



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
June 30, 2022 – 12:30 p.m.

AGENDA

If you need special assistance to participate in the meeting or need this agenda provided in an accessible alternative format, please contact the Human Resources office to help us comply with the Americans with Disabilities Act. Notification at least 48 hours prior to the meeting will assist the Director, Human Resources in making suitable arrangements.

Persons wishing to address the Personnel Commission may complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the end of the public comment period. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. Speakers who need more time may submit written comments.

SPECIAL NOTE

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, the June 30, 2022 Personnel Commission meeting will be conducted by videoconference.

To Connect to the Meeting Online

Link:

<https://us06web.zoom.us/j/85337424855?pwd=OGViUWpTeTh4cE11YINZVnBBRmQwZz09>

Meeting ID: 853 3742 4855

Passcode: hZLY7C

To Dial In to the Meeting by Phone

Telephone Number: (253) 215-8782

Meeting ID: 853 3742 4855

Passcode: 620813

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**
- 7. Approval of Minutes**
 - a. Minutes of Regular Meeting Held May 26, 2022**
(Attachment)

MOVED: SECONDED: VOTE:
 - b. Minutes of Special Meeting Held June 17, 2022**
(Attachment)

MOVED: SECONDED: VOTE:
- 8. Communications — None**
- 9. Informational Items**
 - a. Media Releases/Editorials**
Available for review from the County Superintendent of Schools.
 - b. Legislative Updates**
Available for review from the Director, Human Resources.

REGULAR BUSINESS

- 10. Informational Items**
 - a. List of New Positions**
(Attachment)
 - b. Classified Personnel Report dated July 7, 2022**
(Attachment)

c. Position Announcements
(Attachments)

- i. Administrative Assistant, Superintendent’s Office (Dual – South)
- ii. Alternative Payment Program Supervisor (Promotional – North)
- iii. Braille Transcriber (Dual – North)
- iv. Office Assistant (Dual – South)
- v. Paraeducator (Open Continuous – South)

11. Action Items

a. Ratification of Eligibility Lists
(Attachments)

- i. Child Care Assistant (Open Continuous – North (Lompoc))
- ii. Health Advocate – Bilingual (Open Continuous – South)
- iii. Health Advocate – Bilingual (Open Continuous – North)
- iv. Office Assistant (Dual – South)
- v. Paraeducator (Open Continuous – North)
- vi. Paraeducator (Open Continuous – South)
- vii. Vocational Assistant (Open Continuous – North)

MOVED:

SECONDED:

VOTE:

iv. Proposed reclassification of one position identified in the Administrative Support Series

The Director recommends that a single position currently classified as Administrative Assistant be reclassified to Senior Administrative Assistant, with an effective date of 7/1/2022. This position is in the Early Care and Education program and this recommendation has the support of the Assistant Superintendent, Educational Services.

MOVED: SECONDED: VOTE:

v. Proposed reclassification of one position identified in the Administrative Support Series
(Attachment)

The Director recommends that a single position currently classified as Senior Administrative Analyst be reclassified to the proposed new classification of Administrative Support Supervisor (draft job description attached), with an effective date of 7/1/2022. The recommendation is to establish the new classification and reclassify the employee into the new classification. This recommendation has the support of the Assistant Superintendent, Curriculum & Instruction.

MOVED: SECONDED: VOTE:

c. Job Descriptions
(Attachments)

- i. The Director, Human Resources recommends revisions to the following job descriptions to reflect SBCEO's participation in the DMV Government Employer Pull Notice Program:

- A. Custodian
- B. Custodian/Delivery Driver
- C. Custodian/Maintenance Worker
- D. Delivery Specialist I
- E. Delivery Specialist II
- F. Lead Custodian/Maintenance Worker
- G. Paraeducator
- H. Vocational Assistant

Revisions to job descriptions A-F have the support of the Assistant Superintendent, Administrative Services. Revisions to job descriptions G-H have the support of the Assistant Superintendent, Special Education and CSEA.

MOVED: SECONDED: VOTE:

- ii. The Director, Human Resources recommends a revision in the job description and title for Paraprofessional, Behavioral Intervention. No change to the salary range is proposed. The proposed revision and title change have the support of the Assistant Superintendent, Special Education and CSEA.

MOVED: SECONDED: VOTE:

UNFINISHED BUSINESS — None

NEW BUSINESS

- 12. Consideration of Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings (Attachment)**

Pursuant to AB 361, the Personnel Commission may adopt PC Resolution 2023-1 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED: SECONDED: VOTE:

- 13. Change of Personnel Commission Meeting Date**
The Director, Human Resources requests a change in the September Personnel Commission meeting date to September 15.

MOVED: SECONDED: VOTE:

REPORTS

- 14. PERSONNEL COMMISSIONER REPORTS**
- 15. DIRECTOR, HUMAN RESOURCES REPORT**
- 16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, July 28, 2022, at 12:30 p.m. The meeting may be held via videoconference, pursuant to Assembly Bill 361. If conducted in person, the meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.