



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

November 19, 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

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

4. Changes to the Agenda — None

5. Introduction of Guests

Staff present:

Dr. Susan Salcido, County Superintendent of Schools

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tom Heiduk, Manager, Credentials Services

Tracie Cordero, Classified Human Resources Specialist

Erika Fox-Benito, Classified Human Resources Technician

Mark Moore, CSEA Field Representative

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 October 22, 2020

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

8. Communications — None

9. Informational Items

a. Media Release/Column

This was made available from the County Superintendent of Schools.

b. Legislative Update

The Director, Human Resources explained the impact on schools of Santa Barbara County's move back into the purple tier of COVID transmission rates.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated December 11, 2020

c. Position Announcements

11. Action Items

a. Ratification of Eligibility Lists

- i. School District Financial Advisor (Dual – South)
- ii. School Occupational Therapist (Dual – South)
- iii. Student Information Specialist (Dual – North)

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

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Revision of Merit System Rules – Presented for Subsequent Reading (Attachments)

- a. 4461.2 Rights of Probationary Employees
- b. 4465.1 Procedure Regarding Layoff or Reduction
- c. 4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds

After a discussion, a motion was made to approve revised Rules 4461.2 and 4465.2 and to defer approval of revised Rule 4465.1 to the Commission's next meeting to allow time for additional research and further revision.

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

13. Personnel Commission Annual Report, 2019-20 (Final Version)

The final version of the annual report was presented as an informational item. The Director also made a presentation highlighting some of the data from the report.

NEW BUSINESS

14. Public Hearing — time certain 1:00 p.m.

A public hearing was conducted in accordance with State Board of Education requirements for consideration of SBCEO's waiver request for Educational Interpreter, American Sign Language. SBCEO has two employees who are working as Educational Interpreters, American Sign Language under state waivers because they have not yet passed the qualifying exam. As part of the waiver conditions, the employees are receiving mentoring from employees in the classification who are certified. The waiver application process requires a public hearing, as well as concurrence from the Board or Superintendent and from the bargaining unit representative. No members of the public attended the hearing, which concluded at 1:03 p.m.

REPORTS

15. PERSONNEL COMMISSIONER REPORTS

Commissioner Pickavet noted the recent closure of schools in New York City and stated he was glad about the recent positive news regarding vaccines; he wished all a happy Thanksgiving. Commissioners Ostini and Jaramillo had no Commission-related items to report.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director invited the Commissioners to attend the December Board meeting, at which Mike Ostini will be reappointed to a new term.

The Director also invited the Commissioners to attend a consolidated service awards ceremony that will take place at the February 4, 2021 Board meeting, and explained how the event will differ this year from previous years.

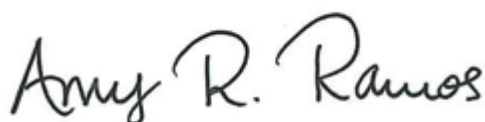
17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Mark Moore gave a recap of the election results for candidates and ballot measures supported by CSEA. He anticipates possible budget cuts to schools and is committed to supporting employees who may be impacted if those occur. He expressed hope for possible stimulus/COVID relief legislation at the federal level.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:10 p.m. The next regularly scheduled meeting will be held on December 17, 2020 at 12:30 p.m. by videoconference.



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

Nov.16, 2020 through Dec 11, 2020

Position #

Position Information

2395

Manager, Health Linkages Program • Health Linkages South • South County
40.00 hours per week • 12.00 months

Classified Personnel Report

January 7, 2021

Appointments

Limited Term/Substitute

Arellano Perez, Karen November 19, 2020
Student Worker • Internal Services • Cathedral Oaks
• Hourly as needed

Lee, Yer December 3, 2020
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Probationary

Bat, Joy December 7, 2020
Student Information Specialist • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
50% • 12 months

Hansen, Janelle December 7, 2020
Student Information Specialist • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
50% • 12 months

Changes

Anniversary Increase

Barba, Andrea December 1, 2020
Paraprofessional • Special Education • Robert Bruce Preschool
67.5% • 10 months

Bishop-Sampanis, Barbara December 1, 2020
Paraprofessional • Special Education • Montecito Union School
81.25% • 10 months

Bravo, Christina December 1, 2020
Paraprofessional • Special Education • Chapel Head Start
35% • 10 months

Evans, Matthew	December 1, 2020
Reprographics Administrative Assistant • Communications • Reprographics 100% • 12 months	
 Hopwood, Faith	 December 1, 2020
Senior Administrative Assistant • Administrative Services • Administrative Services 100% • 12 months	
 Kroupa, Jana	 December 1, 2020
Paraprofessional • Special Education • Cuyama Elementary School 81.25% • 10 months	
 Krzyston, Jill	 December 1, 2020
Payroll Technician • Internal Services • Payroll 100% • 12 months	
 Locke, Wilson	 December 1, 2020
Payroll and Benefits Assistant • Human Resources • Benefits 100% • 12 months	
 Montano, Amber	 December 1, 2020
Paraprofessional • Special Education • Ontiveros Preschool 75% • 10 months	
 Morales, Jennie	 December 1, 2020
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH 81.25% • 10 months	
 Reyes, Delfina	 December 1, 2020
Paraprofessional • Special Education • Infant Services, Lompoc 50% • 10 months	

Increased Time (Voluntary)

Carrillo, Heracio	November 9, 2020
Custodian • Internal Services • Operations North 62.5% • 12 months From 25%	

Probation to Permanent

Lopez Heredia, Rodrigo	December 1, 2020
Accounting Assistant • Internal Services • Accounting - Fiscal Services	
100% • 12 months	

Separation

Leave Exhaustion

Beauchamp, Tracey	December 7, 2020
Communications Administrative Assistant • Communications • Communications	
100% • 12 months	

Resignation

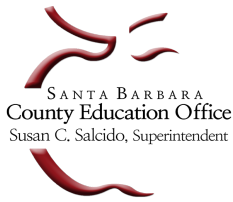
Gutierrez, Toni	December 4, 2020
Office Assistant • Transitional Youth Services • Transitional Youth	
100% • 12 months	

Holladay, Jason	December 4, 2020
Paraprofessional • Special Education • Olga Reed Elementary	
77.5% • 10 months	

Retirement

Anderson, Beth	January 8, 2021
School Occupational Therapist • Special Education • School Occupational Therapy Services	
100% • 10 months	

Kelly, Lorie	January 31, 2021
School Occupational Therapist • Special Education • School Occupational Therapy 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

Manager, Health Linkages Program

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

Health Linkages

Santa Barbara or Santa Maria

Salary: \$81,138 - \$96,446 per year

Apply by: 1-6-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: Possess program management and case management experience in a K-12 educational setting, be effective in facilitating and coordinating with community partners on initiatives and programs, have experience developing grant applications and managing grant-funded programs, possess development, fundraising, or related experience soliciting donations and recruiting volunteers, be willing and able to provide some direct services to program participants.

The position: Under the supervision of the Health Linkages Program Coordinator, assist in planning and executing a countywide Oral Health collaborative and children's Oral Health Program. The Oral Health Program Manager collaborates with program partners to improve the oral health of children and their families in Santa Barbara County.

Specific duties and responsibilities: Plan, organize and execute a countywide Oral Health (OH) Program according to the goals and objectives of the program, Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for program grants; coordinate OH activities, goals, objectives and evaluations with participating programs; develop procedures for the OH program to include research-informed and best practices, Recruit oral health providers to participate in targeted programs; expand dental provider list; procure materials such as tooth-brushing supplies and educational materials for program providers, work with Health Linkages staff and community partners to schedule volunteer providers and coordinate preventative oral health education for students, parents and child care providers, including promoting dry tooth-brushing in targeted programs; help to identify gaps in oral health services in Santa Barbara County, schedule and facilitate regular meetings with community partners, Family and Health Advocates and their supervisors to assess needs for oral health education and services, review program data, and monitor program performance, work with Health Linkages Coordinator, SBCEO fiscal department staff and administrative staff to establish billing and reimbursement procedures for oral health providers, participate in the

Santa Barbara County Oral Health Collaborative and Executive Committees; participate in regional Dental Access Resource Team (DART) meetings and support DART activities including community events, act as spokesperson for and represent the interests of the Oral Health Program, maintain effective internal and external public relations, assist in grant writing to maintain or expand the OH Program; complete reports as required; incorporate new resources as available to enhance or achieve program goals, apply fluoride varnish to children's teeth, perform other job-related duties as assigned.

REQUIREMENTS

Knowledge: Principles and practices of dental case management, principles and practices of oral health education, program planning and development, program evaluation methods, report-writing practices, public relations methods, current research on oral health, proper English usage and grammar, recordkeeping practices and regulations, oral health needs of the community and population served, community organizations, resources and services, community outreach and engagement techniques.

Abilities: Evaluate the oral health needs of the target population, develop and prepare a variety of reports and documents, including contracts and grant applications, plan, organize and implement services, coordinate program activities, engage community partners and stakeholders, coordinate work of third parties over whom one has no supervisory authority, establish and maintain working relationships with individuals from diverse socioeconomic backgrounds, work cooperatively as part of an Oral Health Collaborative, maintain confidential health records.

Education and experience: Bachelor's degree in health or other related field and two years of experience in a health-related position that included responsibility for one or more aspects of program coordination, such as needs assessment, program development, or program review; or Associate's degree in health or other related field and four years of experience in a health-related position that included responsibility for one or more aspects of program coordination, such as needs assessment, program development, or program review. Case management experience in a health care or social services setting is desirable.

Licenses and certificates: As incumbent will travel to different sites within the county, possession of a valid California driver's license and auto insurance coverage are required by the County Education Office.

Working conditions: Incumbent will be required to wear personal protective equipment when applying fluoride varnish.

RECRUITMENT INFORMATION

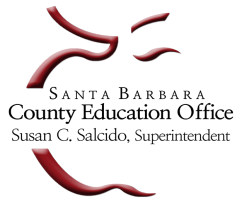
Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who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

Examination dates: The written examination for this classification is tentatively scheduled for 01-14-2021 at . The oral examination for this classification is tentatively scheduled for 01-19-2021. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the

respective examination/s. Dual certification results in one integrated eligibility list based on rank.

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



SANTA BARBARA County Education Office

An Equal Opportunity Employer

AGENDA ITEM 10c(ii)

Service & Leadership

Seeks candidates for the position of

Office Assistant

Full-Time • 12 months/year

Hope Center

Transitional Youth
Santa Barbara

Salary: \$3577 - \$5021 per month

Apply by: 1-6-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

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

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

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

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

REQUIREMENTS

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

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

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

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

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

RECRUITMENT INFORMATION

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

Human Resources by the deadline date specified in this announcement.

Examination dates: The written examination for this classification is tentatively scheduled for 01-12-2021 at . The oral examination for this classification is tentatively scheduled for 01-15-2021. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

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

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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

AGENDA ITEM 11a(i)

Job Class: Child Care Assistant, Part-Time: 75% 30 hours/week

Rank	Application Number	Date Eligibility Expires
1	20673	04-28-2021
2	20515	04-28-2021
3	20677	04-28-2021
4	20562	04-28-2021
5	20491	04-28-2021
5	20524	04-28-2021
6	20551	04-28-2021

Number of applicants: 17

Number of applicants passed screening: 10

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 8



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

AGENDA ITEM 11a(ii)

Job Class: Administrative Assistant, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	20654	05-17-2021
2	20539	05-17-2021
3	20806	05-17-2021
4	19654	03-14-2021
5	20649	05-17-2021
6	19727	03-14-2021
7	19792	03-14-2021
7	20643	11-17-2021

Number of applicants: 91

Number of applicants passed screening: 30

Number of performance/written exam attendees: 10

Number of oral exam attendees: N/A



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Susan C. Salcido, Superintendent of Schools

Promotional Eligibility List

AGENDA ITEM 11a(iii)

Job Class: Director, Children and Family Resource Services, Full-time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	20809	12-03-2021
2	20826	12-03-2021

Number of applicants: 4

Number of applicants passed screening: 2

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 2

12-14-2020

AGENDA ITEM 11b(ii)

COORDINATOR, HUMAN RESOURCES (DRAFT)

Reports to: Assistant Superintendent, Human Resources

Division: Human Resources

Our ideal candidate

You understand the critical role that Human Resources serves in an organization and proactively pursue continuous improvement of the human resources systems that serve all internal programs and services at SBCEO. You work with urgency, accuracy, and a passion for equity. You have exceptional written and oral communication skills and a strong sense of organizational systems. You work collaboratively with teams to develop new ideas and gain consensus toward systemic changes that will benefit the organization. You have experience mentoring and training management staff who support and supervise employees.

General description

Under administrative direction, coordinate a variety of general human resources functions, including risk management, employee and union relations, human resources consultation services to managers and supervisors, and the development and delivery of employee and management training and professional development; implement and oversee the Injury and Illness Prevention Program; administer discrimination and harassment prevention programs and investigate complaints; ensure ongoing compliance with state and federal law including the California Education Code.

Specific duties and responsibilities

- In collaboration with HR leadership team, recommend and develop organizational goals focused on improving and enhancing systems, policies, and procedures that impact all departments; establish objectives, work plans, analytic tools and metrics, and performance measures and standards.
- Support the Assistant Superintendent in policy and strategy development, ensuring legal and policy compliance and consistency of application; draft new and revised Board Policies and Administrative Regulations, and other SBCEO-wide policies related to employment and risk management.
- Coordinate and integrate overall department activities to optimize customer service; ensure effective communication within Human Resources and with other departments.
- Identify opportunities for Human Resources process improvement; research, evaluate, and recommend Human Resources business systems that will improve the customer experience and maximize staff capacity.
- Lead departmental and interdepartmental work groups to implement new initiatives, improve current processes, and revise procedures to reflect changes in law; establish appropriate partnerships; facilitate meetings; remove barriers to progress; and ensure successful and timely project completion.
- Review draft communications, policies, procedures, and memoranda of understanding for other SBCEO departments, suggesting revisions to clarify meaning and intent, manage SBCEO's risk, and ensure compliance with current law and alignment with existing SBCEO policies, procedures, rules, and bargaining agreements.

COORDINATOR, HUMAN RESOURCES (DRAFT)

- Oversee components of SBCEO's risk management program such as workers' compensation, unemployment compensation, injury and illness prevention; develop and implement relevant trainings to manage risk.
- Support negotiations with certificated and classified bargaining units by researching, drafting, and costing out proposals; may serve as member of management negotiations team; interpret and administer the provisions of certificated and classified collective bargaining agreements; may receive and process grievances.
- Advise and coach managers and supervisors on a variety of human resources-related matters, such as defensible practices, professional development, evaluation, discipline, employee support systems, and performance management.
- Investigate and respond to complaints of discrimination, harassment, and other misconduct; administer discrimination and harassment prevention programs to ensure compliance with federal and state laws and SBCEO policies, rules, and regulations.
- Develop and present training and professional development for managers, supervisors, and employees in order to build organizational capacity and promote a positive working environment.
- Draft a variety of materials for a wide range of audiences, including (but not limited to) forms, letters and memos, contracts, memoranda of understanding, collective bargaining agreement language, handbooks, website content, and electronic presentations.
- Develop requests for proposal; evaluate and recommend service providers; prepare and administer a variety of professional service contracts.
- May perform supervisory duties, including: interviewing and selecting staff; planning, assigning, and reviewing the work of assigned staff; providing coaching, training, and professional development; establishing performance standards and evaluating performance; taking disciplinary action as needed.
- Participate in budget preparation and fiscal management by preparing preliminary estimates for budget, monitoring accounts, and approving expenditures.
- Direct efforts to improve and document department systems and procedures.
- Perform other related duties as assigned.

Requirements

Education: Possession of a bachelor's degree in legal studies, social sciences, humanities, or business, public, or education administration; or other related field. Possession of a master's degree in business, public, or education administration; legal studies; or other related field is preferred.

Additional experience beyond minimum experience requirement may be substituted for required undergraduate education on a year for year basis.

Experience: Five years of professional human resources experience that included risk management, process improvement, and training and professional development. Public agency human resources experience is preferred. Experience in human resources in a public TK-12 setting is desirable.

COORDINATOR, HUMAN RESOURCES (DRAFT)

Graduate education in a related field may be substituted for the required experience on a year for year basis.

Knowledge of:

- principles and practices of human resource management
- principles and practices of risk management
- state and federal employment law
- California workers' compensation administration
- business systems analysis and implementation
- competitive bidding process
- principles and practices of process improvement
- principles and practices of project management
- methods and practices of training and professional development
- principles and practices of policy development
- methods and practices of conducting investigations
- analytics and performance measures
- group facilitation methods and strategies
- contract law and administration
- principles and practices of labor negotiations and union contract administration
- principles and practices of supervision, performance evaluation, and performance management
- the progressive discipline process
- principles and practices of budget management
- written and oral communication strategies
- correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- learn County Education Office organization, operations, policies and objectives communicate effectively, both orally and in writing
- prepare a wide variety of written documents
- gather and analyze data, reach sound conclusions, and recommend reasonable courses of action
- interpret and apply laws, regulations, rules, and policies
- initiate, plan, and execute projects
- make effective presentations to a wide range of audiences
- work independently
- work cooperatively and maintain effective working relationships with co-workers, HR colleagues in districts and other agencies, vendors, and others
- lead and work effectively with groups to accomplish goals and consistently meet timelines
- operate a computer and other office equipment and related software programs
- use a human resources information system and enterprise financial system
- prepare and administer budgets.

COORDINATOR, HUMAN RESOURCES (DRAFT)

Licenses and certificates

- Possession of a valid California driver's license and the use of a dependable vehicle are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

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 and weekend meetings and events is also required.

Management salary range 23

Approved by the Personnel Commission:

December 17, 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

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DRAFT REVISION

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. A layoff for lack of funds or lack of work refers to any reduction in hours of employment, or demotion to a classification at a salary range 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.

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- 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.
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- 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.
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