



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

October 22, 2020 – 12:30 p.m.

LOCATION

As authorized by Governor Newsom'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 and establishing new requirements for conduct of telephonic or electronic meetings, 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 12:30 p.m.

2. Roll Call

Members Present

Mike Ostini, Chair

Gary Pickavet, Commissioner

Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

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

4. Changes to the Agenda — None

5. Introduction of Guests

Staff present:

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Erika Fox-Benito, Classified Human Resources Technician

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 September 24, 2020

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

8. Communication

CSEA Chapter 817 sent a letter dated October 12 stating that their screening committee had recommended Mike Ostini for a third term as Personnel Commissioner, to commence December 1, 2020, and that an election of the membership on this recommendation would be held on October 15. The Director, Human Resources explained that she had subsequently been informed that the chapter election would not be held until November. It is anticipated that Commissioner Ostini can be reappointed at the December 11 meeting of the County Board of Education.

9. Informational Items**a. Media Release/Column**

This was made available from the County Superintendent of Schools.

b. Legislative Update

No update at this time

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated November 5, 2020****c. Position Announcements**

11. Action Items**a. Ratification of Eligibility List**

- i. Child Care Services Technician (Dual – South)
- ii. Child Care Services Technician (Dual – North)
- iii. Custodian (Dual – South)
- iv. Paraprofessional (Dual – South)
- v. Paraprofessional (Dual – North)

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

b. Classification of Position

The Director, Human Resources recommended establishing a new classified management position of Director, Children and Family Resource Services and clarified that the recommendation had the support of the County Superintendent of Schools as well as the Assistant Superintendent, Educational Services.

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

c. Job Description

The Director, Human Resources recommended a revision of the job description for Health Advocate – Bilingual.

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

UNFINISHED BUSINESS**12. Revision of Merit System Rule – Presented for Second Reading**

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

The Director presented a second revision of the rule, reflecting the discussion at the September meeting. The Commission reviewed the rule but – as previously agreed – deferred voting on it until November, when it will be considered for approval along with the two related rules proposed for revision under New Business.

NEW BUSINESS**13. Revision of Merit System Rules – Presented for First Reading**

- a. 4461.2 Rights of Probationary Employees
- b. 4465.1 Procedure Regarding Layoff or Reduction

The discussion included a suggestion to reorder some of the paragraphs of the two rules, as well as some additional wording changes and corrections. It was also recommended that a search of the rules be done to check whether there are references to these two rules by specific paragraph (to avoid confusion if paragraphs are reordered).

REPORTS**14. PERSONNEL COMMISSIONER REPORTS**

Commissioners Pickavet and Ostini had no Commission-related items to report; all present sent good wishes to Commissioner Pickavet, who celebrated his birthday the previous day. Commissioner Jaramillo stated that her employer, Lompoc Unified, was getting ready for possible reopening in January.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that — as required by County Public Health — SBCEO has already begun surveillance testing instructional staff, with employees being directed to get tested by nasal swab method at sites operated by County Public Health or the state. HR has now identified a laboratory that can do on-site testing for SBCEO using their own mobile units; the method used will be an oral swab observed by a trained person. We anticipate transitioning to this test provider so that SBCEO can begin surveillance testing our entire workforce. The Director reported that we are planning to test our workforce every two months, noting that some employees are subject to other testing requirements depending on their assigned site.

The Director briefly highlighted some of the data points of the draft 2019-20 annual report.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:02 p.m. The next regularly scheduled meeting will be held on November 19, 2020 at 12:30 p.m. by videoconference.

A handwritten signature in black ink that reads "Amy R. Ramos". The script is cursive and fluid.

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

Michael Ostini
Chair, Personnel Commission



AGENDA ITEM 10a

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

Oct. 22, 2020 through Nov. 13, 2020

Position #	Position Information
2389	Director, Children and Family Resource Services • Health Linkages Administration • South County 40.00 hours per week • 12.00 months
2391	Student Information Specialist • Dos Puertas Juvenile Hall School • North County 20.00 hours per week • 12.00 months

Classified Personnel Report

December 11, 2020

Appointments

Limited Term/Substitute

Brickey, Aprille
November 9, 2020
Teaching Assistant • Juvenile Court and Community Schools • Various Sites
• Hourly as needed

Cervantes Martinez, Beverly
November 9, 2020
Student Worker • Partners In Education • Hope
• Hourly as needed

Garcia, Breanna
November 9, 2020
Student Worker • Human Resources • Cathedral Oaks
• Hourly as needed

Gomez Suarez, Isaac
November 9, 2020
Custodian • Internal Services • Santa Maria
• Hourly as needed

Rodriguez Mutter, Ernestina
November 9, 2020
Teaching Assistant • Juvenile Court and Community Schools • Various Sites
• Hourly as needed

Solano, Freda Joeline
November 9, 2020
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Probationary

Quezada, Jacqueline
November 2, 2020
Child Care Services Technician • Child Development • Santa Maria Child Development
100% • 12 months

Rodriguez, Alejandra
Child Care Services Technician • Child Development • Child Development - Hope Center
100% • 12 months
October 19, 2020

Vaj, Hnub
Paraprofessional • Special Education • Central Avenue Preschool
70% • 10 months
November 3, 2020

Changes

Anniversary Increase

Anderson, Michelle
Paraprofessional • Special Education • Ralph Dunlap School DHOH & Pre-K
75% • 10 months
November 1, 2020

Castaneda, Monica
Child Care Services Technician • Child Development • Santa Maria Child Development
100% • 12 months
November 1, 2020

Dulay, Amada
Senior Administrative Assistant • School Business Advisory Services • School Business Advisory Services
100% • 12 months
November 1, 2020

Funkhouser, Rose Mary
Paraprofessional • Special Education • Cuyama Elementary School
81.25% • 10 months
November 1, 2020

Gutierrez, Toni
Office Assistant • Transitional Youth Services • Transitional Youth
100% • 12 months
November 1, 2020

Hamamoto, Rachel
Senior Administrative Assistant • Internal Services • Fiscal Services
100% • 12 months
November 1, 2020

Hidalgo, Monique	November 1, 2020
Paraprofessional • Special Education • Los Padres Head Start	
32.5% • 10 months	
 Kelly, Lorie	 November 1, 2020
School Occupational Therapist • Special Education • School Occupational Therapy Services	
100% • 12 months	
 Kuhl, Kathryn	 November 1, 2020
Educational Interpreter, American Sign Language, Certified • Special Education • Orcutt Junior High School	
DHOH	
75% • 10 months	
 Landeros, Maribel	 November 1, 2020
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages South	
100% • 12 months	
 Martinez Velazquez, Salvador	 November 1, 2020
Computer/Network Technician, Information Technology Services • Information Technology Services • Network	
and Microcomputer Support	
100% • 12 months	
 Mitchell, Nadine	 November 1, 2020
Paraprofessional • Special Education • Clarence Ruth Preschool	
75% • 10 months	
 Robles, Esther	 November 1, 2020
Paraprofessional • Special Education • Arellanes Junior High School	
87.5% • 10 months	
 Sanchez, Eva	 November 1, 2020
Clerical Assistant • Special Education • Speech/Language Services, McClelland	
25% • 10 months	

Sanchez, Sandra
Paraprofessional • Special Education • Montecito Union School
81.25% • 10 months
November 1, 2020

Sena, Rosalynd
Child Care Services Technician • Child Development • Santa Maria Child Development
100% • 12 months
November 1, 2020

Smith, Steven
Reprographics Supervisor • Communications • Reprographics Administration
100% • 12 months
November 1, 2020

Solorio, Maria
Paraprofessional • Special Education • Arellanes Junior High School
87.5% • 10 months
November 1, 2020

Stepka, Joseph
Maintenance and Operations Supervisor • Internal Services • Operations South
100% • 12 months
November 1, 2020

Zepeda-Jimenez, Valeria
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months
November 1, 2020

Decreased Time (Voluntary)

Johnson, Kendra
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby
25% • 12 months
November 1, 2020
From .45

Differential - Add

Clapp, Charles
Paraprofessional • Special Education • Hollister School Elementary
81.25% • 10 months
Specialized Health Care x 3
October 26, 2020

Filomia, Andres
October 26, 2020
Paraprofessional • Special Education • Hollister School Elementary
81.25% • 10 months
Specialized Health Care x 3

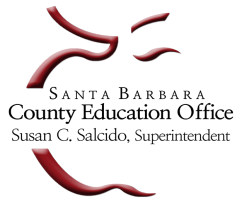
Gonzalez, James
October 27, 2020
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months
Specialized Health Care

Rodriguez, Isabel
October 27, 2020
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months
Specialized Health Care

Sprague, Lynette
October 26, 2020
Paraprofessional • Special Education • Hollister School Elementary
81.25% • 10 months
Specialized Health Care x 3

Reclassification

Vazquez, Magaly
October 1, 2020
Program Associate • Transitional Youth Services • Transitional Youth
100% • 12 months
From Transitional Youth Education Advocate



SANTA BARBARA County Education Office

An Equal Opportunity Employer

AGENDA ITEM 10c(i)

Service & Leadership

Seeks candidates for the position of

Director, Children and Family Resource Services

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

Health Linkages Administration

Santa Barbara

Salary: \$106,458 - \$126,545 per year

Apply by: 11-23-2020

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

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.

The position: 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: Direct programs as established by federal, state, local, and/or Santa Barbara County Education Office regulations, or private funder program guidelines. Provide leadership in the planning, direction, and management of Children and Family Resource Services. 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. 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. 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. 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. 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. 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. Plan and deliver presentations and community outreach to advisory groups, business, and service organizations to promote department programs. 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. 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. Engage and monitor the work of consultants as needed. Perform other related duties as assigned.

REQUIREMENTS

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

Abilities: 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.

Education and experience: 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. 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.

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.

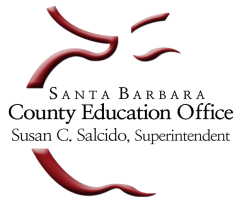
RECRUITMENT INFORMATION

Examination: The recruitment will be Promotional, resulting in internal candidates only being ranked 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 oral examination for this classification is tentatively scheduled for 12-3-2020. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

Eligibility list: Promotional examinations are open to current permanent employees who meet the prescribed qualifications of the classification. The field of competition shall be limited to promotional applicants only. The top three ranks of eligibles shall be interviewed for vacant positions.

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

Senior Software Engineer

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

Information Technology Services

Santa Barbara

Salary: \$6929 - \$9725 per month

Apply by: Open Until Filled

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are an innovative professional with excellent communication skills, and a proven track record of earning the trust of colleagues and end users because of your attitude and results. You are good with people and explain complex technical issues in layman's terms. You are an excellent problem-solver, highly responsible, and take ownership of all responsibilities. You conduct research, apply new technologies as appropriate, communicate effectively, collaborate with other colleagues, and develop automated solutions to solve problems without jumping to conclusions or leaving the solutions to others. You mentor and train others, giving credit where it is due. You are solutions-oriented, avoid micromanaging, and you lead by example. You are committed to providing the best service possible.

The position: Responsible for maintaining and enhancing computer software systems; providing systems integration services; implementing and monitoring security and performance of hardware and software on mission-critical financial management information system. Role requires senior-level systems and database administration, performing the most complex activities within the scope of the department. Incumbent has broad architectural responsibilities, typically specializes in overlapping technology platforms, and may lead multiple projects while administering production system applications, infrastructure and databases.

Specific duties and responsibilities: Policy duties: Provide technical input to policy and standards development related to technology use; maintain quality service by establishing standards. Software development duties: Perform complex technical work in design, development, installation, and maintenance of computer system software and utility programs; develop, maintain and enhance enterprise-wide computer software on a variety of platforms in the areas of payroll, finance, human resources, office administration, and other

specialized programs. Analyze and design application systems and databases requiring innovative and diversified approaches to resolve issues in data collection, data coding, system controls, connectivity, auditing, processing cycles and reporting. Sort, organize, format and report a variety of complex data; develop application program test data, test programs and analyze test results to ensure all work meets expectations. Design, develop, and maintain new programs and modify existing programs to meet changing needs and provide enhancements; create and maintain detailed system documentation. Systems integration duties: Design and provide systems integration of specialized software programs; develop back-end database interfaces to web applications; design and code business and specialized application and data interfaces for efficiency, including automated data transfer among applications and secure electronic transmission of data to and from local, state, and federal agencies; work with network and software engineers to assess and test hardware and software interaction. Systems administration duties: Maintain enterprise systems ensuring security, high availability, good performance, and reliability of information; oversee and maintain mission-critical application systems such as financial management information system. Provide effective provisioning, installation/configuration, operation, monitoring, and maintenance of application systems and related infrastructure; plan and perform major upgrades of operating system, diagnostic tools, and application software; install system software, patches, fixes, and upgrades; document configurations. Install and administer web (IIS) and SQL servers; manage database systems to ensure maximum up-time of servers and proper integration with other systems; manage, configure, and maintain servers in virtual and traditional environments; diagnose and resolve complex software, server, and networking issues. Apply principles and techniques of systems management, including SQL and Active Directory; provide systems level programming. Database administration duties: Perform database administration, and database performance tuning, ensuring current versions of Microsoft SQL Server, FileMaker Pro, and other databases as appropriate; develop and maintain database structures for storage and retrieval in the form of reports, queries, and scripts; perform database and web server builds. Maintain and update schematics and documentation of data structures while safeguarding information against accidental or unauthorized damage, modification, or disclosure; maintain daily database jobs and stored procedure library; maintain replication environments for business systems. Support database functions by designing and coding utilities; implement processes to ensure data accuracy and security. Performance duties: Analyze situations for performance tuning, capacity planning, and recovery; coordinate, evaluate, implement and test systems functionality and tuning for performance; monitor systems and database performance. Use tools that yield network, storage, processing time and data transmission analytics to continually fine-tune systems; configure, operate, and monitor performance of server hardware and software, including operating systems, applications, and patches to support efficient and effective operation; manage multiple servers, virtual and physical. Backup and recovery duties: Coordinate system backups and recovery with network engineers; maintain backups of data for archival retrieval and data analysis. Security duties: Recommend and reinforce security measures as needed; integrate application security with Active Directory and other LDAP based services; evaluate security risks of current and planned databases. Participate in planning and maintenance of security infrastructure and procedures; perform systems administration, testing and application of security patches. Support infrastructure, upgrades, account maintenance, and authentication for network and application access; protect user privacy by following best practices. Problem-solving duties: Diagnose and resolve complex software, server and networking issues; maintain technical knowledge by reviewing professional publications, establishing professional networks, and attending workshops and conferences as required; troubleshoot and resolve problems reported by end users, including district technical staff. Systems analysis duties: Research and develop new processes to address emerging requirements; provide information by answering questions and conducting trainings. Meet with users to determine information systems needs and answer questions regarding software systems; document system specifications and develop custom systems or implement pre-packaged systems as appropriate; evaluate new software applications and alternative solutions; develop requirements, functional specifications and standards for software purchase and development; design solutions to ensure optimum performance. Interpret and

apply federal, state, and local laws, codes and regulations. Project management/technical leadership duties: Coordinate work with staff to develop project timelines, work distribution, and timely completion of projects; provide implementation oversight of new application systems and software features for users; provide leadership to a team, technical guidance, and recommendations concerning computer programs and systems; proactively seek out help when needed to accomplish project goals. Operations duties: Operate desktop workstations, laptops, system consoles, virtual and physical servers, security appliances, network hardware, peripheral equipment and software. Perform related duties as assigned.

REQUIREMENTS

Knowledge: All areas necessary to perform specific duties listed above. Recent trends in software development, maintenance and enhancements, including web-based technologies and object-oriented development methodologies. Principles of enterprise business systems; analysis, design, build, test, and deploy

Abilities: Take direction from supervisor and management, and work independently with little direction while managing time and requests effectively. All skills required to perform duties listed above. Provide leadership, technical guidance, and recommendations concerning computer programs and systems. Research, upgrade, monitor, and recommend new system software and hardware. Apply principles and techniques of systems management. Architect automated solutions for systems integration of disparate technologies; analyze data in terms of simultaneous occurrences of multiple processes; apply technology for improvements in organizational efficiency and effectiveness. Develop and maintain database standards and naming conventions; install, research, test, and verify proper functioning of software patches and fixes; design and maintain normalized data structures; debug and code complex systems. Listen to user requirements; understand the big picture at a systems level to provide the best solution; analyze alternatives and develop effective solutions; prepare development estimates for alternatives; design and develop the selected solution. Deal with multiple variables in situations where only limited standardization exists. Train non-technical system users. Interpret instructions furnished in written, oral, diagram, or schedule format. Analyze and interpret data; draw conclusions; think critically; evaluate information and claims analytically and logically; choose optimal courses of action in a timely manner. Develop and maintain cooperative working relationships with staff and user community. Respond positively to change and modify behavior as the situation requires. Be attentive to detail; focus on work content, work steps, and final work products. Be innovative; devise new and better ways of doing things. Maintain professional integrity and ethics; maintain trust through honesty, adherence to principles and personal accountability. Self-manage; demonstrate personal organization, self-discipline, and dependability. Be customer focused; attend to the needs and expectations of customers. Meet schedules and timelines. Communicate effectively both orally and in writing. Have dexterity to operate a computer keyboard, lift moderately heavy objects, sit for extended periods of time.

Education and experience: Any combination of degree and/or experience equivalent to a Bachelor's degree in computer science, management information systems, accounting or finance preferred, and five years increasingly responsible experience designing, developing, programming and maintaining automated business systems.

Licenses and certificates: A valid California driver's license and insurance coverage as required by state law.

Working conditions: Data processing environment, noise from computer equipment operation. Travel from site to site.

RECRUITMENT INFORMATION

Examination: The recruitment will be Open Continuous, resulting in internal and external candidates being ranked according to final combined scores as a whole group. 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: These positions are open to promotional applicants and the general public who meet minimum qualifications. If this is a Paraprofessional position, applicants must pass a written examination in Mathematics, English-Language Arts and Ability to Assist in Instruction as required by the State or provide transcripts with 48 or more semester units of higher education. New applicants who qualify are merged into the current eligibility list. Appointments shall be made from the top three ranks on the eligibility list.

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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

AGENDA ITEM 11a(i)

Job Class: School District Financial Advisor, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	20627	04-22-2021

Number of applicants: 19

Number of applicants passed screening: 3

Number of performance/written exam attendees: 3

Number of oral exam attendees: N/A



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

AGENDA ITEM 11a(ii)

Job Class: School Occupational Therapist, Full-time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	20424	04-14-2021
2	20429	04-14-2021
3	20413	04-14-2021
3	20434	04-14-2021

Number of applicants: 4

Number of applicants passed screening: 4

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 4



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Student Information Specialist, Part-Time: 50% 20 hours/week

AGENDA ITEM 11a(iii)

Rank	Application Number	Date Eligibility Expires
1	20400	04-07-2021
2	20476	04-07-2021
3	20411	04-07-2021
4	20414	04-07-2021

Number of applicants: 17

Number of applicants passed screening: 9

Number of performance/written exam attendees: 6

Number of oral exam attendees: 4

PERSONNEL – Series 4000

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

DRAFT REVISION

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4461 PROBATIONARY PERIOD

4461.2 Rights of Probationary Employees

~~A. 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.~~

~~A.B.~~ 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 if the list is still valid. Such action shall not extend the life of either the eligibility list or the period of eligibility of the resigning employee.

~~B.C.~~ 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.D.~~ 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.E.~~ 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
November 19, 2020 (pending approval)

DRAFT REVISION

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4461 PROBATIONARY PERIOD

4461.2 Rights of Probationary Employees

- A. 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.
- B. 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 if the list is still valid. Such action shall not extend the life of either the eligibility list or the period of eligibility of the resigning employee.
- C. 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.
- D. 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.
- E. 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.
- 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.

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November 19, 2020 (pending approval)

PERSONNEL – Series 4000

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
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DRAFT REVISION

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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. 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.~~

~~C. 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-D. 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. "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 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~~employee 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~~ five (5) business days 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~~ Department.

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-Department~~ 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 of their decisions to exercise any such rights.

Reference:

Education Code Sections 45117, 45298 and 45308

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4460 IN-SERVICE STATUS AND
TRANSACTIONS

4465 LAYOFF

4465.1 Procedure Regarding Layoff or Reduction

- A. When permanent 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. 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.
- C. 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.
- D. 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.
- 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 employee 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.
- 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.

- G. Employees laid off from a class shall be given five (5) business days 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 Department.
- 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 Maps nearest route.

- I. The Human Resources Department shall maintain seniority lists for all classes; information regarding vacant positions; and other information necessary to the administration of this section.
- 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 of their decisions to exercise any such rights.

Reference:

Education Code Sections 45117, 45298 and 45308

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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
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AGENDA ITEM 12c - proposed revision (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.~~

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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 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.

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Education Code Sections 45117, 45298 and 45308

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	<u>November 19, 2020</u> (pending approval)

PERSONNEL COMMISSION ANNUAL REPORT, 2019-20

	2017-2018	2018-2019	2019-2020		2017-2018	2018-2019	2019-2020
PERSONNEL ACTIONS				RECRUITMENT			
Appointments				Examinations			
Probationary	53	29	27	Positions Announced	24	23	23
Management	3	2	4	Applications	324	411	537
Reemployments	5	1	3	Written Examinations	23	19	19
Reinstatements	4	1	2	Oral Examinations	24	20	24
Changes				Performance Examinations	0	0	0
Transfers	6	6	8	Qualification Appraisals	1	3	1
Reassignments	22	11	4	Eligibles Established	67	63	65
Out-of-Class Assignments	8	5	3	Eligibility Lists Established	20	20	24
Promotions	6	1	7	Continuous Examinations (Paraprofessional, Child Care Assistant)			
Reclassifications and Reallocations	17	30	10	Applications	228	111	167
Decreased Time in Lieu of Layoff	22	4	11	Oral Examinations	11	6	6
Displacement in Lieu of Layoff	4	0	2	Eligibles Established	38	29	25
Demotion Displacement In Lieu of Layoff	0	0	0	Eligibility Lists Established	7	6	6
Increase Time (Voluntary)	23	15	14				
Decreased Time (Voluntary)	5	1	1	ACTIVE CLASSIFIED EMPLOYEES AS OF FISCAL YEAR END			
Separation				CSEA Classified Employees	175	159	129
Resignations	35	21	10	Non-CSEA Classified Employees	117	121	111
Retirements	17	12	4	Classified Managers	24	23	27
Exhausted Leave	0	0	1				
Layoffs	20	3	12	ACTIVE CLASSIFIED SUBSTITUTES AS OF FISCAL YEAR END			
Terminations (probationary)	4	1	4	Classified Substitutes	174	91	82
Terminations (permanent)	0	0	0				
OTHER ACTIONS				REEMPLOYMENT			
New Classifications	25	5	1	Total Individuals	55	39	32
Revised Job Descriptions	8	8	7	Total Removed	14	7	5
Revised PC Rules	72	8	2				
				PERSONNEL COMMISSION MEETINGS			
					12	11	12