



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

December 16, 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

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

4. Changes to the Agenda — None

5. Introduction of Classified HR Staff and 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 November 18, 2021

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

8. Organization of the Personnel Commission

Nomination and election of officers for calendar year 2022 was held in accordance with Personnel Commission Rule 4422.2.

The nominated slate was Carmen Jaramillo for Chair and Mike Ostini for Vice Chair.

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

9. Communications — None**10. Informational Items****a. Media Releases/Columns**

The County Superintendent of Schools made available a media release announcing that Allison Heiduk had been honored by the Rotary Club of Santa Barbara as the Fall 2021 Teacher of the Quarter

b. Legislative Update — None

The Director, Human Resources reported that HR continues to focus on implementation of AB 438, the new legislation impacting classified layoffs. She and the Assistant Superintendent have been collaborating with legal counsel to modify SBCEO's layoff notice template to comply with the new law. Once finalized, this template will be provided to local school districts as a service.

REGULAR BUSINESS**11. Informational Items****a. List of New Positions****b. Classified Personnel Report dated January 6, 2022****c. Position Announcements**

12. 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. Child Care Services Technician (Dual – North)
- vi. Child Care Services Technician (Dual – South)
- vii. Clerical Assistant (Dual – North)
- viii. Office Assistant (Dual – North)
- ix. Paraprofessional (Dual – South)
- x. Paraprofessional (Open Continuous – North)
- xi. School Occupational Therapist (Open Continuous – South)

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

b. Classification of Positions — None**c. Job Descriptions**

- i. Administrator, Internal Services

The Director, Human Resources recommended the revision of the job description, which had not been updated since 1994. No change in salary was proposed.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

- ii. Transitional Youth Education Advocate – Bilingual

The Director, Human Resources recommended the revision of this job description, including the minimum qualifications, to reflect updates to the job duties. No change in salary was proposed. The proposed revision to the job description for this represented classification had the support of CSEA.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

UNFINISHED BUSINESS

13. Revision of Merit System Rule – Presented for Second Reading

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

4491.1 Initial Placement

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

NEW BUSINESS

14. Scheduling of Special Meeting to Consider Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings

Pursuant to AB 361, the Director, Human Resources recommended the scheduling of a special meeting in January 2022 to consider the adoption of a resolution recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

There was a motion to approve a resolution to hold virtual PC meetings for the next 30 days and to hold a virtual special PC meeting on January 13, 2022 at 12:30 p.m. to consider whether to authorize virtual PC meetings for the next 30 days from that date.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

REPORTS

15. PERSONNEL COMMISSIONER REPORTS

Commissioner Pickavet plans to attend the CSPCA conference in March.

Commissioner Ostini had not finalized his plans yet for the CSPCA conference and stated he will follow up with the classified HR team.

Commissioner Jaramillo noted that early registration for the CSPCA conference had opened. She plans to attend the CSPCA conference. She thanked the classified HR team for all their work this year.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that the HR Department, including North County-based staff, had celebrated an in-person holiday luncheon the previous day.

She expressed her appreciation to the Commissioners for their work and collegiality. The Director also expressed thanks to Mari Baptista and Susan Salcido for their inspiring leadership, and to Tracie Cordero and Rachel Walsh for their work serving our employees and applicants. She noted that it had been a challenging year but that even with all the additional work created by the pandemic, we had made great strides towards achieving some longer-term goals, and stated that she was looking forward to achieving more great things in 2022.

She closed her report by showing a video produced by HR with support from Communications and departments that will be posted on the SBCEO website and in our social media feeds to encourage people to apply to be substitutes. She noted that this is the first in a planned series of videos.


17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:26 p.m. The next regularly scheduled meeting will be held on January 27, 2022 at 12:30 p.m., most likely by videoconference.



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



Gary Pickavet
Chair, Personnel Commission