



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

June 25, 2020 – 12:30 p.m.

**LOCATION**

In compliance with Governor Newsom's Executive Order N-33-20 effective March 19, 2020 directing Californians to stay home, and as authorized by the Governor's Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person, the meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Mike Ostini called the meeting to order at 12:34 p.m.

**2. Roll Call**

Members Present

Mike Ostini, Chair

Gary Pickavet, Commissioner

**3. Pledge of Allegiance**

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

**4. Changes to the Agenda — None**

**5. Introduction of Guests**

Staff present:

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Erika Fox-Benito, Classified Human Resources Technician

Toni Gutierrez, Office Assistant, Human Resources

Mark Moore, Field Representative, CSEA

**6. Public Comment — None**

No members of the public contacted the Director, Human Resources requesting login credentials for the meeting.

**7. Approval of Minutes of Meeting Held May 28, 2020**

Approved as amended.

MOVED: Gary Pickavet    SECONDED: Mike Ostini    VOTE: 2-0

**8. Communications****9. Informational Items****a. Media Releases**

These were made available from the County Superintendent of Schools.

**b. Legislative Update**

This was made available from the Director, Human Resources.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions — None****b. Classified Personnel Report dated July 2, 2020****c. Position Announcement****11. Action Items****a. Ratification of Eligibility List**

Accounting Assistant (Dual – South)

MOVED: Gary Pickavet    SECONDED: Mike Ostini    VOTE: 2-0

**b. Classification of Position**

Reclassification of a single Office Assistant position in the Partners in Education program to Development Associate in the Administrative Support Series.

MOVED: Gary Pickavet    SECONDED: Mike Ostini    VOTE: 2-0

**c. Job Descriptions — None**

**UNFINISHED BUSINESS — None****NEW BUSINESS****12. Appointment to Fill Vacant Seat on Personnel Commission**

The Director reviewed the procedure for filling the vacant Personnel Commission seat.

**REPORTS****13. PERSONNEL COMMISSIONER REPORTS**

Commissioners Pickavet and Ostini had no Commission-related items to report.

**14. DIRECTOR, HUMAN RESOURCES REPORT**

The Director provided an update on SBCEO's reopening. She described the priorities as follows:

- balancing providing firm standards while also showing flexibility
- addressing concerns for our own organization and being a resource for districts
- seeking input from staff about their needs and concerns
- providing training and resources for supervisors and employees.

The Director further noted that classified HR is continuing to adapt processes and methods, with a particular focus on written exams.

**15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

Mark Moore reported that the newly passed budget was a major victory for K-14 education, since it rolled back the 10% cut to school funding that had been proposed in the Governor's May revise. Some school districts had been proposing 50% cuts in staffing as a result. He stated that the new budget showed the state's commitment to school employees, and that reopening would be key.

**CLOSED SESSION**

The Commission went into closed session at 1:41 p.m. with the Assistant Superintendent, Human Resources to conduct the annual performance evaluation for the Director, Human Resources. No action was taken. Closed session ended at 2:14 p.m.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:23 p.m. The next regularly scheduled meeting will be held on July 30, 2020 at 12:30 p.m. by videoconference.

A handwritten signature in black ink that reads "Amy R. Ramos". The signature is written in a cursive, flowing style.

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

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Michael Ostini  
Chair, Personnel Commission

Santa Barbara County Board of Education

Classified Personnel Report

**AGENDA ITEM 10b**

August 6, 2020

**Changes**

***Anniversary Increase***

Alarcon, Elvira July 1, 2020  
Administrative Assistant • Special Education • Special Education Support Staff North  
100% • 12 months

Borchers, Berthold July 1, 2020  
Instructional Materials and Mail Clerk • Educational Technology Services • Educational Technology Services  
100% • 12 months

Clapp, Charles July 1, 2020  
Paraprofessional • Special Education • Hollister School Elementary  
81.25% • 10 months

Cuevas, Ivett July 1, 2020  
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction  
100% • 12 months

Fraire, Kathleen July 1, 2020  
Paraprofessional • Special Education • Deaf/Hard-of-Hearing Services  
75% • 10 months

Gonzalez, Jose July 1, 2020  
Paraprofessional • Special Education • Alice Shaw Elementary  
77.5% • 10 months

Hauber, Vanetta July 1, 2020  
Paraprofessional, Behavioral Intervention • Special Education • Behavior Specialist Support, Santa Maria  
75% • 10 months

Medina, Luis July 1, 2020  
Mixed Media Specialist • Communications • Reprographics  
100% • 12 months

Rubio, Paloma July 1, 2020  
Paraprofessional • Special Education • Taylor Preschool  
70% • 10 months

Santiago, Noelia July 1, 2020  
Paraprofessional • Special Education • Speech/Language Services, McClelland  
75% • 10 months

Tremblay, Bryan July 1, 2020  
Data Entry Clerk • Partners In Education • Partners In Education  
20% • 12 months

Vega, Wendy July 1, 2020  
Paraprofessional • Special Education • Vision Services  
75% • 10 months

***Decreased Time in lieu of layoff***

Guron, Rebecca August 20, 2020  
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby  
20% • 12 months  
From .45

Hankins, Laurie August 1, 2020  
CalSTRS Retirement Benefits Counselor • Human Resources • STRS Counseling  
50% • 12 months  
From 1.0

***Increased Time (Voluntary)***

Gadler Bell, Marilee July 13, 2020  
School Occupational Therapist • Special Education • School Occupational Therapy Services  
80% • 12 months  
From .60

***Reclassification***

Terrazas, Erika July 1, 2020  
Development Associate • Partners In Education • Partners In Education  
100% • 12 months

### ***Transfer***

Solorio, Maria

August 10, 2020

Paraprofessional • Special Education • Arellanes Junior High School  
87.5% • 10 months  
From Regency Preschool

### **Separation**

#### ***Layoff***

De La Cruz, Maria

August 28, 2020

Office Assistant • Career Technical Education Program • Career Technical Education Program - North B  
100% • 12 months

#### ***Released***

Velazquez, Laura

July 20, 2020

Child Care Services Technician • Child Development • Santa Maria Child Development  
60% • 12 months  
Non completion of probation

#### ***Resignation***

Bobadilla, Juan

July 3, 2020

Office Assistant • Transitional Youth Services • Transitional Youth  
100% • 12 months

#### ***Retirement***

Campbell, Lana

July 6, 2020

Paraprofessional • Special Education • Montecito Union School  
81.25% • 10 months

Gomez, Gerald

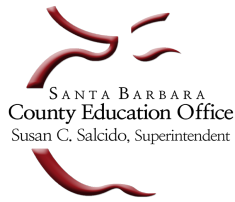
June 5, 2020

Paraprofessional • Special Education • Montecito Union School  
81.25% • 10 months

Koller, Rose

August 28, 2020

Administrative Assistant • Educational Technology Services • Educational Technology Services  
100% • 12 months



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

**AGENDA ITEM 10c(i)**

Service & Leadership

## Seeks candidates for the position of

### **Administrative Assistant**

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

Educational Technology Services

Santa Barbara

Salary: \$3993 - \$5600 per month

**Apply by:** 7-29-2020

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

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

**Ideal candidate:** You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

**The position:** Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

**Specific duties and responsibilities:** Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department, serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment, receive and interview callers and visitors, provide information where independent judgement, knowledge and interpretations are utilized, research and compile background material such as statistical and financial data and supporting information, compile and prepare comprehensive reports, records, surveys and other documents, coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates, compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature, screen mail and handle routine items requiring action, prioritizing items for manager action, route mail to others as appropriate and process administrative details



not requiring the immediate attention of the manager, assist in budget planning and expenditure control process, prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of meetings, establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects, maintain confidential information and records, may assist with ordering, inventory and distribution of office supplies and forms for the assigned program, prepare purchase orders and process invoices, may assist with setting up and processing of numerous contracts for contractors, prepare and maintain calendar of activities, meetings, and events, schedule appointments, conferences and meetings, arrange travel accommodations and process travel claims, may assist with updating and maintaining web pages or information for web pages, assist with online registration for numerous department workshops and events, assist with event coordination and setup and provide administrative support as needed, operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office, may direct, train and provide input for the evaluation of clerical support staff, perform other job related duties as assigned.

## **REQUIREMENTS**

**Knowledge:** Modern office practices, procedures and equipment, basic administrative procedures, personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department, telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor, statistical and financial record-keeping, correct English usage, grammar, spelling, punctuation and vocabulary, oral and written communication skills, principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment, interpersonal skills using tact, patience and courtesy.

**Abilities:** Quickly acquire knowledge of County Education Office organization, operations, policies and objectives, interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office, analyze situations accurately and adopt an effective course of action, understand and follow oral and written directions, communicate effectively both orally and in writing, demonstrate keyboarding/typing skills and speed as required by the assignment, establish and maintain efficient office procedures, record keeping, and filing systems, plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines, establish and maintain effective and collaborative positive working relationships, train and provide work direction to others, maintain records and prepare reports, work independently with little direction, work confidentially with discretion.

**Education and experience:** Graduation from high school supplemented by evidence of business or office courses or administrative support experience and four years of increasingly responsible office experience.

**Licenses and certificates:** Some positions within this classification may require possession of a valid California driver's license and the use of a dependable automobile.

**Working conditions:** Work is performed primarily indoors with minimal exposure to health and safety hazards.

## **RECRUITMENT INFORMATION**

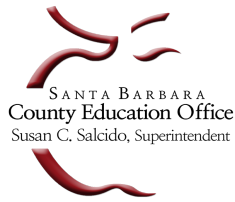
**Examination:** The recruitment will be Dual Certification, resulting in internal and external

candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

**Examination dates:** The written examination for this classification is tentatively scheduled for 08-03-2020 at 10:00 a.m. The oral examination for this classification is tentatively scheduled for 08-05-2020. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

**Eligibility list:** This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

**Office locations:** 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

**AGENDA ITEM 10c(ii)**

Service & Leadership

## Seeks candidates for the position of

### Office Assistant

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

Bilingual Required

Partners In Education  
Santa Barbara

Salary: \$3740 - \$5249 per month

**Apply by:** 7-22-2020

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

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

**Ideal candidate:** You are a dependable, punctual, caring professional, with well-developed communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You are a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. You can prioritize tasks and are motivated to complete work with minimal supervision. You are comfortable working with a high degree of attention to detail as well as incorporating new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

**The position:** Provide office support and administrative assistance requiring knowledge of County Education Office policies, rules, regulations and procedures, programs, organizations and functions.

**Specific duties and responsibilities:** Assist in the organization of the assigned office assuring efficiency of operations and work production. Compose independently or from oral instructions letters and materials requesting or providing information, including material of a confidential nature. Prepare correspondence, memorandums and other written materials from rough draft, clear copy or verbal instructions. Collect statistical and financial data and back-up material in order to consolidate data and prepare statistical, financial and administrative reports for review by management. May include registrar, student transition, and database entry as assigned. Interview callers both in person and on the telephone, screen and refer to other individuals as appropriate. Provide information to a variety of individuals and groups as requested while interpreting and explaining program policies, rules and procedures. Process office and administrative support details not requiring the immediate attention of management. Schedule appointments and coordinate arrangements for meetings, workshops or conferences. Prepare agendas and minutes, attending meetings and recording actions. Originate and independently prepare material for the manager's approval. Maintain confidential information, records and files. Train and provide work

direction to clerical assistants as assigned. Assist the program manager in the revision, preparation and distribution of a variety of documents related to the assigned areas of the program or office. May prepare and assist in the preparation of information and other documents for submission to the County Board of Education for action. Monitor and audit budget expenditures, maintaining a variety of records, reports and files. Open, sort and route mail, responding to mail requiring routine response and composing other responses for the review and signature of management. May prepare and assist in grant preparation and contract management. Maintain calendars for management as assigned, including scheduling appointments and arranging travel accommodations. Oversee the ordering, inventory and distribution of office supplies and forms for the assigned program including preparing purchase orders, invoices, travel claims and other related documents. Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and other specialized equipment. Perform other job-related duties as assigned.

## **REQUIREMENTS**

**Knowledge:** Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs. Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office. Analyze situations accurately and adopt an effective course of action. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Demonstrate keyboarding skills and speed as required by the assignment. Operate a computer to enter data, maintain records and generate reports. Establish and maintain effective working relationships with others. Meet schedules and timelines. Train and provide work direction to others. Maintain records and prepare reports. Work independently with little direction. Work confidentially with discretion.

**Abilities:** Knowledge of modern office practices, procedures and equipment. Knowledge of personal computers and software applications such as Microsoft Office, Excel, and Escape financial system. Correct English usage, grammar, spelling, punctuation and vocabulary. Knowledge of telephone techniques and etiquette that promote a strong sense of service to others. Knowledge of financial and statistical record keeping including making arithmetic calculations quickly and accurately. Knowledge of digital and paper record keeping techniques. Principles of providing work direction that promotes efficiency and production. Effective oral and written communication skills. Interpersonal relation skills using tact, patience and courtesy that promote a positive and respectful work environment.

**Education and experience:** Graduation from high school including or supplemented by business or administrative support courses and three years of increasingly responsible office experience; experience working in a public education setting preferred.

**Licenses and certificates:** May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

**Working conditions:** Work is performed indoors with minimal exposure to health and safety hazards.

## **RECRUITMENT INFORMATION**

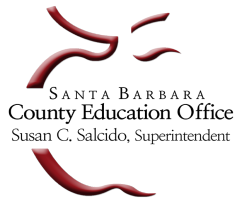
**Examination:** The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify

Human Resources by the deadline date specified in this announcement.

**Examination dates:** The written examination for this classification is tentatively scheduled for 07-29-2020 at 10:00 a.m. The oral examination for this classification is tentatively scheduled for 08-03-2020. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

**Eligibility list:** This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

**Office locations:** 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

**AGENDA ITEM 10c(iii)**

Service & Leadership

## Seeks candidates for the position of **Paraprofessional, Behavioral Intervention**

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

30 hrs/wk, start of 2020/2021 school year

Behavior Specialist Support, Lompoc

Salary: \$18.39 - \$25.80 per hour

**Apply by:** 7-15-2020

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

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

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

**The position:** 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.

**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:** 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.

**Abilities:** Requires the ability to assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps. Requires the ability to assess the needs of individual students and develop instructional support techniques and materials to meet those needs. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and tests, and perform general clerical tasks. Requires the ability to assist students with developing independence and self- help skills. Requires the ability to make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers. May requires competency in a second language or basic competency in sign language. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and



to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

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

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

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

### **RECRUITMENT INFORMATION**

**Examination:** The recruitment will be 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:** The written examination for this classification is tentatively scheduled for 7-20-2020 at 11:00 a.m. The oral examination for this classification is tentatively scheduled for 7/24/2020. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

**Eligibility list:** This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

**Office locations:** 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria





# Santa Barbara County Education Office

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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## Open Continuous Certification Eligibility List

### **AGENDA ITEM 11a**

Job Class: Paraprofessional, Part-Time (North County)

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| 1    | 19410              | 01-15-2021               |
| 2    | 19290              | 01-15-2021               |
| 3    | 19115              | 01-15-2021               |
| 4    | 19147              | 01-15-2021               |
| 5    | 18669              | 08-26-2020               |
| 6    | 18868              | 08-26-2020               |
| 7    | 19378              | 01-15-2021               |

Number of applicants: 23

Number of applicants passed screening: 8

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 5

07-24-2020

**STAFF AND STUDENT SUPPORT SPECIALIST**

**Reports to:** Assistant Superintendent, Special Education  
**Division:** Special Education

**Our ideal candidate**

You are able to perform specialized and complex clerical work with a “can-do” attitude and a flexible approach to problem solving. You are a good communicator and take pride in providing great service. Your caring attitude toward the people you work with and the individuals you serve shines through all that you do. You are a skilled professional, a team player, and you consistently strive to do your best.

**General description**

This individual performs a variety of specialized, technical clerical work, providing support to students, program specialists, and staff. This individual provides direct support to the Special Education Support Team members in planning, facilitating, and implementing efficient and orderly end-of-school-year checkouts, back-to-school meetings, new teacher orientations, job-alike meetings, and Special Education-sponsored professional development trainings. The positions performs complex student cumulative records and Individualized Education Plans (IEPs), reviews work in accordance with established procedures and legal requirements, and uses independent judgment.

**Specific duties and responsibilities**

- Maintains and updates professional development calendar
- Disperses Early Start/Deaf-Hard-of-Hearing referrals from the California Department of Education
- Establishes and manages Pupil Records on the Management Information System (PROMIS)
- Manages the web-based IEP system (SEIS) and provides training to staff
- Performs Medi-Cal administration activities and tracks submission of Random Moments Time Survey (RMTS)
- Tracks and submits student data to CompuClaim
- Tracks and schedules substitutes through the absence management database (AESOP)
- Manages and coordinates all areas of the Workability 1 program
- Coordinates meetings and workshops and manages all aspects of arrangements
- Monitors and maintains records on all staff
- Assists in the inventory, distribution and collection of state student testing materials
- Retrieves reports from PROMIS and submits to California Longitudinal Pupil Achievement Data System (CALPADS)
- Tracks, compiles, and maintains student files for legal matters
- Gathers and maintains bell schedules, employee activity worksheets and time reporting certifications for state-mandated reporting
- Receives, monitors, and verifies employee reimbursement forms
- Serves as primary data entry person during Special Education Self-Review
- Composes and prepares a variety of correspondence, memorandums, reports, and other documents
- Perform other duties as assigned

## **STAFF AND STUDENT SUPPORT SPECIALIST**

### **Requirements**

Education: High school diploma; post high school degree or relevant coursework desirable

Experience: Two years of increasingly responsible experience in clerical or accounting fields

Knowledge of:

- Special Education timelines and laws
- Special Education student record components
- Modern office practices, procedures and equipment
- Microcomputers and industry-standard software applications
- Telephone techniques and etiquette
- Correct use of English grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Interpersonal relations skills using tact, patience, and courtesy

### **Abilities**

- Quickly acquire knowledge of Santa Barbara County Education Office organization, operations, policies and objectives
- Interface with a variety of web-based data systems that require significant attention to detail as well as the ability to manipulate and interpret data
- Maintain and audit complex financial reports, analyze data and prepare reports
- Establish and maintain effective working relationships with the public and others
- Plan and organize work to meet schedules and timelines
- Input data processing documents rapidly and accurately
- Analyze situations accurately and adopt an effective course of action
- Demonstrate accurate keyboarding/typing skills and speed as required by the assignment
- Work confidentially and with discretion

### **Licenses and certificates**

Valid California driver's license

### **Working conditions**

Mostly indoors with minimal exposure to health and safety hazards. Position requires the ability to perform work of a moderately active nature in a typical office environment.

### **Salary range 71**

*Approved by the Personnel Commission:*

March 22, 2004

*Revised:*

February 16, 2017

## STUDENT INFORMATION SPECIALIST (DRAFT)

**Reports to:** Varies according to assignment

**Division:** Varies according to assignment

### Our ideal candidate

You are able to perform specialized and complex administrative work in support of your program with considerable independence and close attention to detail. You are an effective communicator and take pride in providing great service. You are a skilled professional, a team player, and you consistently strive to do your best.

### General description

Under general direction, perform a variety of specialized administrative work in support of assigned program, including but not limited to: serving as a lead in maintaining and supporting one or more assigned student information systems; administering a program or function, such as Workability, that involves external stakeholders; and coordinating programs or functions, such as MediCal administrative activities, to ensure availability of student services and sustainability of departmental funding.

### Specific duties and responsibilities

- Receive and enter data into a variety of student information systems and databases and enterprise systems used for departmental administration; verify accuracy and correct sequencing of information and compliance with state and federal regulations; maintain and verify electronic files of staff and student data and ensure that all necessary documents have been obtained and uploaded to the relevant databases; identify, investigate, and resolve data issues, errors, and discrepancies; inform staff of errors or out-of-compliance items; collaborate with SBCEO and direct service district colleagues to resolve discrepancies; edit and revise data after thorough reconciliation; certify the accuracy of data transmitted to the state on behalf of own department or direct service districts.
- Prepare data for submission in a variety of required local, state, and federal reports as requested or according to established timelines; document explanations for service delays and other issues that may be reflected in reports; depending on system, may upload reports for SBCEO and direct service districts, ensuring the accuracy of data; may write code to ensure proper upload of report to database.
- Extract and organize staff and student information from databases in order to produce statistics, reconcile internal data, or provide data to staff conducting assessments, audits, and statistical tests of levels of service, academic outcomes, and student demographics.
- Individually or as part of a team, develop procedure manuals, flowcharts, PowerPoint presentations and other materials to help other users understand requirements, timelines, and data collection procedures of various databases; train staff on the use and implementation of various databases; attend training sessions on various databases and evolving state and federal regulations.
- Serve as a primary point of contact for families, staff, administrators, and other stakeholders with regard to student and SBCEO program data; process legal documents such as requests from parents, attorneys, state compliance agencies, courts, auditors, and districts; maintain the confidentiality of information, records, and files; represent SBCEO with representatives of state agencies and auditors.

### STUDENT INFORMATION SPECIALIST (DRAFT)

- Resolve student information system software and data communication issues, and serve as liaison with software vendors for advanced troubleshooting.
- Administer assigned programs, including: collaborating with administrators and staff within own department and in local districts; reviewing documentation to ensure accuracy; conducting outreach to increase participation in program; monitoring student hours and other metrics to ensure program compliance with scope of work and other funder requirements.
- Coordinates programs and processes such as MediCal Random Moments to ensure staff participation and help secure appropriate MediCal reimbursement.
- Compose and prepare a variety of correspondence, memoranda, reports, and other documents from oral instructions or rough drafts.
- Prepare routine budget reports.
- Maintain and enhance division website by posting content and ensuring accessibility to users of all ability levels.
- Coordinate meetings and workshops to support program stakeholders.
- Participate in the inventory, distribution, and collection of state student testing materials.
- Perform related duties as assigned.

#### Requirements

Education: Possession of a high school diploma or equivalent is required. Completion of 48 semester units or 72 quarter units of college coursework in education, business, information systems, or other related topics is desirable.

Experience: Two years of clerical or administrative experience working with databases, student information systems, or equivalent records-based information systems.

#### Knowledge of:

- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone etiquette
- Email etiquette
- Record-keeping practices
- Standard office productivity software applications
- Student and employee information systems and databases or comparable records-based information systems

#### Ability to:

- Plan, organize, prioritize, and schedule work
- Work independently and make sound decisions within appropriate limits of authority
- Analyze available information and determine an appropriate course of action
- Achieve proficiency in data control procedures, reporting requirements, and other aspects of administering assigned student information system or database
- Develop new and revised work methods and procedures
- 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

### STUDENT INFORMATION SPECIALIST (DRAFT)

- Work with speed and accuracy
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files, records, and other sensitive material
- Maintain records and prepare reports, using computerized databases or manual data collection
- Perform arithmetic calculations
- Learn operations, policies, practices, and objectives of County Education Office and assigned program
- Learn state and federal data collection procedures

#### Licenses and certificates

Some positions may require a valid California driver's license.

#### 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.

#### Series

Administrative Support

#### Salary range 72

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|--|-------------------|
| <i>Approved by the Personnel Commission:</i> | March 22, 2004    |
| <i>Revised:</i>                              | February 16, 2017 |
| <i>Revised (pending approval):</i>           | July 30, 2020     |