



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
January 28, 2021 – 12:30 p.m.

AGENDA

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

Persons wishing to address the Personnel Commission are requested to complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the meeting being called to order. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. If the speaker needs more time, he or she may submit written comments.

SPECIAL NOTE

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 January 28, 2021 Personnel Commission meeting will be conducted by videoconference only. Members of the public wishing to attend the meeting remotely may contact the Director, Human Resources at aramos@sbceo.org prior to 11:30 a.m. on January 28 to obtain login credentials for the meeting. The Director will also provide an electronic version of the “Request to Address Personnel Commission” form, which members of the public may submit by email or fax.

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Guests**
- 6. Public Comment**
- 7. Minutes of Meeting Held December 17, 2020**
(Attachment)

MOVED:

SECONDED:

VOTE:

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

REGULAR BUSINESS

- 10. Informational Items**
 - a. List of New Positions**
(Attachment)
 - b. Classified Personnel Report dated February 4, 2021**
(Attachment)
 - c. Position Announcement**
(Attachment)

Student Information Specialist (Promotional – North)

11. Action Items**a. Ratification of Eligibility List
(Attachment)**

Office Assistant (Dual – South)

MOVED: SECONDED: VOTE:

**b. Classification of Position
(Attachment)**

The Director, Human Resources recommends establishing a new classified position of Educational Data Analyst. This recommendation has the support of the Assistant Superintendent of Curriculum and Instruction and the County Superintendent of Schools.

MOVED: SECONDED: VOTE:

c. Job Descriptions — None

UNFINISHED BUSINESS — None

NEW BUSINESS**12. Personnel Commission Budget
(Attachment)**

The Director, Human Resources, will present a statement of expenditures through the second quarter of the 2020-21 fiscal year, from September 1, 2020 through December 31, 2020. This is an information item.

REPORTS**13. PERSONNEL COMMISSIONER REPORTS****14. DIRECTOR, HUMAN RESOURCES REPORT****15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

CLOSED SESSION — None scheduled

ADJOURNMENT

The next scheduled meeting will be held on Thursday, February 25, 2021, at 12:30 p.m. The meeting will likely be held via videoconference. If so authorized by the Governor and public health authorities, the meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.