



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

November 18, 2021 – 12:30 p.m.

LOCATION

As authorized by Assembly Bill 361 allowing local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act, the meeting was conducted by videoconference only. Login information for the meeting was included in the publicly posted agenda for any members of the public who wished to attend.

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

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

4. Changes to the Agenda — None

5. Introduction of Guests

HR staff present:

Mari Baptista, Assistant Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Rachel Walsh, Classified Human Resources Analyst

6. Public Comment — None

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

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

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

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

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

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

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

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS — None

NEW BUSINESS

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

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

13. Personnel Commission Annual Report, 2020-21

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

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

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

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

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

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

Commissioner Ostini had no PC-related items to report.

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

15. DIRECTOR, HUMAN RESOURCES REPORT

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

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

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

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

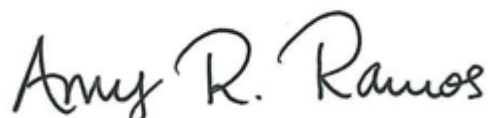
16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

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



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

Gary Pickavet
Chair, Personnel Commission



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

Nov 13 through Dec 10, 2021

Position #	Position Information
2354	Paraprofessional • Oakley Preschool • North County 27.00 hours per week • 10.00 months
2467	Technology Support Administrative Assistant • Information Technology Services • South County 40.00 hours per week • 12.00 months
2468	Paraprofessional • Oakley Preschool • North County 28.00 hours per week • 10.00 months Bilingual required
2469	Paraprofessional • Cold Spring School • South County 17.50 hours per week • 10.00 months

Santa Barbara County Board of Education

Classified Personnel Report

January 6, 2022

Appointments

Limited Term/Substitute

Herrera, Nicole
Student Worker • Partners In Education • Hope Center
• Hourly as needed
November 19, 2021

Probationary

Ayala, Gerardo
Health Advocate - Bilingual • Children and Family Resource Services • Hope Center
100% • 12 months
November 15, 2021

Gonzalez, Victor
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc
100% • 12 months
November 29, 2021

Herrera, Wendy
Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months
December 13, 2021

Riutort, Bianca
Student Information Specialist • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months
December 13, 2021

Sanchez Camarena, Maria
Technology Support Administrative Assistant • Information Technology Services • Cathedral Oaks
100% • 12 months
November 30, 2021

Valdovinos, Jennifer
Office Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
50% • 12 months
December 6, 2021

Reinstatement

Torres, Liliana
Paraprofessional • Special Education • Clarence Ruth Preschool
75% • 10 months
December 2, 2021

Changes

Anniversary Increase

Bishop-Sampanis, Barbara
Paraprofessional • Special Education • Montecito Union School
81.25% • 10 months
December 1, 2021

Bravo, Christina
Paraprofessional • Special Education • Chapel Head Start
35% • 10 months
December 1, 2021

Carrillo, Arlet
Child Care Assistant • Early Care and Education • Early Care and Education - Lompoc
75% • 10 months
December 1, 2021

Evans, Matthew
Reprographics Administrative Assistant • Communications • Reprographics
100% • 12 months
December 1, 2021

Krzyston, Jill
Payroll Technician • Internal Services • Payroll
100% • 12 months
December 1, 2021

Locke, Wilson
Benefits Technician • Human Resources • Benefits
100% • 12 months
December 1, 2021

Lopez Heredia, Rodrigo
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months
December 1, 2021

Montano, Amber December 1, 2021
Paraprofessional • Special Education • Ontiveros Preschool
75% • 10 months

Morales, Jennie December 1, 2021
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH
81.25% • 10 months

Reyes, Delfina December 1, 2021
Paraprofessional • Special Education • Infant Services, Lompoc
50% • 10 months

Differential - Add

Acheoual, Nancy December 1, 2021
Paraprofessional • Special Education • Robert Bruce Preschool
67.5% • 10 months
Specialized Health Care

Hidalgo, Monique December 2, 2021
Paraprofessional • Special Education • Los Padres Head Start
32.5% • 10 months
Specialized Health Care x 2

Munoz, Ramona December 1, 2021
Paraprofessional • Special Education • Robert Bruce Preschool
70% • 10 months
Specialized Health Care

Orozco Lopez, Maribel November 17, 2021
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
Bilingual

Quezada, Jacquelinne November 17, 2021
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
Bilingual

Rangel, Denae November 19, 2021
Paraprofessional • Special Education • Alice Shaw Elementary
77.5% • 10 months
Specialized Health Care

Longevity Increment

Fonceca, Ernestina December 1, 2021
Paraprofessional • Special Education • Cuyama Elementary School
81.25% • 10 months
30 years

Other

Snow, Crystal November 17, 2021
Educational Interpreter, American Sign Language, Waiver • Special Education • Righetti High School DHOH
40.625% • 10 months
Passed EIPA (ASL Interpreter exam)

Reemployment

Esparza, Carrie January 10, 2022
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months
From Central Ave. Preschool - reemployed into a bonafide position

Transfer

Rubio, Paloma January 11, 2022
Paraprofessional • Special Education • Oakley Preschool
70% • 10 months
From Taylor Preschool

Snow, Crystal November 29, 2021
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH
81.25% • 10 months
From #2131 Paraprofessional & #2139 Educational Interpreter ASL (Waiver)

Separation

Resignation

Gonzalez, James November 30, 2021
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months

Rodriguez, Brenda

January 21, 2022

Paraprofessional • Special Education • Ontiveros Preschool
75% • 10 months



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

Assist, coordinate, and implement health screenings and oral health programs for children and connect their families to resources.

Health Linkages - South County
Santa Barbara

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

Apply by: Open Until Filled

Apply online: 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 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.

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: 50% 20 hours/week • 10 months/year

Bilingual required, 20 hrs/wk

School Nurse, Santa Maria

Salary: \$19.03 - \$24.16 per hour (hiring range; current top step \$26.70 per hour)

Apply by: Open Until Filled

Apply online: 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 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.

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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Accounting Assistant, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	22967	06-08-2022
1	23039	06-08-2022
2	23041	06-08-2022

Number of applicants: 13

Number of applicants passed screening: 9

Number of performance/written exam attendees: 6

Number of oral exam attendees: 4

12-08-2021



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Promotional Certification Eligibility List

Job Class: Administrator, Internal Services, Full-time, 225 service days per year, 40 hours/week

Rank	Application Number	Date Eligibility Expires
	23031	12-10-2022

Number of applicants: 3

Number of applicants passed screening: 2

Number of performance/written exam attendees: 0

Number of oral exam attendees: 2

12-13-2021



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Dual Certification Eligibility List

Job Class: Child Care Assistant, Part-Time: 75% 30 hours/week

Rank	Application Number	Date Eligibility Expires
1	22799	06-06-2022

Number of applicants: 4

Number of applicants passed screening: 2

Number of performance/written exam attendees: 1

Number of oral exam attendees: 1

12-06-2021



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Dual Certification Eligibility List

Job Class: Child Care Assistant, Part-Time: 75% 30 hours/week

Rank	Application Number	Date Eligibility Expires
1	22749	06-06-2022
2	22811	06-06-2022
3	22964	06-06-2022

Number of applicants: 6

Number of applicants passed screening: 4

Number of performance/written exam attendees: 3

Number of oral exam attendees: 3

12-06-2021



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Dual Certification Eligibility List

Job Class: Child Care Services Technician, 2 - Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	22741	05-18-2022
2	22685	05-18-2022
3	22608	05-18-2022
4	22727	05-18-2022
5	22665	05-18-2022

Number of applicants: 8

Number of applicants passed screening: 7

Number of performance/written exam attendees: 5

Number of oral exam attendees: 5



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Child Care Services Technician, Full-Time

Rank	Application Number	Date Eligibility Expires
1	22754	05-22-2022
2	22735	05-22-2022

Number of applicants: 6

Number of applicants passed screening: 5

Number of performance/written exam attendees: 3

Number of oral exam attendees: 2

11-22-2021



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Clerical Assistant, Full-Time

Rank	Application Number	Date Eligibility Expires
1	22668	06-02-2022
1	22686	06-02-2022
2	22753	06-02-2022
3	22724	06-02-2022

Number of applicants: 9

Number of applicants passed screening: 9

Number of performance/written exam attendees: 8

Number of oral exam attendees: 4

12-02-2021



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Office Assistant, Part-Time: 50% 20 hours/week

Rank	Application Number	Date Eligibility Expires
1	22725	05-15-2022
2	22546	05-15-2022
3	22609	05-15-2022
4	22503	05-15-2022

Number of applicants: 5

Number of applicants passed screening: 5

Number of performance/written exam attendees: 4

Number of oral exam attendees:

11-15-2021



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Dual Certification Eligibility List

Job Class: Paraprofessional, Part-Time: 81.25% 32.5 hours/week

Rank	Application Number	Date Eligibility Expires
1	23022	06-09-2022
2	22980	06-09-2022

Number of applicants: 5

Number of applicants passed screening: 4

Number of performance/written exam attendees: 2

Number of oral exam attendees: 2

12-09-2021



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

Dual Certification Eligibility List

Job Class: Paraprofessional, Part-Time, North County

Rank	Application Number	Date Eligibility Expires
1	22922	06-09-2022

Number of applicants: 5

Number of applicants passed screening: 4

Number of performance/written exam attendees: 2

Number of oral exam attendees: 2

12-09-2021



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: School Occupational Therapist, Part-Time: 80% (32 hrs/wk)

Rank	Application Number	Date Eligibility Expires
1	22991	05-23-2022

**CLASS TITLE: ADMINISTRATOR, INTERNAL SERVICES
(Senior Management)**

BASIC FUNCTION:

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.

REPRESENTATIVE DUTIES:

1. 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.
2. Advises the County Superintendent and Assistant Superintendent of Business and Data Processing on fiscal matters, including proposed legislation and the effects of enacted legislation.
3. 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.
4. Determines revenues and project costs for government mandated programs and special education, migrant education, ROP, juvenile court schools, direct services, and other programs.
5. Coordinates the development of financial data for consideration by the outside auditor; coordinates activities between County Superintendent's Office and the outside auditor.
6. Responsible for the preparation of financial reports, including administrative requests, revenue limit forms, special education program reports, and other special projects and special reports.
7. 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.
8. Oversees the Maintenance and Operations Department directing the Manager in planning, organizing and performing internal operations.
9. 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.

10. 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.
11. 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.
12. Understands tax rolls, tax bases, and general taxation methods, as applied to school financing.
13. Determines, evaluates, and projects cost revenues and government funding of activities and programs.
14. Analyzes financial and accounting reports and statements and provides evaluation regarding trends and projections.
15. Develops and monitors internal accounting controls.
16. Selects, trains, supervises, and evaluates assigned personnel, providing sustained leadership and coordination for the staff.
17. Meets with the Budget Committee of the County Board of Education and with the County Board of Education, as requested.
18. Performs other senior administrative duties as assigned by the County Superintendent or Assistant Superintendent of Business and Data Processing.
19. Perform other essential job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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.

ABILITY TO:

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.

LICENSE AND OTHER REQUIREMENTS:

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.

APPROVED BY PERSONNEL COMMISSION: January 26, 1994



ADMINISTRATOR, INTERNAL SERVICES - DRAFT

Reports to: County Superintendent of Schools and Assistant Superintendent, Administrative Services

Division: Administrative Services

Our ideal candidate

You are an excellent and visionary leader with many years of experience in roles of responsibility and independence, preferably in the field of accounting or school finance. You take pride in your programs and strive for excellence. You have a track record of success in fiscal and budget management. You handle and manage multiple projects to meet timelines and deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You lead, encourage, and assess employees well, with an eye toward their development and success. You are an excellent communicator, both orally and in writing.

General description

Under administrative direction, administers the County School Service Fund; prepares and monitors the SBCEO budget; directs the procedures for payroll, finance, and school claims; and makes recommendations to the County Superintendent of Schools and Assistant Superintendent, Administrative Services with respect to fiscal matters. Leads the Internal Services Department, including the Fiscal Services, Maintenance and Operations, and Risk Management functions. Performs or coordinates special projects as assigned.

Specific duties and responsibilities

1. Directly or through subordinates: oversees the preparation and monitoring of the SBCEO budget; analyzes financial and accounting reports and statements and makes recommendations based on trends and projections; approves expenditures; and prepares reports for the County Superintendent of Schools and Assistant Superintendent, Administrative Services and others.
2. Advises the County Superintendent of Schools and Assistant Superintendent, Administrative Services on fiscal matters, including the fiscal impact of proposed and enacted legislation.
3. Provides support to division administrators and others in understanding the budget process and their responsibilities for managing the program budgets in their divisions.
4. Determines, evaluates, and oversees revenues and project costs for government-mandated programs and special education, early care and education, career and technical education, juvenile court and community schools, and other programs.
5. Coordinates the development of financial data for review by outside auditors and serves as the primary liaison between SBCEO and outside auditors.
6. Directly or through subordinates, prepares financial reports, including but not limited to administrative requests, Local Control Funding Formula calculations, special education program reports, financial statements, and special project reports.
7. Directs Fiscal Services; oversees the daily activities and procedures for payroll, budget, finance, risk management, and other school claims.
8. Oversees the Maintenance and Operations area, directing the Manager in planning, organizing and performing facilities maintenance, construction, and repair.



ADMINISTRATOR, INTERNAL SERVICES - DRAFT

9. Serves as Fiscal Agent liaison to the Self Insurance Program for Employees (SIPE); works closely with the SIPE Safety Officer and provides other needed services to the SIPE board.
10. Designs, establishes, and implements the accounting system for the Fiscal Services; establishes accounting and audit procedures, standard reports, and internal accounting controls to comply with legal requirements and the California School Accounting Manual.
11. Responsible for the monitoring, auditing, and controlling of income and expense for programs operated by the County Superintendent's Office; serves on committees, as directed; gathers data and prepares reports for periodic meetings on programs or specific subjects, as requested.
12. Selects and trains staff; assigns and reviews work; establishes performance goals and standards; provides coaching and leadership development to subordinate managers; supports managers in creating and sustaining high-performance teams.
13. Provides professional staff support to the County Board of Education and its committees, including budget presentations and fulfillment of statutory requirements.
14. Perform other essential job-related duties as assigned.

Requirements

Education: 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.

Experience: Six years of increasingly responsible professional experience in accounting, auditing, budget analysis, or business management, including two years of experience at a management level, preferably in a school or governmental setting.

Possession of a master's degree in public or business administration or related field, or a related professional certification (such as CASBO Chief Business Official), may be substituted for some of the education or experience requirements listed above.

Knowledge of:

- Principles and practices of public administration and budget and fiscal management.
- Generally Accepted Accounting Principles.
- Generally Accepted Auditing Standards.
- California School Accounting Manual.
- Public school financing, including tax rolls, tax bases, and general taxation methods.
- Principles and practices of supervision, management, and leadership.
- Standard written and spoken English.
- Standard office productivity software.
- Organization, policies, practices and operations of the Santa Barbara County Education Office.

ADMINISTRATOR, INTERNAL SERVICES - DRAFT

- Applicable laws, regulations and policies affecting the Santa Barbara County Education Office.
- Legislative process.

Ability to:

- Gather and analyze data, reach logical conclusions, make sound decisions, and set priorities.
- Administer and effectively direct the work of others.
- Lead a complex and diverse department and large staff.
- Establish and maintain effective working relationships with others.
- Plan and organize work of self and others.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Train, supervise, and evaluate others.
- Work confidentially, with discretion.
- Identify and implement solutions to problems.
- Develop and update internal controls.
- Communicate effectively, both orally and in writing.
- Research, write, and present reports.
- Perform varied and complex administrative duties with frequent interruptions.
- Initiate, plan, and execute projects.
- Make public presentations to a wide variety of stakeholders.
- Formulate and articulate complex ideas and concepts to a variety of audiences.
- Work independently as well as collaboratively.
- Lead effectively to accomplish goals and consistently meet timelines.
- Operate a computer and other office equipment and related software programs.

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

This position 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 position. This position is not typically exposed to significant safety hazards.

The work of this position is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening, weekend meetings, and events is also required.



ADMINISTRATOR, INTERNAL SERVICES - DRAFT

Management salary range 31

Approved by the Personnel Commission:

January 26, 1994

Revised:

December 16, 2021 (*pending approval*)

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

TRANSITIONAL YOUTH EDUCATION ADVOCATE – BILINGUAL

Basic Function

Assists migrant youth, foster youth, homeless youth, and/or youth involved in the juvenile justice system in transitioning from full-time work, juvenile detention facilities, probation within the juvenile justice system, foster youth placement and/or homeless and emergency shelters to appropriate educational placement.

Respond to requests for service from probation officers, schools, students, social service agencies and non profits and parents and families.

Compile and review students' educational records and inform appropriate agency, school and/or school districts of student's academic needs.

Under guidance of program supervisor, meet with students to review a broad range of academic progress and administer academic and/or vocational assessment tests.

Inform juvenile probation officers, social workers, mental health practitioners, and other participants in youths' system of care regarding students' educational rights.

Accompany students to appointments related to school or college enrollment; assist students with applying for financial aid and obtaining any other academic or vocational services.

Provide supplemental educational tutoring.

Assist youth in achieving long-term stability and self-reliance upon emancipation from foster care and juvenile justice system as appropriate.

Research resources available in the community that may be utilized to meet students' needs.

Perform record keeping, data entry, and reporting of services provided and student outcomes that are in compliance with state and federal requirements.

Provide support, identification and recruitment of youths that may include home visits.

Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills

The position requires basic knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires basic knowledge of the subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual studies. Requires knowledge of juvenile court system, including both dependency and delinquency processes; children's system of care for homeless/at-risk/foster youth; educational and transitional services. Requires knowledge and sensitivity to diverse cultural communities and needs. Requires knowledge of clerical and record

keeping processes; writing techniques; English usage, grammar, spelling, punctuation, and vocabulary. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in informal settings, exercise patience when conveying information, and demonstrate sensitivity to the special needs of students. May require knowledge of and competency in a second language.

Abilities

Provides education support to foster youth, homeless youth, and youth involved in the juvenile justice system, and their families, including linkage to community resources, support and advocacy. Work cooperatively with school site staff, school district administrators, community-based organizations, and public agencies. Organize, plan, and work cooperatively on projects involving staff/volunteers to achieve goals and objectives. Compose correspondence and written materials independently; edit and proofread documents; work independently. Perform varied, complex administrative support tasks. Prioritize duties; meet all schedules and time lines. Maintain strict confidentiality in all aspects of work. Establish and maintain effective, cooperative working relationships with various SBCEO staff members, school site and district staff persons, volunteers, public agencies, community members, and organizations.

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. Requires two years of experience in a responsible, administrative support position, including one year working with locally based foundations, non-profits and/or community organizations, or one year's experience working with student at-risk populations.

Physical Abilities

Requires the ability to perform indoors in a home, or other non-school site environment and some outdoor activities but mainly engaged in work of primarily a sedentary nature. 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, 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 parents and students, and to operate personal computers.

LICENSES AND CERTIFICATES

Requires a valid California drivers license and insurance coverage required by law.

WORKING CONDITIONS

Work is primarily performed indoors and may include some outdoor activities that have minimal exposure to health and safety considerations. Incumbent will travel to different sites/locations within the county.

APPROVED BY PERSONNEL COMMISSION: October 25, 2007.

REVISED BY PERSONNEL COMMISSION: December 20, 2007



TRANSITIONAL YOUTH EDUCATION ADVOCATE — BILINGUAL (DRAFT)

Reports to: Transitional Youth Services Manager

Division: Educational Services

Our 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.

General description

Provides systems of educational support for youth in foster care, experiencing homelessness, and/or involved in the juvenile justice system, and their families, including linkage to community resources, support and advocacy.

Specific duties and responsibilities

- Compile and review individual student's educational records and inform appropriate agency, school and/or school district of student's academic needs.
- Independently and in response to requests for support, coordinate and facilitate meetings with individual students and their parents/guardians, probation officers, social workers, mental health practitioners, and other participants in youths' system of care to clarify the student's educational rights, review academic progress, and determine need for services, in order to determine what is in the student's best interest for educational placement.
- Assist students in completing financial aid forms and gaining admission to post-secondary education and/or vocational training.
- Research resources available in the community that may be utilized to meet students' needs; supports students and families in accessing community and educational resources.
- Perform record-keeping, data entry, and reporting of services provided and student outcomes.
- Performs other related duties as assigned.

Requirements

Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in education, psychology, administration of justice, social work, or related field. Possession of an associate's degree in a related field is desirable. Additional relevant experience may substitute for post-secondary coursework.

Experience: One year of experience providing educational services, instructional support, social services, or community resource and referral to at-risk (at-risk) students or families is required. Experience working with students in foster care, experiencing homelessness, or involved in the juvenile justice system is preferred.

TRANSITIONAL YOUTH EDUCATION ADVOCATE — BILINGUAL (DRAFT)

Knowledge of:

- Principles and practices of age-appropriate child development and guidance applicable for an educational setting.
- Juvenile court system, including both dependency and delinquency processes.
- System of care for youth in foster care, experiencing homelessness, and/or involved in the juvenile justice system.
- Educational and transitional services and community resources available for students and families.
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures, and equipment.
- Telephone and email etiquette.
- Record-keeping practices.
- Standard office productivity software applications, including spreadsheets.

Skill in:

- Presenting information in group settings in a culturally and linguistically appropriate manner.
- Cultural competency with populations served.

Ability to:

- Plan, organize, prioritize, and schedule work.
- Work independently as well as collaboratively.
- Make sound decisions within appropriate limits of authority.
- Analyze available information and determine an appropriate course of action.
- Interpret, explain, and apply laws, regulations, rules, and policies.
- Coordinate work of district or SBCEO partners over whom one has no supervisory authority.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Compose correspondence and written materials independently.
- Edit and proofread documents.
- Establish and maintain effective working relationships with others.
- Meet schedules and deadlines.
- Maintain confidentiality of files, records, and other sensitive material.
- Learn operations, policies, practices, and objectives of SBCEO and assigned program.
- Operate a computer and other office equipment and related software programs.
- Document work activity.
- Perform data entry and file maintenance.
- Learn to use student information systems and databases.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.
- Exercise tact and diplomacy in interactions with others.
- Represent SBCEO and program participants effectively.



TRANSITIONAL YOUTH EDUCATION ADVOCATE — BILINGUAL (DRAFT)

Licenses and certificates

Possession of a valid California Class C driver's license, insurance as required by law, and the use of a dependable automobile are required.

Working conditions

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 lifting and carrying heavy objects, crawling, or stooping - is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and provide service to students and families, is required. Occasional overnight travel may be required.

Series

Instructional

Salary range 60

Approved by the Personnel Commission:

October 25, 2007

Revised:

December 20, 2007

December 16, 2021 (pending approval)

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 13 - proposed revision, 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 13 - proposed revision,
changes saved**

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 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)