • 10 months/year

2 Floater positions - assist from site to site as needed

Early Care and Education - Lompoc  
Lompoc

Salary: \$15.57 - \$19.75 (hiring range; current top step \$21.81 hourly)

**Apply by:** 11/17/2021

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

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

**Ideal candidate:** You are a creative person with a basic knowledge of early childhood education who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

**The position:** Provides direct care to infant-to-preschool aged children and assistance at a school site or child care facility. Implements innovative, age- and developmentally appropriate, child-centered activities for infant to preschool-aged child care programs that may include parenting education for student parents. While care is custodial in nature, incumbents are required to facilitate developmental activities and parenting instruction.

**Specific duties and responsibilities:** Assists teachers by caring for and providing positive play and developmental experiences for infants to preschool aged children. May assist with supervision and training of student parents and in the activities connected with an infant care center (Cal-SAFE only). Assists with organizing specific activities such as, but not limited to, reading stories, basic arts and crafts, individual and group play and games. Assists in maintaining order by observing and focusing the activities and behaviors of the children in group activities using positive behavior intervention strategies. Assists teachers by instructing parents in developmentally appropriate practices in areas such as nutrition, hygiene, parenting skills, age-appropriate child development, and learning activities. Instructs parents and volunteers in hygiene-related tasks such as, but not limited to, cleaning and disinfecting cribs, furniture, and toys and other surfaces. Gives each parent and child individual and special attention each day. Responds to each child's particular needs and characteristics. Ensures that children receive equal attention in all activities. Assists in preparing developmental profiles and lesson plans. Prepares and organizes materials for children's activities. Plans and alternates activities to meet children's needs. Provides personal hygiene assistance to children, including changing diapers and assisting in sanitation and oral hygiene such as teeth brushing. Reports any signs of illness or distress observed in children. Assists in dealing with the situation, as appropriate. Assists with feeding of children. Performs light housekeeping to maintain rooms in a sanitary, safe, and

orderly manner. Supports the children and teachers to prepare and maintain the outdoor classroom. Helps maintain an esthetically pleasing environment by keeping it clean, organized, safe, and appropriately decorated. Engages in activities that support the operation and administration of the child care and adult food program. Performs other duties as assigned that support the overall objective of the position.

## **REQUIREMENTS**

**Knowledge:** Principles and practices of child guidance. Goals and objectives of an infant, toddler and preschool-aged child care program in a school district environment. Learning exercises and approaches that are appropriate for parents. Needs and behavior of infant, toddler, and preschool-aged children. Proper sanitization and sterilization methods. Safe handling of cleaning materials and disinfectants.

**Abilities:** Understand and follow teacher's instructions. Interact effectively with children, parents, and staff. Understand the needs and differences of children. Reach and engage children in activities. Balance emotional support and discipline in dealing with behavior problems. Demonstrate sensitivity to parents' needs and approach.

**Education and experience:** Completion of 6 semester units (or 9 quarter units) of early childhood education (ECE) curriculum. Applicants who have completed a minimum of 3 semester units (6 quarter units) in ECE and can demonstrate current enrollment in required coursework that will be successfully completed prior to the end of the probationary period may compete in the examination process. Some paid or volunteer experience working with students in a classroom setting or equivalent environment.

**Licenses and certificates:** Requires a current First Aid and child/infant CPR certificate. May require a valid California driver's license and insurance coverage as required by law

**Working conditions:** Work is performed indoors and outdoors with minimal safety hazards, yet some exposure to communicable diseases.

## **RECRUITMENT INFORMATION**

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Santa Maria Cal-SAFE

Santa Maria

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**Ideal candidate:** You are a creative person with a basic knowledge of early childhood education who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

**The position:** Provides direct care to infant-to-preschool aged children and assistance at a school site or child care facility. Implements innovative, age- and developmentally appropriate, child-centered activities for infant to preschool-aged child care programs that may include parenting education for student parents. While care is custodial in nature, incumbents are required to facilitate developmental activities and parenting instruction.

**Specific duties and responsibilities:** Assists teachers by caring for and providing positive play and developmental experiences for infants to preschool aged children. May assist with supervision and training of student parents and in the activities connected with an infant care center (Cal-SAFE only). Assists with organizing specific activities such as, but not limited to, reading stories, basic arts and crafts, individual and group play and games. Assists in maintaining order by observing and focusing the activities and behaviors of the children in group activities using positive behavior intervention strategies. Assists teachers by instructing parents in developmentally appropriate practices in areas such as nutrition, hygiene, parenting skills, age-appropriate child development, and learning activities. Instructs parents and volunteers in hygiene-related tasks such as, but not limited to, cleaning and disinfecting cribs, furniture, and toys and other surfaces. Gives each parent and child individual and special attention each day. Responds to each child's particular needs and characteristics. Ensures that children receive equal attention in all activities. Assists in preparing developmental profiles and lesson plans. Prepares and organizes materials for children's activities. Plans and alternates activities to meet children's needs. Provides personal hygiene assistance to children, including changing diapers and assisting in sanitation and oral hygiene such as teeth brushing. Reports any signs of illness or distress observed in children. Assists in dealing with the situation, as appropriate. Assists with feeding of children. Performs light housekeeping to maintain rooms in a sanitary, safe, and

orderly manner. Supports the children and teachers to prepare and maintain the outdoor classroom. Helps maintain an esthetically pleasing environment by keeping it clean, organized, safe, and appropriately decorated. Engages in activities that support the operation and administration of the child care and adult food program. Performs other duties as assigned that support the overall objective of the position.

## **REQUIREMENTS**

**Knowledge:** Principles and practices of child guidance. Goals and objectives of an infant, toddler and preschool-aged child care program in a school district environment. Learning exercises and approaches that are appropriate for parents. Needs and behavior of infant, toddler, and preschool-aged children. Proper sanitization and sterilization methods. Safe handling of cleaning materials and disinfectants.

**Abilities:** Understand and follow teacher's instructions. Interact effectively with children, parents, and staff. Understand the needs and differences of children. Reach and engage children in activities. Balance emotional support and discipline in dealing with behavior problems. Demonstrate sensitivity to parents' needs and approach.

**Education and experience:** Completion of 6 semester units (or 9 quarter units) of early childhood education (ECE) curriculum. Applicants who have completed a minimum of 3 semester units (6 quarter units) in ECE and can demonstrate current enrollment in required coursework that will be successfully completed prior to the end of the probationary period may compete in the examination process. Some paid or volunteer experience working with students in a classroom setting or equivalent environment.

**Licenses and certificates:** Requires a current First Aid and child/infant CPR certificate. May require a valid California driver's license and insurance coverage as required by law

**Working conditions:** Work is performed indoors and outdoors with minimal safety hazards, yet some exposure to communicable diseases.

## **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

## Clerical Assistant

Full-Time • 12 months/year

Bilingual required

Health Linkages - South county  
Santa Barbara

Salary: \$3,388 - \$4,300 per month (hiring range; current top step \$4,753)

**Apply by:** 11/28/2021

**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 **Coordinator, Student Information Systems**

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

Special Education Administration South

Santa Barbara

Salary: \$83,977 - \$99,822 per year

**Apply by:** 11/28/2021

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

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

**Ideal candidate:** You are able to master complex information systems and help other users achieve proficiency in using them. You are an effective leader who works with considerable independence and close attention to detail. You are an effective communicator and take pride in providing exceptional training and outstanding service. You are a skilled professional, a team player, and you consistently strive to do your best.

**The position:** Under general direction, provide leadership and expertise in the establishment, maintenance, modification, and administration of a variety of student information systems used by SBCEO and direct service districts; provide operational guidance and policy direction to SBCEO and direct service district colleagues to ensure data integrity and accuracy of reporting.

**Specific duties and responsibilities:** Function as a resource and internal expert for SBCEO and direct service school districts on a variety of student information systems. Develop policies for all system users related to the use, maintenance, and administration of student information systems. Attend all trainings and meetings related to such systems to stay current with evolving state and federal regulations; formulate and facilitate the implementation of changes to current practices to align with changes to state and federal reporting requirements; serve as liaison with local districts and internal departments regarding updates and changes to data collection requirements. Develop procedure manuals, flowcharts, PowerPoint presentations, and other materials to help users understand requirements, timelines, and data collection and reporting procedures of various systems; coordinate and facilitate training workshops for users on the requirements and updates of various systems; identify staff to be trained. Ensure security of student information system by establishing policies and procedures for controlling access to databases, creating new accounts for authorized users, and granting appropriate rights; confirm that SBCEO users review and adhere to rules governing user behavior. Review and validate data submitted to a variety of student information systems for completeness and reasonability; 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. Correlate and reconcile data relationships throughout the student information system and state and federal databases; identify, investigate, and resolve errors and discrepancies in a variety of student information systems used by SBCEO and direct service school districts; inform system users of errors or out-of-compliance items and collaborate with them to resolve discrepancies; edit and revise data after thorough reconciliation; certify the accuracy of data transmitted to the state on behalf of SBCEO 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; submit and review required data transmissions via batch or online; 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, submit reports, or provide data to staff conducting assessments, audits, and statistical tests of levels of service, academic outcomes, and student demographics. Serve as SBCEO liaison with Special Education Local Plan Area (SELPA) on student information system used for individualized education plans; provide status reports to SBCEO and district administrators. Serve as a primary point of contact for staff, administrators, and other stakeholders with regard to student and SBCEO program data; process legal documents such as requests from 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. Represent SBCEO on statewide data group (COE) meetings. Resolve student information system software and data communication issues, including the mapping of data from student information systems to state databases, and serve as liaison with software vendors for advanced troubleshooting; coordinates with SBCEO and district technical staff in planning system upgrades and maintenance. Compose and prepare a variety of correspondence, memoranda, policies and procedures, reports, and other documents. Perform related duties as assigned.

## **REQUIREMENTS**

**Knowledge:** Principles of database administration. Methods, procedures, and practices for information management in a computerized environment. Methods, procedures, and practices for statistical data analysis. Data collection and clean-up strategies. Applicable laws, codes, regulations, and procedures, including those related to data and personal information security. Modern office practices, procedures, and equipment. Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone etiquette. Email etiquette. Record-keeping practices. Standard office productivity software applications. Student and employee information systems and databases or comparable records-based information systems. Knowledge of CALPADS and student information systems used by school districts is desirable.

**Abilities:** Learn federal and state data collection procedures. Learn operations, policies, practices, and objectives of County Education Office and districts. Learn, apply, and explain rules, regulations, policies, and procedures related to student information systems. Navigate and interface with a variety of school and district data systems. Conduct queries and extract data from data systems and files. Achieve proficiency in data control procedures, reporting requirements, and other aspects of administering assigned student information system or database. Analyze available information, reach sound conclusions, and determine an appropriate course of action. Plan, organize, prioritize, and schedule work of self and others. Work independently and make sound decisions. Develop new and revised policies, work methods, and procedures. Coordinate work of district or SBCEO partners over whom one has no supervisory authority. Represent department and SBCEO effectively with internal and external contacts. 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. Exercise tact and diplomacy. Meet schedules and deadlines. Maintain confidentiality of files, records, and other sensitive material. Perform



arithmetic calculations

**Education and experience:** Education: Possession of a bachelor's degree in education, business, information systems, or other related field. Appropriate related experience may be substituted for the education requirement on a year-for-year basis.

Experience: Two years of experience administering databases, student information systems, or equivalent records-based information systems. Experience using CALPADS and/or experience in K-12 public education is preferred.

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

**Working conditions:** This classification 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 classification. An incumbent would not typically be 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 location:** 4400 Cathedral Oaks Road, Santa Barbara



# 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

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 - North County  
Santa Maria

Salary: \$19.89- \$25.27 per hour (hiring range; current top salary \$27.90 per hour)

**Apply by:** 12/1/2021

**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 and distribute written information in Spanish and English to parents and students on health and safety topics. Participate in the setup and implementation of health fairs for the purpose

of screening children for health concerns. With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services. Arrange health screenings and education for program participants with dental and medical practitioners. Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are linguistically, age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information; distributing information; and initiating contact for follow-up. Support health case management for children and families with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs and other services and resources. Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students. May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English. Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations. Develop materials for outreach and presentations in Spanish and English. May serve as a lead promotora, or community health worker, by recruiting, training, supporting, and delegating assignments to community health workers (promotoras) who assist with health promotion activities in a culturally and linguistically appropriate manner. Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents. Assist with planning and facilitation of meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs), Coalition in Support of Promotoras de Salud of Santa Barbara County, and other groups. Perform other related duties as assigned.

## **REQUIREMENTS**

**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**

**Examination:** The recruitment will be , . 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:**

**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

## Paraprofessional

Part-Time: 81.25% 32.5 hours/week • 10 months/year

32.50 hrs/wk

Montecito Union School

Salary: \$18.21 - \$25.57 per hour

**Apply by:** 11/28/2021

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

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

**Ideal candidate:** You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Office with integrity and professionalism.

**The position:** Assists teachers and staff in providing cognitive instructional, therapeutic, and/or medical support to students with severe and physical disabilities including students with multiple handicaps, emotional disturbance, and severe orthopedic, visual, or hearing impairments. Paraprofessionals are typically assigned to areas such as, but not limited to, special day class where students are severely handicapped and where therapeutic, and/or medical assistance training is required. Advancement potential exists from this position to specialized positions requiring additional training or assignment to specific environments such as those for incarcerated or probationary youth.

**Specific duties and responsibilities:** Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with severe disabilities. Works on an in-depth basis with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences. Interprets individualized education plans and teacher instructions. Assists students during classroom activities, lunch, physical education, and other school activities. Feeds students, dispenses medicines, and assists with personal hygiene. May perform suctioning, oral stimulation, and replenish of catheterized devices. Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services. Assists teachers by setting up work areas, and preparing motivational and decorative materials. Prepares and may develop age-grade appropriate instructional aids and exercises to support the curriculum being taught. Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives. Assist with implementation of special programs. Administers assessment instruments (spelling tests, etc.), scores objective tests and written papers, and

keeps appropriate records for teachers, including those on computerized student information and grading systems. Monitors classroom activities when a teacher is absent from the classroom. Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures. Develops and uses incentives as positive reinforcement. Maintains constant supervision of children. Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand discipline. Reports student academic, life skill, and behavior progress and performance to teachers. Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements in reading. Confers, as needed, with teachers, resource staff, and other school personnel concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students in assigned program. Arranges and participates in parent conferences. Assists special program administrative staff with the preparation and presentation of in service training sessions. Assists in organizing and participate in meetings to share information about special education programs. Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment. May coordinate services with job coaching or vocational advisors. Assures student safety. Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility. Loads students onto buses, therapeutic tables, and toilets. Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached. Prepares and maintains a variety of files and records for classroom or assigned program. Performs other duties as assigned that support the overall objective of the position.

## **REQUIREMENTS**

**Knowledge:** The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges. Requires working knowledge of the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of basic clerical and record keeping processes. Requires knowledge of special education programs. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to the special needs of students.

**Abilities:** Requires the ability to assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps. Requires the ability to assess the needs of individual students and develop instructional support techniques and materials to meet those needs. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and tests, and perform general clerical tasks. Requires the ability to assist students with developing independence and self- help skills. Requires the ability to make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers. May requires competency in a second language or basic competency in sign language. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers.

Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

**Education and experience:** The position requires a high school diploma and the ability to pass a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

**Licenses and certificates:** May require a valid California driver's license and insurance coverage required by law. May require a valid first aid card and/or certification in Crisis Prevention Intervention (CPI).

**Working conditions:** Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. Physical Abilities: Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature.

### **RECRUITMENT INFORMATION**

**Examination:** The recruitment will be Open Continuous, resulting in internal and external candidates being ranked according to final combined scores as a whole group. 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:** These positions are open to promotional applicants and the general public who meet minimum qualifications. If this is a Paraprofessional position, applicants must pass a written examination in Mathematics, English-Language Arts and Ability to Assist in Instruction as required by the State or provide transcripts with 48 or more semester units of higher education. New applicants who qualify are merged into the current eligibility list. Appointments shall be made from the top three ranks on the eligibility list.

**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: Communications Specialist , Full-Time

Rank	Application Number	Date Eligibility Expires
1	22554	05-10-2022
2	22679	05-10-2022
3	22637	05-10-2022
4	22640	05-10-2022

Number of applicants: 22

Number of applicants passed screening: 16

Number of performance/written exam attendees: 15

Number of oral exam attendees: 8

11-10-2021





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Susan C. Salcido, Superintendent of Schools

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### Dual Certification Eligibility List

Job Class: Director, Communications, Full-Time

Rank	Application Number	Date Eligibility Expires
	22410	04-29-2022
	22422	04-29-2022
	22565	04-29-2022
	22596	04-29-2022
	22600	04-29-2022

Number of applicants: 14

Number of applicants passed screening: 9

Number of performance/written exam attendees: N/A

Number of oral exam attendees: N/A

11-02-2021



## 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: Health Advocate - Bilingual, Full-time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	22595	05-01-2022
2	22492	05-01-2022

Number of applicants: 5

Number of applicants passed screening: 4

Number of performance/written exam attendees: 3

Number of oral exam attendees:

11-02-2021



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### Open Continuous Certification Eligibility List

Job Class: Senior Software Engineer, Full-Time, 100%, 40 hours/week,

Rank	Application Number	Date Eligibility Expires
1	22029	04-26-2022

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALRY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

4491.1 Initial Placement

- A. New employees shall normal be hired at the first step of the salary range for the class. In case of recruitment difficulties due to labor market conditions or eligibles with job-related qualifications significantly exceeding the minimum qualification for the class, the Superintendent or designee may employ personnel at any step in the salary range for the class.
- B. The initial salary placement at a higher step will be made upon the written recommendation of the program manager, approval of the Superintendent or designee, and verification by the Director, Human Resources

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976  
Date(s) Revised: March 31, 1994  
October 26, 2017

## AGENDA ITEM 12 - proposed changes tracked

### PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4491 APPLICATION OF SALARY SCHEDULES
- 4491.1 Initial Placement

- A. New employees shall ~~normal~~ be ~~hired placed in at the first step of~~ the salary range for the ~~classification into which they are being hired, that is commensurate with their education and experience and maintains pay equity with current incumbents,~~ in accordance with established policies. ~~Factors that may be considered in initial step placement include the new employee's education and experience, internal pay equity. In case of recruitment difficulties, and due to labor market conditions or eligibles with job related qualifications significantly exceeding the minimum qualifications for the class, the Superintendent or designee may employ personnel a new hire at any step in~~within the salary range for the class.
- B. ~~The i~~initial salary placement at a step higher ~~than the first step of the salary range will~~ may be made upon the written recommendation of the program manager, ~~approval concurrence~~ of the County Superintendent or designee, and ~~verification approval~~ by the Director, Human Resources.

#### Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

December 16, 2021 (pending approval)

## AGENDA ITEM 12 - proposed changes saved

### PERSONNEL – Series 4000

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4491.1 Initial Placement

- A. New employees shall be placed in the salary range for the classification into which they are being hired, in accordance with established policies. Factors that may be considered in initial step placement include the new employee's education and experience, internal pay equity, recruitment difficulties, and labor market conditions.
- B. Initial salary placement at a step higher than the first step of the salary range may be made upon the written recommendation of the program manager, concurrence of the County Superintendent or designee, and approval by the Director, Human Resources.

#### Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

December 16, 2021 (pending approval)

PERSONNEL COMMISSION ANNUAL REPORT, 2020-21

	2018-2019	2019-2020	2020-2021		2018-2019	2019-2020	2020-2021
<b>PERSONNEL ACTIONS</b>				<b>RECRUITMENT</b>			
<b>Appointments</b>				<b>Examinations</b>			
Probationary	29	27	23	Positions Announced	23	23	35
Management	2	4	3	Applications	411	537	651
Reemployments	1	3	2	Written Examinations	19	19	23
Reinstatements	1	2	2	Oral Examinations	20	24	22
<b>Changes</b>				Performance Examinations	0	0	0
Transfers	6	8	5	Qualification Appraisals	3	1	2
Reassignments	11	4	2	Eligibles Established	63	65	97
Out-of-Class Assignments	5	3	0	Eligibility Lists Established	20	24	34
Promotions	1	7	1	<b>Continuous Examinations</b>			
Reclassifications and Reallocations	30	10	5	Applications	111	167	34
Decreased Time in Lieu of Layoff	4	11	3	Oral Examinations	6	6	3
Displacement in Lieu of Layoff	0	2	0	Eligibles Established	29	25	8
Demotion Displacement In Lieu of Layoff	0	0	0	Eligibility Lists Established	6	6	5
Increase Time (Voluntary)	15	14	7				
Decreased Time (Voluntary)	1	1	2	<b>ACTIVE CLASSIFIED EMPLOYEES AS OF FISCAL YEAR END</b>			
<b>Separation</b>				CSEA Classified Employees	159	129	127
Resignations	21	10	25	Non-CSEA Classified Employees	121	111	108
Retirements	12	4	9	Classified Managers	23	27	23
Exhausted Leave	0	1	1				
Layoffs	3	12	1	<b>ACTIVE CLASSIFIED SUBSTITUTES AS OF FISCAL YEAR END</b>			
Terminations (probationary)	1	4	2	Classified Substitutes	91	82	50
Terminations (permanent)	0	0	0				
<b>OTHER ACTIONS</b>				<b>REEMPLOYMENT</b>			
New Classifications	5	1	11	Total Individuals	39	32	27
Revised Job Descriptions	8	7	3	Total Removed	7	5	16
Revised PC Rules	8	2	3				
				<b>PERSONNEL COMMISSION MEETINGS</b>			
					11	12	12



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### **Personnel Commission Resolution No. 2022-1**

#### **Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

**WHEREAS**, in response to the novel coronavirus (“COVID-19”) pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act (“Brown Act”) were followed; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

**WHEREAS**, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

**WHEREAS**, social distancing measures have been recommended by the Santa Barbara County Public Health Department to mitigate the spread of COVID-19; and

**WHEREAS**, the Santa Barbara County Education Office Personnel Commission is committed to open and transparent governance in compliance with the Brown Act; and

**WHEREAS**, the Santa Barbara County Education Office Personnel Commission is conducting virtual meetings by way of internet-based and/or telephonic services so as to allow members of the public to fully participate in meetings and offer public comment;

**NOW THEREFORE, BE IT RESOLVED**, by the Santa Barbara County Education Office Personnel Commission:

1. The Santa Barbara County Education Office Personnel Commission has reconsidered the circumstances of the State of Emergency and recognizes that the State of Emergency in the State of California continues to exist due to the COVID-19 pandemic;



2. The Santa Barbara County Education Office Personnel Commission recognizes that social distancing measures remain recommended by state and local officials;
3. The Santa Barbara County Education Office Personnel Commission authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).

**PASSED AND ADOPTED** by the Santa Barbara County Education Office Personnel Commission on **November 18, 2021**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA

COUNTY OF SANTA BARBARA

I, Amy R. Ramos, Secretary to the Personnel Commission, do hereby certify that the foregoing is a full and correct copy of a resolution duly passed and adopted by said Personnel Commission at a regularly called and conducted meeting held on said date:

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Director, Human Resources/  
Secretary to the Personnel Commission