



**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.

**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**

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.

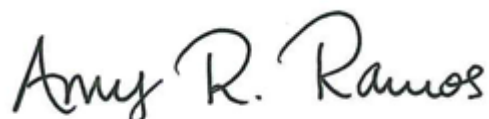
#### **17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

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.



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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  
PERSONNEL COMMISSION**

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

**SPECIAL MEETING**

January 13, 2022 – 12:30 p.m.

**LOCATION**

Assembly Bill 361 allows local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act. In addition, Santa Barbara County Public Health officials have declared teleconferencing for public meetings “an effective and recommended social distancing measure.” Therefore, this special meeting on January 13, 2022 of the Personnel Commission was conducted by videoconference.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Carmen Jaramillo called the meeting to order at 12:31 p.m.

**2. Roll Call**

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, 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 — None**

**5. Introduction of Classified HR Staff and Guests**

Staff and members of public present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

**6. Public Comment — None**

**7. Action Item**

In accordance with AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2022-2 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

Approved as amended to correct the Resolution number to 2022-3.

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

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:45 p.m. The next regularly scheduled meeting will be held on January 27, 2022 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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Carmen Jaramillo  
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

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**Dec 11, 2021 through Jan 21, 2022**

<b>Position #</b>	<b>Position Information</b>
2470	Transitional Youth Education Advocate - Bilingual • Transitional Youth • South County 40.00 hours per week • 12.00 months
2473	Transitional Youth Education Advocate - Bilingual • Transitional Youth • North County 40.00 hours per week • 12.00 months



Santa Barbara County Board of Education

Classified Personnel Report

February 3, 2022

**Appointments**

*Limited Term/Substitute*

Abajian, Samantha Student Worker/Tutor • Partners In Education • Hope • Hourly as needed	January 18, 2022
Alvarado-Luna, Gabriela Paraprofessional • Special Education • Various Sites • Hourly as needed	January 10, 2022
Arias Zarate, Karen Student Worker/Tutor • Partners In Education • Hope • Hourly as needed	January 18, 2022
Birkholz, Mandy Paraprofessional • Special Education • Various Sites • Hourly as needed	January 12, 2022
Gonzalez Romero, Caroline Student Worker • Partners In Education • Hope Center • Hourly as needed	January 18, 2022
Gonzalez Valdovinos, Bernardo Student Worker/Tutor • Partners In Education • Hope • Hourly as needed	January 18, 2022
Hallett, Elizabeth Student Worker • Partners In Education • Hope Center • Hourly as needed	January 18, 2022
Maldonado-Gomez, Ana Child Care Assistant • Early Care and Education • Various Sites • Hourly as needed	January 6, 2022

Pacheco, Maria January 18, 2022  
Paraprofessional • Special Education • Various Sites  
• Hourly as needed

Romero Encinas, Paulina January 18, 2022  
Student Worker/Tutor • Partners In Education • Hope  
• Hourly as needed

Sevilla, Patricia December 21, 2021  
Paraprofessional • Special Education • Various Sites  
• Hourly as needed

***Probationary***

Adam, Allison January 10, 2022  
Communications Specialist • Communications • Communications  
100% • 12 months

Barajas-Rodriguez, Carolina January 10, 2022  
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months

Cadena Jr., Juan January 3, 2022  
Senior Software Engineer • Information Technology Services • Information Technology Services  
100% • 12 months

Garcia , Carlos January 24, 2022  
Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE  
75% • 10 months

Hart, Alexander January 20, 2022  
Accounting Assistant • Internal Services • Accounting - Fiscal Services  
100% • 12 months

Kephart, Mackenzie January 4, 2022  
Paraprofessional • Special Education • Montecito Union School  
81.25% • 11 months

Lauridsen, Taylor January 10, 2022  
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months

Martinez, Nancy January 18, 2022  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County  
100% • 12 months

**Changes**

***Anniversary Increase***

Cordero, Tracie January 1, 2022  
Classified Human Resources Specialist • Human Resources • Classified Human Resources Staff  
100% • 12 months

Delgadillo, Fabian January 1, 2022  
Paraprofessional • Special Education • Speech/Language Services, McClelland  
75% • 10 months

Filomia, Andres January 1, 2022  
Paraprofessional • Special Education • Hollister School Elementary  
81.25% • 10 months

Garcia, Carmen January 1, 2022  
Child Care Assistant • Early Care and Education • Lompoc Cal-SAFE  
75% • 12 months

La Riba, Walter January 1, 2022  
Information Technology Support Specialist - Bilingual • Partners In Education • Cathedral Oaks  
100% • 12 months

Mercier, Shannon January 1, 2022  
Paraprofessional • Special Education • Montecito Union School  
81.25% • 10 months

Sagrero, Maria January 1, 2022  
Administrative Assistant • Internal Services • North County Office  
100% • 12 months

Salazar, Eulogio January 1, 2022  
Custodian/Delivery Driver • Internal Services • Operations South  
100% • 12 months

***Differential - Add***

Baro, Jose August 12, 2021  
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  
87.5% • 10 months  
FI.PAC

Rubio, Paloma January 13, 2022  
Paraprofessional • Special Education • Oakley Preschool  
70% • 10 months  
Specialized Health Care

***Increased Time (Voluntary)***

Dal Bon, Darnyl January 3, 2022  
Office Assistant • Children and Family Resource Services • Health Linkages Administration  
75% • 12 months  
From .725

Filomia, Andres September 16, 2021  
Paraprofessional • Special Education • Hollister School Elementary  
87.5% • 10 months  
From .8125

Ventura, Meredith January 18, 2022  
Program Associate • Children's Creative Project • Children's Creative Project  
60% • 12 months  
From .475

***Probation to Permanent***

Gomez Suarez, Isaac January 1, 2022  
Custodian • Internal Services • Operations North  
37.5% • 12 months

Harris, Debora January 1, 2022  
Child Care Services Technician • Early Care and Education • Early Care and Education - Lompoc  
100% • 12 months

Orozco Lopez, Maribel January 1, 2022  
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months

***Promotion***

Inda-Orozco, Maria February 1, 2022  
Clerical Assistant • Children and Family Resource Services • Health Linkages - South County  
100% • 12 months

**Separation**

***Resignation***

Barraza Cardoza, Martha January 19, 2022  
Child Care Assistant • Early Care and Education • Young Learners State Preschool  
75% • 10 months  
Accepted a Certificated position

Meehan, Aileen January 28, 2022  
Training and Development Assistant • Teacher Induction Program • Teacher Induction Program  
100% • 12 months

Vaj, Hnub January 14, 2022  
Paraprofessional • Special Education • Central Avenue Preschool  
70% • 10 months  
Accepted a Certificated position



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

## Seeks candidates for the position of Transitional Youth Education Advocate - Bilingual

Full-Time • 12 months/year

Serving youth experiencing homelessness, in foster care, and/or involved in the juvenile justice system. Position is grant funded through June 2024 and may continue based on available funding.

Santa Barbara

Salary: \$18.21 - \$23.16 per hour (hiring range; current top step \$25.57)

**Apply by:** 2/9/2022

**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:** 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

#### Knowledge:

- 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.

### **Abilities:**

- 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

### **Education and experience:**

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.

**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.

### **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





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**The position:** 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

#### Knowledge:

- 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.
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- 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

### **Education and experience:**

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.

**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.

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these positions. These positions are not typically exposed to significant safety hazards.

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### **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:** 402 Farnel Road, Santa Maria



## Santa Barbara County Education Office

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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: Clerical Assistant, Full-Time

Rank	Application Number	Date Eligibility Expires
1	23105	06-06-2022
2	23106	06-06-2022

Number of applicants: 4

Number of applicants passed screening: 4

Number of performance/written exam attendees: 4

Number of oral exam attendees: 2

01-10-2022



## Personnel Commission

### JOB DESCRIPTION

#### TRANSITIONAL YOUTH EDUCATION ADVOCATE — BILINGUAL

**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**

**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**

**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**

<i>Approved by the Personnel Commission:</i>	October 25, 2007
<i>Revised:</i>	December 20, 2007
	December 16, 2021



*Personnel Commission*

JOB DESCRIPTION

**YOUTH SUPPORT AND SERVICE SPECIALIST — BILINGUAL (DRAFT)**

Deleted: TRANSITIONAL  
Deleted: EDUCATION ADVOCATE

**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.





## Personnel Commission

### JOB DESCRIPTION

#### **YOUTH SUPPORT AND SERVICE SPECIALIST — BILINGUAL (DRAFT)**

Deleted: TRANSITIONAL

Deleted: EDUCATION ADVOCATE

#### **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:**

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- Cultural competency with populations served.

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*Personnel Commission*

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*Approved by the Personnel Commission:* October 25, 2007  
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October 25, 2007

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January 27, 2022 (*pending approval*)

Account Object Code	2021/22 Adopted Budget	2021/22 Revised Budget	2021/22 Actuals with Encum	2021/22 Rev Budget -Actuals	2021/22 Actuals /Rev Budget
<b>Fund 01 - General Fund/County School Ser</b>					
<b>Expense</b>					
2300 Class Admin Sal	135,610	137,604	137,604		100.00 %
2400 Cler/Office Sal	136,331	141,082	140,362	720.15	99.49 %
2430 Extra Hours/OT	3,000	3,000		3,000.00	
2440 Substitutes	3,000	5,608	5,636	27.80-	100.50 %
<b>Total for Object 2000</b>	<b>277,941</b>	<b>287,294</b>	<b>283,602</b>	<b>3,692.35</b>	
3200	63,351	64,205	63,517	688.06	98.93 %
3300	4,158	4,601	4,534	67.30	98.54 %
3400	122,511	89,641	94,321	4,680.10-	105.22 %
3500	138	1,422	1,407	14.84	98.96 %
3600	3,976	4,461	4,403	57.77	98.70 %
<b>Total for Object 3000</b>	<b>194,134</b>	<b>164,330</b>	<b>168,182</b>	<b>3,852.13-</b>	
4300 Supplies	200	200		200.00	
4340 Tangible Dev	400	400		400.00	
4350 Office Supply	3,140	3,140	1,143	1,997.28	36.39 %
<b>Total for Object 4000</b>	<b>3,740</b>	<b>3,740</b>	<b>1,143</b>	<b>2,597.28</b>	
5200 Travel	9,000	9,000	1,733	7,266.57	19.26 %
5300 Dues/Membership	5,650	5,650	3,813	1,837.00	67.49 %
5610 Rntl Les w/o Op	1,300	1,300	1,300		100.00 %
5630 Repairs	200	200		200.00	
5640 Computer Repr	500	500	99	401.00	19.80 %
5650 Maint Agreemnts	700	700	700		100.00 %
5710 Inter Prg Trans	400	400		400.00	
5720 Postage	50	50	1	49.49	1.02 %
5730 Printing/Dupl	1,400	1,400	528	872.25	37.70 %
5740 Computer Suppt	710	740		740.00	
5800 Prof Consulting	7,400	7,321	2,444	4,877.00	33.38 %
5810 Contract Servs	5,000	5,000		5,000.00	
5830 Advertisement	3,000	3,000	2,550	450.00	85.00 %

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2022, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

Account Object Code	2021/22 Adopted Budget	2021/22 Revised Budget	2021/22 Actuals with Encum	2021/22 Rev Budget -Actuals	2021/22 Actuals /Rev Budge
<b>Fund 01 - General Fund/County School Ser (continued)</b>					
<b>Expense (continued)</b>					
5850 Consultant Cont	2,500	2,500		2,500.00	
5930 Postge,Rfl Mtrs		49	48	.72	98.53 %
<b>Total for Object 5000</b>	<b>37,810</b>	<b>37,810</b>	<b>13,216</b>	<b>24,594.03</b>	
<b>Total for Org 061, Fund 01 and Expense accounts</b>	<b>513,625</b>	<b>493,174</b>	<b>466,142</b>	<b>27,031.53</b>	



# Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307  
 Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

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## **Personnel Commission Resolution No. 2022-4**

### **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 **January 27, 2022**, 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