



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

September 24, 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

Carmen Jaramillo, 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 Guests

Staff and guests present:

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Magaly Vazquez, Transitional Youth Education Advocate

6. Public Comment — None

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

7. Approval of Minutes of Meeting Held August 27, 2020

MOVED: Carmen Jaramillo SECONDED: Gary Pickavet VOTE: 3-0

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

This was 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****b. Classified Personnel Report dated October 15, 2020****c. Position Announcements****11. Action Items****a. Ratification of Eligibility List****i. Administrative Assistant (Dual – South)**

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

b. Classification of Positions

The Director recommended that a single position currently classified as a Transitional Youth Education Advocate – Bilingual in the Instructional Series be reclassified to Program Associate in the Administrative Support Series.

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

c. Job Descriptions — None

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Revision of Merit System Rule – Presented for First Reading**

4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds

The discussion included a suggestion to add language referring to promotional as well as initial probationary periods. It was also suggested that the Commission review all rules related to the rights of probationary employees in layoffs as a package.

REPORTS**14. PERSONNEL COMMISSIONER REPORTS**

Commissioners Pickavet and Ostini had no Commission-related items to report. Commissioner Jaramillo stated that she appreciated the orientation she received from SBCEO HR, and is using the various resources, such as the organization chart, to learn about SBCEO.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that members of the classified HR team had been taking intermittent FFCRA leave due to child care/distance learning issues.

She also reported that recruiting activity has picked up. In addition, there has been a lot of classification activity, for a variety of reasons including new grants, impending retirements, and other circumstances.

Finally, she reported that HR – in particular, the Assistant Superintendent – has taken a lead role in implementing surveillance testing of employees, as required by the County Public Health Department.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:57 p.m. The next regularly scheduled meeting will be held on October 22, 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.

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

Michael Ostini
Chair, Personnel Commission



AGENDA ITEM 8

CSEA - Santa Barbara County Coast and Valleys Chapter 817

October 12 2020

Amy Ramos
Director of
Human Resources

Amy,

On October 7th 2020, a chapter screening committee, consisting of two CSEA chapter members, recommended Mike Ostini for a 3rd term as Personnel Commissioner. The term begins on 12/1/2020 and ends 12/1/2023.

On October 15th 2020, the chapter members will vote on the screening committee's recommendation.

Sincerely,
Lettie Padilla
CSEA
SBCC&V Chapter 817
President

Santa Barbara County Board of Education

Classified Personnel Report

AGENDA ITEM 10b

November 5, 2020

Appointments

Limited Term/Substitute

England, Elena October 5, 2020
Student Worker • Partners In Education • Hope Center
• Hourly as needed

Grigor, Emily October 2, 2020
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Rittenhouse, Shantee October 14, 2020
Administrative Assistant • Curriculum and Instruction • Cathedral Oaks
• Hourly as needed

Tedesco, Martin October 12, 2020
Office Assistant • Partners In Education • Hope Center
• Hourly as needed

Probationary

Fitzpatrick, Shelley October 13, 2020
Paraprofessional • Special Education • Montecito Union School
81.25% • 10 months

Leonard, Julie October 20, 2020
Paraprofessional • Special Education • Zaca Preschool
62.5% • 10 months

Taylor, Michael October 14, 2020
Custodian • Internal Services • Operations South
75% • 12 months

Reemployment

Gomez, Berenize October 1, 2020
Child Care Assistant • Child Development • Santa Ynez Valley State Preschool
62.5% • 11 months

Changes

Anniversary Increase

Aguirre, Ancelmo October 1, 2020
Paraprofessional • Special Education • Cabrillo High School
89.575% • 10 months

Caffery, Lisa October 1, 2020
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby
21% • 12 months

Cahill, Joan October 1, 2020
Paraprofessional • Special Education • Cabrillo High School
81.25% • 10 months

Carbajal-Esparza, Olivia October 1, 2020
Paraprofessional • Special Education • Speech/Language Services, Miller
75% • 10 months

Carrillo, Heracio October 1, 2020
Custodian • Internal Services • Operations North
25% • 12 months

Castaneda, Gloria October 1, 2020
Child Care Assistant • Child Development • Los Alamos State Preschool
43.75% • 10 months

Cronin, Diana October 1, 2020
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages Lompoc
100% • 12 months

Gonzalez, Bertha	October 1, 2020
Paraprofessional • Special Education • Infant Services, Santa Maria	
50% • 12 months	
 Hunter, Staci	 October 1, 2020
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll	
100% • 12 months	
 Inda-Orozco, Maria	 October 1, 2020
Paraprofessional • Special Education • Infant Services, South/Valley	
50% • 12 months	
 Janicek, Karen	 October 1, 2020
Accounting Technician • Child Development • Child Development - Hope Center	
100% • 12 months	
 Lawton, Rachel	 October 1, 2020
Administrative Assistant • Educational Technology Services • Educational Technology Services	
100% • 12 months	
 Lemos, Frank	 October 1, 2020
Delivery Specialist II • Internal Services • Operations South	
100% • 12 months	
 Perkins, Denise	 October 1, 2020
Licensed Vocational Nurse • Special Education • Licensed Vocational Nurse South	
90.425% • 10 months	
 Walker, Kristen	 October 1, 2020
Digital Media Resources Developer • Educational Technology Services • Educational Technology Services	
60% • 12 months	

Walsh, Heather

October 1, 2020

Computer/Network Technician II • Special Education • Special Education Support Staff, Valley
100% • 12 months

Weger, Richard

October 1, 2020

Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
100% • 12 months

Increased Time (Voluntary)

Castaneda, Gloria

October 1, 2020

Child Care Assistant • Child Development • Los Alamos State Preschool
62.5% • 10 months
From .4375

Probation to Permanent

Acheoual, Nancy

October 1, 2020

Paraprofessional • Special Education • School Nurse, Santa Maria
50% • 10 months

Dillon, Ana

October 1, 2020

Accounting Technician, Senior • Internal Services • Accounting
100% • 12 months

Lee, Melissa

October 1, 2020

Accounting Supervisor • Internal Services • Accounting
100% • 12 months

Robles, Violeta

October 1, 2020

Child Care Services Technician • Child Development • Santa Maria Child Development
100% • 12 months

Sanchez-Corona, Nancy

October 1, 2020

Child Care Services Technician • Child Development • Santa Maria Child Development
100% • 12 months

Staude, Terri

October 1, 2020

Vocational Assistant • Special Education • Vocational Services
75% • 10 months

Valentin Contreras, Jose

October 1, 2020

Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months

Reclassification

Vazquez, Magaly

October 1, 2020

Program Associate • Transitional Youth Services • Transitional Youth
100% • 12 months

From Transitional Youth Education Advocate

Separation

Resignation

Grandberry, Tiffany

September 18, 2020

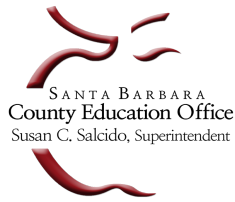
Child Care Assistant • Child Development • De Colores State Preschool
75% • 10 months

Retirement

Cook Jr., Frederick

December 30, 2020

Senior Software Engineer • Information Technology Services • Information 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

Curriculum and Instruction

Santa Barbara

Salary: \$3993 - \$5600 per month

Apply by: 10-29-2020

Apply online: 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

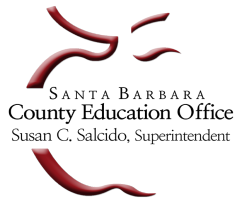
Examination: The recruitment will be Dual Certification, resulting in internal and external

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: 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; 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

School District Financial Advisor

Full-Time, 100%, 40 hours/week • 12 months/year

Emphasis on Management experience, Public Agency fund accounting experience,

Advanced Excel/Computer skills, Integrated Financial System experience

School Business Advisory Services
Santa Barbara

Apply by: 10-16-2020

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are an innovative professional with excellent oral and written communication skills, and a proven track record establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are good with people. You are an excellent problem-solver, highly responsible and take ownership of all the tasks and responsibilities the position. You perform thorough analysis of data and can also summarize and express complex concepts concisely to others who have varying levels of understanding. You analyze processes, procedures and seek to improve efficiencies to provide increased services to our districts and to the organization. You understand politically sensitive issues and handle in a diplomatic and confidential manner. You hold yourself accountable for your work, conduct research, collaborate with other managers in the pursuit of solving problems, assume responsibility for your professional development and take initiative to solve problems without leaving the solutions to others. You mentor and train others and give credit where it is due. You are solutions oriented, inspire others, and lead by example. You are committed to providing the best service available to the districts, Santa Barbara County Education Office and the employees supervised by this position.

The position: Under the direction of the department administrator, perform a wide range of research, planning, analytical, administrative, interpretive, and advisory tasks as required for the implementation of business services to school districts and community colleges; implement and provide support for the financial system; assist school districts in all phases of school financial and business matters; audit and perform complex accounting functions in support of assigned school districts within Santa Barbara County; be a resource for school districts and the Santa Barbara County Education Office (the Office) in assigned topic areas; perform related duties as assigned.

Specific duties and responsibilities: Provide advice, counsel, preparation, review, and statistical analysis to school districts regarding all phases of school finance and business matters including but not limited to the financial system, budgets, payroll, Average Daily

Attendance (ADA), enrollments, California Basic Educational Data System (CBEDS), Revenue calculations, transportation, governing board agenda items, risk management, joint powers agreements, property and liability and health insurance, unemployment insurance, apportionments, tax reports and other matters having financial impact. Evaluate and advise districts regarding the need for automating accounting and financial records and procedures including how to access related features of the financial system. Review and process state, federal and agency reports; identify and articulate necessary modifications to reports within the financial system. Instruct, coordinate and compile mandated reports. Assist school districts' accounting personnel in all aspects of their business office organization, policies and operating procedures; provide counsel or improvement of efficiency and effectiveness as necessary. Provide districts with up-to-date and detailed analysis of pending or chaptered legislation that has financial impact on school districts; interpret legislation and summarize impact. Using the financial system, monitor the fiscal solvency conditions of school districts, interpret and review district revenue and expenditure projections and probable cash flow impact and provide independent projections as necessary in order to assist districts in remaining solvent. Act as a liaison between state, county, the Office and school districts; act as a liaison between the financial system vendor, the office and the school districts. Identify district and the Office business services training needs related to business services and the financial system; prepare and present workshop/training sessions. Select, train, supervise, and evaluate assigned personnel, providing sustained leadership and coordination for the staff of the department. Attend workshops and meetings in the areas of school business and finance, and as necessary or requested, provide the staff of the Office and school districts with reports and interpretations of such meetings. Perform other essential job-related duties as assigned.

REQUIREMENTS

Knowledge: Requires in depth knowledge of business and management principles and techniques, finance and accounting methods, principles, and practices; payroll; technical aspects of the field of education and related legal codes, data processing principles and techniques including personal computers; industry standard word processing, spreadsheet and database programs and proficiency in the use of these and related programs; exposure to web-based software programs, web-interface, and understanding of user perspective and efficiency; modern office practices, procedures, and equipment; record-keeping techniques; confidentiality; excellent customer service skills; excellent oral and written communication skills.

Abilities: Learn, understand and conceptualize the financial system including the identification of necessary modifications for improved efficiency and usability; analyze complex accounting records and determine proper course of action to resolve fiscal issues; make arithmetic calculations quickly and accurately; understand and follow complex oral and written directions; work cooperatively with others to establish and maintain a calm, tactful, friendly, and diplomatic manner and effective working relationships; receive complaints and take steps to facilitate resolution; monitor assignments to achieve planned targets or schedules; plan and organize work and initiate new projects; communicate effectively both orally and in writing; manage a variety of tasks concurrently; work independently with moderate supervision; interpret complex legal and technical material; express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.

Education and experience: Demonstrated success in a responsible position at a similar level and any combination equivalent to a Bachelor Degree in accounting, business administration or a related field, and three years experience in business or education at a professional level, preferably within a school district or county office environment.

Licenses and certificates: Incumbents in this class may be required to possess a valid California driver's license.

Working conditions: Typical office environment; travel from site to site; work is performed

indoors with minimal exposure to health and safety risks.

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.

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Santa Barbara County Education Office

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Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Child Care Services Technician, Full-Time

AGENDA ITEM 11a(i)

Rank	Application Number	Date Eligibility Expires
1	20390	03-28-2021
2	20384	03-28-2021
3	20284	03-28-2021
4	20379	09-28-2021

Number of applicants: 20

Number of applicants passed screening: 11

Number of performance/written exam attendees: 9

Number of oral exam attendees: 6

10-15-2020



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Child Care Services Technician, Full-Time

AGENDA ITEM 11a(ii)

Rank	Application Number	Date Eligibility Expires
1	20286	03-25-2021
2	20365	03-25-2021
3	20394	09-25-2021

Number of applicants: 13

Number of applicants passed screening: 7

Number of performance/written exam attendees: 5

Number of oral exam attendees: 3

10-15-2020



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Custodian, Part-Time: 75% 30 hours/week

AGENDA ITEM 11a(iii)

Rank	Application Number	Date Eligibility Expires
1	20350	04-05-2021

Number of applicants: 2

Number of applicants passed screening: 1

Number of performance/written exam attendees: 1

Number of oral exam attendees: N/A

10-15-2020



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

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

AGENDA ITEM 11a(iv)

Rank	Application Number	Date Eligibility Expires
1	19144	03-11-2021
2	19142	03-11-2021
3	18761	03-11-2021

Number of applicants: 15

Number of applicants passed screening: 7

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 3

10-15-2020



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

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

AGENDA ITEM 11a(v)

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

10-15-2020

AGENDA ITEM 11b

DIRECTOR, CHILDREN AND FAMILY RESOURCE SERVICES (DRAFT)

Reports to: Assistant Superintendent

Division: Educational Services

Our ideal candidate

You are an excellent leader with many years of experience in roles of responsibility and independence, preferably in the fields of education or healthcare. You take pride in your programs and strive for excellence. You have a track record of success in grant writing, management, fund development and community outreach. You handle and manage multiple projects to meet timelines and deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You are an excellent communicator, both orally and in writing.

General description

Under general direction, coordinate and direct the activities of Children and Family Resource Services (CFRS). Responsibilities include program implementation; supervision and evaluation of subordinates; preparation and submission of grant applications; preparation of budgets, grant contracts, and reports; development of community-related projects; representing the department and the Santa Barbara County Education Office in the community; and providing management-level support to Children and Family Resource Services Board of Directors, including board and committee member recruitment and agenda preparation.

Specific duties and responsibilities

1. Direct programs as established by federal, state, local, and/or Santa Barbara County Education Office regulations, or private funder program guidelines.
2. Provide leadership in the planning, direction, and management of Children and Family Resource Services.
3. Research and write funding proposals to support the mission, goals and objectives of CFRS; oversee the implementation of funded projects to accomplish stated goals and fulfill terms; develop procedures for CFRS programs to include research-informed and best practices.
4. Maintain records and data to document achievement of performance outcomes as defined by the scope of work for program grants; prepare progress and final reports on program outcomes.
5. Prepare and monitor annual budgets and financial transactions; determine allowable expenditures; ensure that funder requirements are met; prepare for and represent the program during financial audits; create, plan, and manage contracts, including budgets and subcontractor grants.
6. Collaborate with external programs and partners by sharing staff and resources to achieve shared goals; foster business-education-medical partnerships to maximize the use of community resources.

DIRECTOR, CHILDREN AND FAMILY RESOURCE SERVICES (DRAFT)

7. Ensure continuity of care among local service providers and maintain Family Connects certification by serving as lead for the Community Advisory Board, including convening and organizing quarterly meetings and providing staff development.
8. Develop and maintain relationships with community partners, coordinate work and resources, influence policy, and engage in advocacy by serving as department representative on external community committees, advisory boards, and coalitions.
9. Plan and deliver presentations and community outreach to advisory groups, business, and service organizations to promote department programs.
10. Oversee the administration of medical billing and contracting with private insurance companies, including serving as Administrator of Home Health Agency and Coordinator for MediCal Administration Activity (MAA) and Random Moment Time Survey (RMTS) System.
11. Select and train staff, volunteers, and interns; assign and review work; establish performance goals and standards; provide coaching and leadership development to subordinate managers; support managers in creating and sustaining high-performance teams.
12. Engage and monitor the work of consultants as needed.
13. Perform other related duties as assigned.

Requirements

Education: Possession of a bachelor's degree in communication; business, educational, healthcare, or nonprofit administration; or related field. A master's degree in a related field is preferred.

Experience: Four years' experience in a leadership role in a service organization, preferably in the public or nonprofit sector. Graduate education in a related field may be substituted for the required experience on a year-for-year basis.

Experience in healthcare or education (early childhood through grade 12) is preferred.

Knowledge of:

- Operations, policies, and objectives of the Santa Barbara County Education Office or similar organization
- Principles and practices of program administration and professional development
- Budget development and management
- Effective grant writing procedures
- Best practices in public relations and public speaking
- Methods of community outreach and engagement
- Program development and evaluation

DIRECTOR, CHILDREN AND FAMILY RESOURCE SERVICES (DRAFT)

- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software
- Evidence-based practice

Ability to:

- Communicate effectively, both orally and in writing
- Identify and develop linkages and partnerships with community agencies and resources
- Research, write and present reports
- Write and manage grants
- Multitask performing varied and complex administrative duties
- Utilize resources in gathering and summarizing complex data and research information
- Initiate, plan, and execute projects
- Make public presentations to a wide variety of stakeholders
- Formulate and articulate complex ideas and concepts to a variety of audiences
- Work independently
- Work cooperatively and maintain effective working relationships with community, business, nonprofit partners, and co-workers
- Lead and work effectively with groups to accomplish goals and consistently meet timelines
- Operate a computer and other office equipment and related software programs
- Work with frequent interruptions
- Learn Santa Barbara County community agencies, local government agencies, foundations, and nonprofits
- Learn fundraising methods and practices, including but not limited to annual campaigns, major gifts, donor cultivation and stewardship
- Learn MediCal program regulations

Licenses and certificates

Possession of a valid California driver's license and the use of a dependable vehicle are required.

Working conditions

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

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



DIRECTOR, CHILDREN AND FAMILY RESOURCE SERVICES (DRAFT)

Management salary range 25

Approved by the Personnel Commission:

October 22, 2020 (*pending approval*)



AGENDA ITEM 11c - current

HEALTH ADVOCATE — BILINGUAL

Reports to: Health Linkages Program Coordinator

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

Under the supervision of the Health Linkages Program Coordinator, serve as a regional Lead for the Santa Barbara County Network of Promotores and assist in the coordination and implementation of health promotion, identification, and access-to-care programs. These programs include health screening and referrals for further evaluation and treatment, and fluoride varnish. Help to ensure that children's health needs are identified and addressed early. Provide support to children and families in preschool and kindergarten programs to facilitate prevention, identification, and treatment of health concerns. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

Specific duties and responsibilities

- Assist in coordinating and implementing culturally and linguistically appropriate health education programs for children and families.
- Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs.
- Respond to questions from parents, teachers, and community members relating to health issues, providing linguistically and culturally appropriate relevant information and/or making appropriate referrals.
- Prepare and distribute written information in Spanish and English to parents and students on health and safety topics.
- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.
- Contact agencies, caregivers, school districts, and other organizations. Send invitation letters and consents.
- Arrange health screenings and education for program participants with dental and medical practitioners .
- Conduct vision, hearing, oral health, nutrition and health insurance screenings that are linguistically, age and culturally appropriate at targeted sites, and assist practitioners by recording health screen information, distributing information, and initiating contact for follow-up.
- Provide health case management for children identified with health concerns including follow-up

HEALTH ADVOCATE — BILINGUAL

- with families to enroll in health insurance, safety net programs, and other resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations in Spanish and English
- Recruit, train, support, and delegate assignments to community volunteers who assist with the Santa Barbara County Promotores Network activities in a culturally and linguistically appropriate manner.
- Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, such as monthly Regional Promotores Network meetings, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs).
- Perform other related duties as assigned.

Requirements

Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Experience: One year of experience performing community health or related activities. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

Knowledge of

- Principles and practices of health education in preschool and child care settings.
- Promotores movement and model of community work.
- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- Targeted low-income communities.

Skill in

- Presenting information in group settings in a culturally and linguistically appropriate manner.

HEALTH ADVOCATE — BILINGUAL

- Cultural competency with populations served.

Ability to

- Learn, understand, and apply policies, procedures, and rules governing health and safety in subsidized preschool and childcare programs.
- Recognize signs and symptoms of common communicable diseases.
- Learn and understand basic medical terminology.
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.

Licenses and certificates

- Possession of a valid California Class C driver's license and the use of a dependable automobile are required.
- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

Salary range 64

Series

Instructional

Approved by the Personnel Commission:

March 24, 2011

Revised:

September 26, 2019

AGENDA ITEM 11c - proposed (changes tracked)

HEALTH ADVOCATE — BILINGUAL (DRAFT)

Reports to: Health Linkages Program Coordinator

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

Under the general supervision ~~of the Health Linkages Program Coordinator~~, ~~serve as a regional Lead for the Santa Barbara County Network of Promotores and assist~~participate in the coordination and implementation of health promotion, identification, and access-to-care programs; may be assigned to support children and families in one or more areas of health, such as behavioral wellness or oral health. - Help prevent health and wellness issues from escalating to a severe level by ~~These programs include performing health and wellness screenings; and referrals for further evaluation and treatment, and providing direct services such as fluoride varnish; providing children and their families with referrals to program and community resources and services; and supporting children and their families in overcoming obstacles to accessing care. Help to ensure that children's health needs are identified and addressed early. Provide support to children and families in preschool and kindergarten programs to facilitate prevention, identification, and treatment of health concerns.~~ Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

Specific duties and responsibilities

- Assist in coordinating and implementing culturally and linguistically appropriate health education programs for children and families.
- Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs.
- Promote program services in the school community by attending school events, activities, and meetings (in person or virtually); educate students and families about resources available to help them overcome health and wellness challenges; advocate for students who are seeking or utilizing support services; ~~r~~Respond to questions from parents, teachers, and community members relating to health issues, providing linguistically and culturally appropriate relevant information and/or making appropriate referrals.
- Prepare and distribute written information in Spanish and English to parents and students on health and safety topics.
- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.

HEALTH ADVOCATE — BILINGUAL (DRAFT)

- With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; Contact agencies, caregivers, school districts, and other organizations. Send send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services.
- Arrange health screenings and education for program participants with dental and medical practitioners.
- Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are linguistically, age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information, distributing information, and initiating contact for follow-up.
- Provide Support health case management for children and families identified with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs, and other services and resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations in Spanish and English
- May serve as a lead promotora, or community health worker, by Rrecruiting, training, supporting, and delegating assignments to community volunteers health workers (promotoras) who assist with the Santa Barbara County Promotores Network health promotion activities in a culturally and linguistically appropriate manner.
- Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, such as monthly Regional Promotores Network meetings, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs), Coalition in Support of Promotoras de Salud of Santa Barbara County, and other groups.
- Perform other related duties as assigned.

Requirements

Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Possession of an associate's degree in a health-related field is desirable.

HEALTH ADVOCATE — BILINGUAL (DRAFT)

Experience: One year of experience performing community health or related activities, [such as health promotion or outreach, community resource and referral, or related field](#). Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

Knowledge of

- Principles and practices of health education ~~in preschool and child care settings~~ [for children, youth, and families](#).
- *Promotores* movement and model of community work.
- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- ~~Targeted low income communities~~ [Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.](#)

Skill in

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

Ability to

- Learn, understand, and apply policies, procedures, and rules governing health and safety in ~~subsidized preschool and childcare~~ [assigned](#) programs.
- Recognize signs and symptoms of common communicable diseases.
- Learn and understand basic medical terminology [related to physical and behavioral health](#).
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.



HEALTH ADVOCATE — BILINGUAL (DRAFT)

Licenses and certificates

- Possession of a valid California Class C driver's license and the use of a dependable automobile are required.
- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

Salary range 64

Series

Instructional

Approved by the Personnel Commission:

March 24, 2011

Revised:

September 26, 2019

Revised:

October 22, 2020 (pending approval)



AGENDA ITEM 11c - proposed (changes saved)

HEALTH ADVOCATE — BILINGUAL (DRAFT)

Reports to: Health Linkages Program Coordinator

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

Under general supervision, participate in the coordination and implementation of health promotion, identification, and access-to-care programs; may be assigned to support children and families in one or more areas of health, such as behavioral wellness or oral health. Help prevent health and wellness issues from escalating to a severe level by performing health and wellness screenings; providing direct services such as fluoride varnish; providing children and their families with referrals to program and community resources and services; and supporting children and their families in overcoming obstacles to accessing care. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

Specific duties and responsibilities

- Assist in coordinating and implementing culturally and linguistically appropriate health education programs for children and families.
- Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs.
- Promote program services in the school community by attending school events, activities, and meetings (in person or virtually); educate students and families about resources available to help them overcome health and wellness challenges; advocate for students who are seeking or utilizing support services; respond to questions from parents, teachers, and community members relating to health issues, providing linguistically and culturally appropriate relevant information and/or making appropriate referrals.
- Prepare and distribute written information in Spanish and English to parents and students on health and safety topics.
- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.

HEALTH ADVOCATE — BILINGUAL (DRAFT)

- With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services.
- Arrange health screenings and education for program participants with dental and medical practitioners.
- Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are linguistically, age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information; distributing information; and initiating contact for follow-up.
- Support health case management for children and families with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs and other services and resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations in Spanish and English
- May serve as a lead *promotora*, or community health worker, by recruiting, training, supporting, and delegating assignments to community health workers (*promotoras*) who assist with health promotion activities in a culturally and linguistically appropriate manner.
- Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs), Coalition in Support of Promotoras de Salud of Santa Barbara County, and other groups.
- Perform other related duties as assigned.

Requirements

Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Possession of an associate's degree in a health-related field is desirable.

HEALTH ADVOCATE — BILINGUAL (DRAFT)

Experience: One year of experience performing community health or related activities, such as health promotion or outreach, community resource and referral, or related field. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

Knowledge of

- Principles and practices of health education for children, youth, and families.
- *Promotores* movement and model of community work.
- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.

Skill in

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

Ability to

- Learn, understand, and apply policies, procedures, and rules governing health and safety in assigned programs.
- Recognize signs and symptoms of common communicable diseases.
- Learn and understand basic medical terminology related to physical and behavioral health.
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.



HEALTH ADVOCATE — BILINGUAL (DRAFT)

Licenses and certificates

- Possession of a valid California Class C driver's license and the use of a dependable automobile are required.
- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

Salary range 64

Series

Instructional

<i>Approved by the Personnel Commission:</i>	March 24, 2011
<i>Revised:</i>	September 26, 2019
<i>Revised:</i>	October 22, 2020 (pending approval)

AGENDA ITEM 12 - current

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4465 LAYOFF

4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds

- A. The names of permanent employees thus laid off shall be placed upon the reemployment list for the class from which they were laid off. Names on the reemployment list shall be in the relative order of seniority. The names of the probationary employees thus laid off shall be restored to the eligibility list and the time served in a paid status shall be credited toward the employee's probationary period.
- B. Permanent classified employees laid off because of lack of work or lack of funds are eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Permanent classified employees laid off have the right to participate in promotional examinations within the County Education Office during the period of 39 months. Probationary classified employees reemployed under this section shall have restored the hours credited towards completion of the probationary period.
- C. When a permanent position is to be reduced in assigned time per day, week, month, or year, the incumbent shall have the right to transfer to any vacant position in the class which is not greater in assigned time than his/her former position. If vacant, permanent position is not available, the incumbent may displace (bump) the incumbent of a position with equal time who has the least seniority in the class, provided that he/she had greater seniority.
- D. If no such option is available, he/she may displace (bump) the employee with the least seniority among those occupying positions of less time than the original position and greater time than the reduced position, provided that he/she has greater seniority. An employee so displaced shall have similar displacement rights, on the basis of seniority.
- E. Employees who take voluntarily demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months; provided that the same tests of fitness still apply. The Personnel Commission shall name the determination of the specific period of eligibility for reemployment on a class-by-class basis.

Reference:

Education Code Sections 45117, 45298 and 45308

Approved:	Dec. 1, 1975
Revised:	May 23, 1991
	June 23, 1993
	May 28, 1998
	March 23, 2017
	October 26, 2017

AGENDA ITEM 12 - proposed (changes tracked)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4465 LAYOFF

4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds

- A. The names of permanent classified employees ~~thus laid off~~ who experience a loss or reduction of their position for lack of work or lack of funds shall be placed upon the reemployment list for the classification from which they were laid off or reduced. Names on the reemployment list shall be in the relative order of seniority. The names of ~~the probationary~~ employees ~~thus laid off~~ who experience a loss of their position while serving an initial or promotional probationary period shall be restored to the eligibility list from which they were appointed, with their original expiration date from the list, if the list is still valid at the time the layoff takes effect, and the time served in a paid status shall be credited toward the employee's probationary period.
- B. Permanent classified employees who experience a loss of their position due to a layoff laid off because for ~~of~~ lack of work or lack of funds are eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants; ~~Permanent classified these employees laid off~~ have the right to participate in promotional examinations within the County Education Office during the period of 39 months if they meet the minimum qualifications for the classification.
- C. Permanent classified employees who experience a layoff for lack of work or lack of funds shall retain eligibility for reemployment for an additional period of 24 months (for a total of 63 months), if they choose to:
1. accept a reduction in time of their present position,
 2. demote displace into a lower classification (if eligible),
 3. displace or demote to a position that results in a reduction in time from the employee's original position, or
 4. accept a transfer in lieu of layoff that results in a reduction in time from the employee's original position. shall be granted the same rights as persons whose employment with SBCEO ends, and shall retain eligibility to be considered for reemployment for an additional period of 24 months. Probationary e
- ~~B. D.~~ Classified employees who were in their initial or promotional probationary period at the time of layoff and who are reemployed reappointed under section A of this rule to the classification from which they were laid off under this section shall have restored the hours prior days previously worked in paid status in the classification credited towards completion of the probationary period.
- E. When a permanent position is to be eliminated or reduced in assigned time per day, week, month, or year, the incumbent shall have the right to transfer to any vacant position in the class which is not greater in assigned time than his/her the incumbent's former original position.
- If a vacant, permanent position is not available for transfer, the incumbent may displace ("bump") the incumbent of a position in the same classification with that is equal in time to the first incumbent's original position prior to the reduction. Only an employee who has

the least seniority in the class may be so displaced, provided that ~~he/she~~ the displacing employee has greater seniority than the displaced employee.

If no such option is available, ~~he/she~~ a laid-off employee may displace (“bump”) the employee with the least seniority among those employees occupying positions in the same classification of less time than the the laid-off employee’s original position and greater time than the laid-off employee’s reduced position, provided that ~~he/she~~ the displacing employee has greater seniority than the displaced employee. An employee so displaced shall have similar displacement rights, on the basis of seniority.

~~C. Employees who take voluntarily demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months; provided that the same tests of fitness still apply. The Personnel Commission shall name the determination of the specific period of eligibility for reemployment on a class by class basis.~~

Reference:

Education Code Sections 45117, 45298 and 45308

Approved:	Dec. 1, 1975
Revised:	May 23, 1991
	June 23, 1993
	May 28, 1998
	March 23, 2017
	October 26, 2017
	<u>November 19, 2020 (pending approval)</u>

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4465 LAYOFF

4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds

- A. The names of permanent classified employees who experience a loss or reduction of their position for lack of work or lack of funds shall be placed upon the reemployment list for the classification from which they were laid off or reduced. Names on the reemployment list shall be in the relative order of seniority. The names of employees who experience a loss of their position while serving an initial or promotional probationary period shall be restored to the eligibility list from which they were appointed, with their original expiration date from the list, if the list is still valid at the time the layoff takes effect..
- B. Permanent classified employees who experience a loss of their position due to a layoff for lack of work or lack of funds are eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants; these employees have the right to participate in promotional examinations within the County Education Office during the period of 39 months if they meet the minimum qualifications for the classification.
- C. Permanent classified employees who experience a layoff for lack of work or lack of funds shall retain eligibility for reemployment for an additional period of 24 months (for a total of 63 months), if they choose to:
 - 1. accept a reduction in time of their present position,
 - 2. demote/displace into a lower classification (if eligible),
 - 3. displace or demote to a position that results in a reduction in time from the employee's original position, or
 - 4. accept a transfer in lieu of layoff that results in a reduction in time from the employee's original position.
- D. Classified employees who were in their initial or promotional probationary period at the time of layoff and who are reappointed under section A of this rule to the classification from which they were laid off shall have the prior days in paid status in the classification credited towards completion of the probationary period.
- E. When a permanent position is to be eliminated or reduced in assigned time per day, week, month, or year, the incumbent shall have the right to transfer to any vacant position in the class which is not greater in assigned time than the incumbent's original position.

If a vacant permanent position is not available for transfer, the incumbent may displace ("bump") the incumbent of a position in the same classification that is equal in time to the first incumbent's original position prior to the reduction. Only an employee who has the least seniority in the class may be so displaced, provided that the displacing employee has greater seniority than the displaced employee.

If no such option is available, a laid-off employee may displace ("bump") the employee with the least seniority among those employees occupying positions in the same classification of less time than the laid-off employee's original position and greater time than the laid-off employee's reduced position, provided that the displacing employee has

greater seniority than the displaced employee. An employee so displaced shall have similar displacement rights, on the basis of seniority.

Reference:

Education Code Sections 45117, 45298 and 45308

Approved:	Dec. 1, 1975
Revised:	May 23, 1991
	June 23, 1993
	May 28, 1998
	March 23, 2017
	October 26, 2017
	November 19, 2020 (pending approval)

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4461 PROBATIONARY PERIOD

4461.2 Rights of Probationary Employees

- A. A new employee who resigns in good standing during the initial probationary period may, at the discretion of the Director, Human Resources, have one's name restored in proper rank to the eligibility list. Such action shall not extend the life of either the eligibility list or the period of eligibility of the resigning employee.
- B. A new employee who is released from employment during an initial probationary period shall be notified in writing of the action taken. The probationary employee shall not have the right to appeal.
- C. A permanent employee who has been promoted to a higher class and who does not successfully complete the probationary period in the higher class shall be reinstated to a position in the employee's former class in accordance with Rule No. 4462.2.
- D. A permanent employee who has been promoted to a higher class and is suspended, dismissed or demoted (to other than the employee's former class) for cause during the probationary period in the higher class retains full rights to appeal.
- E. Should a probationary employee be laid off for lack of work or funds, the probationary employee shall have reemployment rights consistent with Rule No. 4465.1. If reemployed, hours credited towards completion of the probationary period shall be restored.
- F. No probationary employee shall be dismissed or otherwise discriminated against on the basis of actual or perceived race, color, gender, gender identity, gender expression, national origin, ancestry, ethnic heritage, religious creed, sex, sexual orientation, marital status, pregnancy, political persuasion, age, physical disability, mental disability, medical condition, genetic information, military and veteran status, or the association with a person or group with one or more of these actual or perceived characteristics to the extent prohibited by law..

Reference:

Education Code Sections 45136, 45260-45261, 45269-45271 and 45301

Approved:
Revised:

Dec. 1, 1975
May 27, 1993
March 23, 2017
October 26, 2017
June 28, 2018

AGENDA ITEM 13a - proposed (changes tracked)

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4461 PROBATIONARY PERIOD

4461.2 Rights of Probationary Employees

- A. ~~A new~~An employee who resigns in good standing during the initial probationary period may, at the discretion of the Director, Human Resources, have ~~one's~~their name restored in proper rank to the eligibility list from which the employee was appointed. Such action shall not extend the life of either the eligibility list or the period of eligibility of the resigning employee.
- B. ~~A new~~An employee who is released from employment during an initial probationary period shall be notified in writing of the action taken. The probationary employee shall not have ~~the~~ right to appeal.
- C. A permanent employee who has been promoted to a higher class and who does not successfully complete the probationary period in the higher class shall be reinstated to a position in the employee's former class in accordance with Rule No. 4462.2.
- D. A permanent employee who has been promoted to a higher class and is suspended, dismissed or demoted (to other than the employee's former class) for cause during the probationary period in the higher class retains full rights to appeal.
- E. ~~Should a probationary employee be laid off for lack of work or funds, the probationary employee shall have reemployment rights consistent with Rule No. 4465.1. If reemployed, hours credited towards completion of the probationary period shall be restored.~~An employee who is laid off for lack of work or lack of funds during the initial or promotional probationary period shall not have reemployment rights to the classification from which they are laid off.
- F. No probationary employee shall be dismissed or otherwise discriminated against on the basis of actual or perceived race, color, gender, gender identity, gender expression, national origin, ancestry, ethnic heritage, religious creed, sex, sexual orientation, marital status, pregnancy, political persuasion, age, physical disability, mental disability, medical condition, genetic information, military and veteran status, or the association with a person or group with one or more of these actual or perceived characteristics to the extent prohibited by law.~~.~~

Reference:

Education Code Sections 45136, 45260-45261, 45269-45271 and 45301

Approved:

Revised:

Dec. 1, 1975

May 27, 1993

March 23, 2017

October 26, 2017

June 28, 2018

November 19, 2020 (pending approval)

AGENDA ITEM 13a - proposed (changes saved)

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4461 PROBATIONARY PERIOD

4461.2 Rights of Probationary Employees

- A. An employee who resigns in good standing during the initial probationary period may, at the discretion of the Director, Human Resources, have their name restored in proper rank to the eligibility list from which the employee was appointed. Such action shall not extend the life of either the eligibility list or the period of eligibility of the resigning employee.
- B. An employee who is released from employment during an initial probationary period shall be notified in writing of the action taken. The probationary employee shall not have the right to appeal.
- C. A permanent employee who has been promoted to a higher class and who does not successfully complete the probationary period in the higher class shall be reinstated to a position in the employee's former class in accordance with Rule No. 4462.2.
- D. A permanent employee who has been promoted to a higher class and is suspended, dismissed or demoted (to other than the employee's former class) for cause during the probationary period in the higher class retains full rights to appeal.
- E. An employee who is laid off for lack of work or lack of funds during the initial or promotional probationary period shall not have reemployment rights to the classification from which they are laid off.
- F. No probationary employee shall be dismissed or otherwise discriminated against on the basis of actual or perceived race, color, gender, gender identity, gender expression, national origin, ancestry, ethnic heritage, religious creed, sex, sexual orientation, marital status, pregnancy, political persuasion, age, physical disability, mental disability, medical condition, genetic information, military and veteran status, or the association with a person or group with one or more of these actual or perceived characteristics to the extent prohibited by law.

Reference:

Education Code Sections 45136, 45260-45261, 45269-45271 and 45301

Approved:

Revised:

Dec. 1, 1975

May 27, 1993

March 23, 2017

October 26, 2017

June 28, 2018

November 19, 2020 (pending approval)

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4465 LAYOFF

4465.1 Procedure Regarding Layoff or Reduction

- A. When permanent and/or probationary classified employees are laid off for lack of work or lack of funds, layoff shall be made in inverse order of seniority in the class in which the layoff occurs. The employee who has been employed the shortest time in the class, plus higher classes, shall be considered to have the least seniority and, therefore, be laid off first.
- B. The names of permanent employees thus laid off shall be placed upon the reemployment list for the class from which they were laid off. Names on the reemployment list shall be in the order of seniority. The names of probationary employees thus laid off shall be restored to the eligibility list and the time served in a paid status shall be credited toward the employee's probationary period.
- C. "Layoff for lack of funds or layoff for lack of work" include any reduction in hours of employment or assignment to a class or grade lower than that in which the employee has permanence, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.
- D. Computing Seniority – Seniority or length of service for layoff purposes shall be calculated on the basis of hire date into a particular classification plus higher classifications:
 - 1. Time served prior to a break in service shall not be counted toward seniority, with the following exception: a break in service is disregarded and seniority credit for prior service is granted if an employee is reinstated, reemployed in regular status, or appointed to a regular position within thirty-nine (39) months after layoff while the employee's name is on a reemployment list.
 - 2. Time served as a substitute or limited-term unit member prior to regular appointment shall not count towards seniority in classification.
 - 3. In the event of a question of equal seniority where two (2) or more employees have the same date of hire, layoff and reemployment shall be determined by lot as follows: first determination by first date of hire as a classified employee at SBCEO, and second determination by lot as observed by the Director, Human Resources or designee.
- E. Notice of layoff or reduction shall be given each classified employee not less than sixty (60) days prior to the effective date of layoff. When a specifically funded program is to be eliminated at the end of any fiscal year, classified employees.
- F. Employees laid off from a class shall be given a reasonable amount of time from the date of notice of layoff in which to render a decision whether to exercise displacement rights, if any, or rights, if any, to a vacant position. Such decision shall be in writing upon forms provided by the Human Resources Office.
- G. If an employee whose name is on the reemployment list refuses a bonafide offer of employment a total of two times, the employee's name shall be removed from the reemployment list. A bonafide offer is an offer for the same number of hours and length of work year held prior to the layoff and where the offered position is located no farther than twenty-five (25) miles distant from the employee's residence according to Google Map's nearest route.

- H. The Human Resources Office shall maintain seniority lists for all classes; information regarding vacant positions; and other information necessary to the administration of this section.
- I. The Director, Human Resources shall inform employees in writing of their rights with regard to layoff and displacement. Employees shall inform the Director, Human Resources in writing decisions to exercise any such rights.

Reference:

Education Code Sections 45117, 45298 and 45308

Approved:
Revised:

Dec. 1, 1973
May 23, 1991
June 23, 1993
May 28, 1998
April 22, 2004
Feb. 17, 2005
March 23, 2017
October 26, 2017
June 28, 2018

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND
TRANSACTIONS

4465 LAYOFF

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- A. When permanent ~~and~~/or probationary classified employees are laid off for lack of work or lack of funds, layoff shall be made in inverse order of seniority in the class in which the layoff occurs. The employee who has been employed the shortest time in the class, plus higher classes, shall be considered to have the least seniority and, therefore, be laid off first.
- B. The names of permanent employees thus laid off shall be placed upon the reemployment list for the class from which they were laid off. Names on the reemployment list shall be in the order of seniority.
- ~~B.C.~~ The names of employees who experience a loss of their position while serving an initial or promotional probationary period shall be restored to the eligibility list from which they were appointed, with their original expiration date from the list, if the list is still valid at the time the layoff takes effect. The names of probationary employees thus laid off shall be restored to the eligibility list and An employee who was in their initial or promotional probationary period at the time of layoff and who is reappointed under this provision to the classification from which they were laid off shall have the prior days in paid status in the classification credited towards completion of the probationary period. the time served in a paid status shall be credited toward the employee's probationary period.
- ~~C.D.~~ "A layoff for lack of funds or layoff for lack of work" include-refers to any reduction in hours of employment or assignment to a class or grade lower than that in which the employee has ~~permanence~~permanency, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.
- ~~D.E.~~ Computing Seniority – Seniority or length of service for layoff purposes shall be calculated on the basis of hire date into a particular classification plus higher classifications:
1. Time served prior to a break in service shall not be counted toward seniority, with the following exception: a break in service is disregarded and seniority credit for prior service is granted if an employee is reinstated, reemployed in regular status, or appointed to a regular position within thirty-nine (39) months after layoff while the employee's name is on a reemployment list.
 2. Time served as a substitute or limited-term unit member prior to regular appointment shall not count towards seniority in classification.
 3. In the event of a question of equal seniority where two (2) or more employees have the same date of hire, layoff and reemployment shall be determined by lot as follows: first determination by first date of hire as a classified employee at SBCEO, and second determination by lot as observed by the Director, Human Resources or designee.
- ~~E.F.~~ Notice of layoff or reduction shall be given each classified employee not less than sixty
(60) days prior to the effective date of layoff. When a specifically funded

program is to be eliminated at the end of any fiscal year, classified employees.

~~F.G.~~ Employees laid off from a class shall be given a reasonable amount of time from the date of notice of layoff in which to render a decision whether to exercise displacement rights, if any, or rights, if any, to a vacant position. Such decision shall be in writing upon forms provided by the Human Resources Office.

| ~~G.H.~~ If an employee whose name is on the reemployment list refuses a bona_fide offer of employment a total of two times, the employee's name shall be removed from the reemployment list. A bona_fide offer is an offer for the same number of hours and length of work year held prior to the layoff and where the offered position is located no farther than twenty-five (25) miles distant from the employee's residence according to Google Map's nearest route.

H.I. The Human Resources Office shall maintain seniority lists for all classes; information regarding vacant positions; and other information necessary to the administration of this section.

I.J. The Director, Human Resources shall inform employees in writing of their rights with regard to layoff and displacement. Employees shall inform the Director, Human Resources in writing decisions to exercise any such rights.

Reference:

Education Code Sections 45117, 45298 and 45308

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[November 19, 2020 \(pending approval\)](#)

4400 THE MERIT SYSTEM

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4465 LAYOFF

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- C. The names of employees who experience a loss of their position while serving an initial or promotional probationary period shall be restored to the eligibility list from which they were appointed, with their original expiration date from the list, if the list is still valid at the time the layoff takes effect. An employee who was in their initial or promotional probationary period at the time of layoff and who is reappointed under this provision to the classification from which they were laid off shall have the prior days in paid status in the classification credited towards completion of the probationary period.
- D. A layoff for lack of funds or lack of work refers to any reduction in hours of employment or assignment to a class or grade lower than that in which the employee has permanency, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.
- E. Computing Seniority – Seniority or length of service for layoff purposes shall be calculated on the basis of hire date into a particular classification plus higher classifications:
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Account Object Code	2020/21 Adopted Budget	2020/21 Revised Budget	2020/21 Actuals with Encum	2020/21 Rev Budget -Actuals	2020/21 Actuals /Rev Budge	
Fund 01 - General Fund/County School Ser						
Expense						
2300 Class Admin Sal	129,708	129,708	32,427	97,281.00	25.00 %	
2400 Cler/Office Sal	131,999	131,999	32,319	99,680.20	24.48 %	
2430 Extra Hours/OT	3,000	3,000	24	2,975.84	.81 %	
2440 Substitutes	3,000	3,000		3,000.00		
Total for Object 2000	267,707	267,707	64,770	202,937.04		
3200	60,709	60,709	13,349	47,359.59	21.99 %	
3300	3,830	3,830	926	2,904.40	24.17 %	
3400	137,750	137,750	31,460	106,290.00	22.84 %	
3500	132	132	32	100.29	24.02 %	
3600	4,082	4,082	915	3,166.53	22.43 %	
Total for Object 3000	206,503	206,503	46,682	159,820.81		
4300 Supplies	200	200		200.00		
4340 Compter Exps	400	400		400.00		
4350 Office Supply	3,140	3,140	2,000	1,140.00	63.69 %	
Total for Object 4000	3,740	3,740	2,000	1,740.00		
5200 Travel	9,000	9,000		9,000.00		
5300 Dues/Membership	5,650	5,650	4,411	1,239.00	78.07 %	
5610 Rntl Les w/o Op	1,300	1,300	700	600.00	53.85 %	
5630 Repairs	200	200		200.00		
5640 Computer Repr	500	500		500.00		
5650 Maint Agreemnts	700	700	700		100.00 %	
5710 Inter Prg Trans	400	400		400.00		
5720 Postage	50	50	9	41.00	18.00 %	
5730 Printing/Dupl	1,400	1,400		1,400.00		
5740 Computer Suppt	710	710		710.00		
5800 Prof Consulting	7,400	7,400		7,400.00		
5810 Contract Servs	5,000	5,000		5,000.00		
5830 Advertisement	3,000	3,000	275	2,725.00	9.17 %	
Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 9/30/2020, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)						

Account Object Code	2020/21 Adopted Budget	2020/21 Revised Budget	2020/21 Actuals with Encum	2020/21 Rev Budget -Actuals	2020/21 Actuals /Rev Budge
Fund 01 - General Fund/County School Ser (continued)					
Expense (continued)					
5850 Consultant Cont	2,500	2,500		2,500.00	
Total for Object 5000	37,810	37,810	6,095	31,715.00	
Total for Org 061, Fund 01 and Expense accounts	515,760	515,760	119,547	396,212.85	