



**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.

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

Gary Pickavet called the meeting to order at 12:31 p.m.

2. Roll Call

Members Present

Gary Pickavet, Chair

Carmen Jaramillo, Vice Chair

Mike Ostini, 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:

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 December 17, 2020

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 3-0

8. Communications — None**9. Informational Items****a. Media Release/Column**

This was made available from the County Superintendent of Schools, along with the Employee Service Awards booklet.

b. Legislative Update

The Director reviewed for the Commission the impact on Santa Barbara County schools of the lifting of the Governor's stay-at-home order, noting that our county remains in the purple, or most restrictive, tier in the state's Blueprint for a Safer Economy. She noted that the emergency paid sick leave that was available under FFCRA expired on December 31, 2020; HR is monitoring new legislation at the state and federal levels that may extend that leave or create a new leave entitlement for employees affected by COVID.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated February 4, 2021****c. Position Announcement****11. Action Items****a. Ratification of Eligibility List**

Office Assistant (Dual – South)

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 3-0

b. Classification of Position

Establishment of a new classified position of Educational Data Analyst, as amended (assigned to Administrative Support series).

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini VOTE: 3-0

c. Job Descriptions — None**UNFINISHED BUSINESS — None****NEW BUSINESS****12. Personnel Commission Budget**

The Director, Human Resources, presented as an informational item a statement of expenditures through the second quarter of the 2020-21 fiscal year, from September 1, 2020 through December 31, 2020.

REPORTS**13. PERSONNEL COMMISSIONER REPORTS**

Commissioner Jaramillo reported that she will be attending the CSPCA Merit Academy through her district. She noted that CSPCA is reorganizing and she looks forward to being in two of their new Google Groups (one for staff and one for commissioners). Her district office is currently closed due to positive COVID cases. Commissioner Pickavet announced that he will be speaking briefly at the employee service awards ceremony at the February 4 Board meeting in his capacity as PC chair. Commissioner Ostini had no PC-related items to report.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that CSPCA is starting a Google Group for Personnel Commissioners, for which CSPCA has asked that directors register commissioners. She requested the commissioners' consent to do so and confirmed the contact information they want entered on the registration form.

The Director informed the Commission that the Human Resources South County office is going to be mostly closed for construction for at least the next 4-6 weeks. During the closure, the classified HR team will be working primarily remotely and the best way to reach team members will be by email.

The Director welcomed Erika Fox-Benito back from her recent leave and thanked Tracie Cordero for stepping in and covering much of the recruiting and testing activity in Erika's absence while still doing her own assignments.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:45 p.m. The next regularly scheduled meeting will be held on February 25, 2021 at 12:30 p.m. by videoconference.

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

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

Gary Pickavet
Chair, Personnel Commission



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

Jan. 25, 2021 through Feb. 19, 2021

Position #	Position Information
2401	Educational Data Analyst • Curriculum and Instruction • South 40.00 hours per week • 12.00 months
2402	Coordinator, Human Resources • Risk and Safety • South 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

AGENDA ITEM 10b

March 4, 2021

Appointments

Limited Term/Substitute

Hood, Eden February 17, 2021
Office Assistant • Human Resources • Cathedral Oaks
• Hourly as needed

Probationary

Broeffle, Alondra February 23, 2021
Office Assistant • Transitional Youth Services • Transitional Youth
100% • 12 months

Crowder, Lauren February 1, 2021
School Occupational Therapist • Special Education • School Occupational Therapy Services
80% • 12 months

Changes

Anniversary Increase

Aguilera, Jesus February 1, 2021
Custodian • Internal Services • Operations South
62.5% • 12 months

Anderson, Lisa February 1, 2021
Child Care Services Technician • Child Development • Child Development Lompoc
100% • 12 months

Burquez, Patricia February 1, 2021
Paraprofessional • Special Education • Cabrillo High School
81.25% • 10 months

Finocchio, Jessica February 1, 2021
Paraprofessional • Special Education • Ralph Dunlap School DHOH 2
75% • 10 months

Gomez, Berenize February 1, 2021
Child Care Assistant • Child Development • Santa Ynez Valley State Preschool
62.5% • 11 months

Gonzales, Selena February 1, 2021
Office Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
100% • 12 months

Hokedo, Paul February 1, 2021
Senior Administrative Assistant • Special Education • Special Education Support Staff North
100% • 12 months

McCulley, Keri February 1, 2021
Program Associate • Partners In Education • Partners in Education - Program Services
75% • 11 months

Smith, Randy February 1, 2021
Computer/Network Support Supervisor • Information Technology Services • Information Technology Services
100% • 12 months

Van Gundy, Samuel February 1, 2021
Senior Software Engineer • Information Technology Services • Information Technology Services
100% • 12 months

Yamasaki, Katherine February 1, 2021
Program Associate • Children's Creative Project • Children's Creative Project
75% • 12 months

Differential - Add

Perez, Alexis February 5, 2021
Paraprofessional • Special Education • Arthur Hapgood Preschool
67.5% • 10 months
Specialized Health Care x 1

Perez, Silvia February 5, 2021
Paraprofessional • Special Education • Arthur Hapgood Preschool
70% • 10 months
Specialized Health Care x1

Separation

Resignation

Llinares Senon, Illa

February 10, 2021

Program Associate • Partners In Education • Partners in Education - Program Services

100% • 12 months

Accepted a Classified Management position

Staude, Terri

April 1, 2021

Vocational Assistant • Special Education • Vocational Services

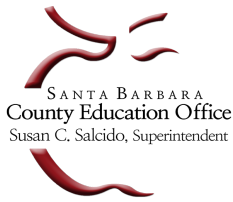
75% • 10 months

Triggs, Shelley

March 15, 2021

Program Associate • Children's Creative Project • Children's Creative Project

47.5% • 12 months



SANTA BARBARA County Education Office

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AGENDA ITEM 10c(i)

Service & Leadership

Seeks candidates for the position of

Educational Data Analyst

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

Curriculum and Instruction

Santa Barbara

Salary: \$5216 - \$7317 per month

Apply by: 3-1-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You bring a creative problem-solving approach, attention to detail, and high degree of accuracy to your work as part of a continuous improvement team. You research issues, communicate effectively, and use a high degree of professional judgment to solve problems independently or in collaboration with others. You understand politically sensitive issues and interact with others in a diplomatic and confidential manner. You are committed to excellence in providing the best service possible to school districts and other stakeholders.

The position: Under general direction, perform a variety of professional duties involved in establishing, curating, displaying, reviewing, analyzing, maintaining, adjusting, and managing designated databases, data files, and data sets; establish, analyze, and maintain data privacy and integrity; prepare and review a variety of qualitative and quantitative data reports, displays, and presentations. Support program evaluation, differentiated assistance, and accountability for SBCEO and district programs.

Specific duties and responsibilities: Access and analyze data from multiple sources and file formats including but not limited to California Longitudinal Pupil Achievement Data System (CALPADS) and a variety of student information systems, data management systems, and assessment systems to support Differentiated Assistance. Support district staff in reviewing, reporting, managing, verifying, and troubleshooting state and local data. Perform initial review of data and make recommendations to managers about statistically significant data, notable trends, and key data points. Develop, design and prepare assessment, accountability, achievement and demographic reports using modern data visualization tools and techniques. Organize and maintain record-keeping systems and databases to ensure the high quality and accuracy of qualitative and quantitative data across a variety of SBCEO programs. Interpret a range of student data, including but not limited to: assessment data including Smarter Balanced suite of assessments and English Language Proficiency Assessments for California (ELPAC), and accountability data including California

School Dashboard indicators. Provide technical assistance to programs, county networks and collaborative work groups in applying policy, compliance principles, and best practices to data, assessment, and accountability. Conduct data analysis and interpret and apply results in order to prepare periodic reports for SBCEO management, districts, and the state and other funders. Support program evaluation and grants by: providing data for required reporting; participating in the organization, coordination, and execution of program evaluation activities; and providing expertise in the design of surveys and other data collection instruments for quantitative and qualitative research and data reporting. Assist in the development of written reports and presentations by preparing charts, graphs, and other data visualizations, and summarizing findings for a variety of audiences. Provide support to county, district, and school administrators in administering student information systems, maintaining accurate data, and exporting data to state databases such as CALPADS, the California Assessment of Student Performance and Progress (CAASPP), and Test Operations Management System (TOMS).

REQUIREMENTS

Knowledge: Methods, procedures, and practices for information management in a computerized environment; methods, procedures, and practices for statistical data analysis. Practices and terminology used in California School Assessment and Accountability. Data collection and clean-up strategies. Applicable laws, codes, regulations, and procedures, including those related to data and personal information security. Principles of effective data visualization. Survey development techniques and software. Standard spreadsheet software. Arithmetic, including percentages and fractions. Algebra, formula development, and algorithms. Basic statistical interpretation, including shape, central tendency, variance, and reliability. Modern office practices, procedures, and equipment, telephone and email etiquette. Standard office productivity software applications, including spreadsheet programs. Correct English usage, grammar, spelling, punctuation, and vocabulary. Knowledge of CALPADS, TOMS, and student information systems used by school districts is desirable.

Abilities: Learn federal and state data collection procedures. Navigate and interface with a variety of school and district data systems. Conduct queries and extract data from data systems and files. Gather, analyze, interpolate, and extrapolate quantitative data, reach sound conclusions, make connections and inferences, and suggest subsequent data inquiries. Organize, code, and manage qualitative data. Choose and create appropriate, effective data visualizations and displays using basic tools such as Excel, Power BI, and Tableau. Integrate data displays into reports, presentations, and websites. Learn a variety of content management systems and use them to post website content. Learn operations, policies, practices, and objectives of County Education Office and districts. Learn, apply, and explain rules, regulations, policies, and procedures related to student information systems. Learn to coordinate work with district or SBCEO partners over whom one has no supervisory authority. Use a variety of data management, spreadsheet, and other software programs. Transfer files in a variety of formats to leverage assets of various data and statistical products. Understand and follow oral and written directions. Communicate effectively orally and in writing. Perform arithmetical and mathematical calculations. Work with speed and accuracy. Establish and maintain effective working relationships with others. Maintain confidentiality of files, records, and other sensitive material. Plan, organize, and coordinate work, including components of multiple projects. Troubleshoot and solve project issues and problems. Work independently and make sound decisions within appropriate limits of authority. Meet schedules and timelines. Learn record-keeping practices.

Education and experience: Possession of a bachelor's degree from an accredited university in education, social science, data analytics, library and information science, computer science, information systems, or other related field. Additional coursework or an advanced degree in one or more of these fields is preferred and two years of professional experience that included analysis and presentation of data in the education, human services, or healthcare sectors. Experience with public school assessment and accountability is preferred.

Licenses and certificates: Possession of a valid California Class C driver's license and the use of a dependable automobile are required.

Working conditions: Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity - such as lifting and carrying heavy objects, crawling, or stooping - is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

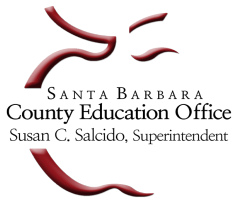
RECRUITMENT INFORMATION

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 03-03-2021 at . The oral examination for this classification is tentatively scheduled for 03-09-2021. 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

Program Services Manager

Full-Time, 225 work day per year • 12 months/year

Promotional Only

Partners In Education
Santa Barbara

Salary: \$79,159 - \$94,094 per year

Apply by: 3-3-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: Ideally, you are an excellent communicator, both orally and in writing. You take initiative and have a big-picture approach, always looking for ways to foster collaboration. You can work effectively with a variety of people in varying roles, and earn the trust of those around you through a thoughtful approach to difficult decision-making. You are diplomatic and professional and lead by example, working to support your team members while pushing them to excel. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are extremely organized, flexible, and cool under pressure.

The position: Responsible for providing direct support to the executive director in carrying out organization goals and special projects. This will entail managing Partners in Education programming, including the Countywide Volunteer Program, the Paid Student Internship Program, and Computers for Families, creating cohesive messaging and clear objectives for the programs, and crafting strategies to reach those goals.

Specific duties and responsibilities: Support the executive director and organizational objectives. Work with executive director to set goals and create strategies to achieve them. Act as organization representative, carrying out pre-determined initiatives and messages, and representing the program at volunteer and community events. Act as trusted advisor on decisions regarding topics that vary in levels of importance and confidentiality. Create regular reports for use in grants, presentations, board meetings and staff meetings; support grant writing and submissions. Lead small-scale fundraising for individual programs, while also supporting organization-wide fundraising efforts. Act as countywide liaison between business and education communities, while interacting with people of different roles and backgrounds. Continually improve program operations and systems, act as project manager for projects as assigned. Supervise and develop program staff and support them in achieving goals. Develop and maintain efficient systems for tracking program data. Prepare clear and helpful documents that represent the program and its mission. Oversee volunteer and

student data collection through an internally managed database; enforce data collection protocols. Hold regular one-on-one meetings with staff, tracking goals and providing clear feedback; provide professional growth opportunities for staff and hold staff accountable for goals and objectives. Coordinate and facilitate a variety of meetings, including those for committees, task forces, and staff members. Develop and lead internal volunteer support programs and regularly implement improvements. Support staff directly supervising volunteers and interns. Maintain partnerships with other agencies and service providers countywide including volunteer screening sites at clinics and police departments. Lead large-scale event planning. Maintain program web pages. Create marketing materials including videos, brochures, flyers, and social media posts. Continually improve program operations and systems. Other duties as assigned.

REQUIREMENTS

Knowledge: SBCEO organization operations, goals, and services. Educational systems and working with educators. Record-keeping techniques. Telephone techniques and etiquette. Challenges that low-income populations face. Child labor laws. Protocols and best practices for collecting and storing student, volunteer, and donor data. Nonprofit management. Fundraising strategies. Social media. Working analytical skills and ability to solve issues without a clear solution. Excellent oral and written communication skills. Excellent interpersonal and customer service skills, using tact, patience and courtesy.

Abilities: Deal with people at all levels. Work with members of the community and earn their trust and respect. Solve problems, knowing that a one-size-fits-all approach will not work. Organize and maintain reports. Maintain a website. Maintain effective working relationships with co-workers, management, volunteers, and members of the community. Communicate effectively orally and in writing. Work independently and within a team environment. Work confidentially and with discretion

Education and experience: The position requires a college degree in a related or applicable field and five years of relevant experience and responsibilities.

Licenses and certificates: Valid California driver's license, safe driving record, and insurance coverage as required by law

Working conditions: Work is performed indoors in a typical modern office environment with minimal exposure to health and safety considerations

RECRUITMENT INFORMATION

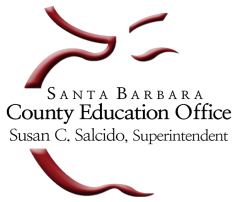
Examination: The recruitment will be Promotional, resulting in internal candidates only being ranked according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background 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 written examination for this classification is tentatively scheduled for 03-05-2021 at . The oral examination for this classification is tentatively scheduled for 03-11-2021. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

Eligibility list: 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

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AGENDA ITEM 10c(iii)

Service & Leadership

Seeks candidates for the position of

Program Associate

Part-time: 19 hours per week • 12 months/year

Hours per week may be increased in the future, subject to available funding

and program needs. \$22.95 - \$32.18 per hour

Children's Creative Project
Santa Barbara

Apply by: 3-8-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You have excellent organization, communication, and interpersonal skills as well as the ability to manage multiple projects and deadlines. You possess the ability to establish and maintain cooperative, effective, and collaborative working relationships with others. You are proficient in utilizing a computer and can create and maintain data systems. You are a strong team player and have the proven ability of promoting and developing projects, including the coordination of volunteers, participants, and/or contractors to ensure successful outcomes of events, volunteer and/or contractor placements, and initiatives. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

The position: Under the supervision of the assigned manager, responsible for creating and implementing community outreach, fundraising, volunteer and participant recruitment, fostering school-community relations, assisting with the implementation of educational programs, and other activities and initiatives to support multiple programs within the Santa Barbara County Education Office.

Specific duties and responsibilities: Provide support for fund-raising and volunteer and/or participant recruitment and coordination of programs to include but not limited to data entry, creating and processing of direct mail, database management, outreach to donors, volunteers, and program participants, including direct verbal and written solicitations. Follow-up, track, train, and schedule volunteers and/or participants into school- and community- based activities that support students and schools. Responsible for creation, implementation and maintenance of fundraising, donor and volunteer and/or participant databases. Maintain positive and ongoing relationships with school sites and staff. Responsible for event coordination, scheduling and preparing staff and volunteers and/or participants for meetings, maintain calendars, make travel and entertainment arrangements. Prepare electronic presentations and present to both large and small groups. Identify

partnerships with community organizations and non-profits that can support students and schools. Recruit, schedule, place, and support volunteers and/or participants and community resources into activities that support school sites and non-profits. Assist with project monitoring and fidelity. Assist with planning and maintaining a working budget; prepare sophisticated reports, letters, and memoranda that contain complex and sensitive information about individuals and organizations involved in the program; track progress of projects until completed. Research grant opportunities and assist with the completion of grant applications. Be responsible for prompt responses for requests from donors, members of the community, SBCEO staff, and volunteers. Other duties as assigned as it pertains to the essential functions of the job.

REQUIREMENTS

Knowledge: Role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations. School and community demographics and needs. Structure and processes of public education system and community resources. Sufficient human relation skills to make formal presentations, facilitate group processes, and review volunteer and/or participant performance. Field of philanthropy and charitable giving. Grant making process. Local nonprofit and/or business community. Excellent computer skills to include industry standard software applications and familiarity with databases. Advanced administrative assistant methods and responsibilities. Modern administrative office practices, procedures, and equipment. Excellent telephone techniques and etiquette. Excellent report writing techniques. Excellent English usage, grammar, spelling, punctuation and vocabulary. Exceptional verbal and written communication skills and interpersonal skills that foster positive relationships with diverse populations. Demonstrate keyboarding/typing skills and speed as required by the assignment. Interpersonal relations using tact, patience, and courtesy.

Abilities: Quickly acquire knowledge of County Education Office organization, operations, policies and objectives. Organize, plan, and control work assignments and projects involving a multiplicity of components and staff/volunteers/participants to achieve goals and objectives. Perform varied, complex tasks. Compose correspondence and written materials independently, edit and proofread documents. Work independently. Maintain strict confidentiality in all aspects of work. Prioritize duties and achieve planned goals for complex programs meeting all schedules and timelines. Establish and maintain effective cooperative working relationships with various staff, volunteers, program participants, community members and organizations.

Education and experience: High school graduation and two years of college level instruction and four years experience in a responsible administrative or program support position, including one-year experience working with locally based foundations, non-profits, businesses, schools, and/or community organizations.

Licenses and certificates: As incumbent will travel to different sites and locations within the county, the Office requires possession of a valid California Class C driver's license and insurance coverage as required by law.

Working conditions: Office environment where minimal safety considerations exist; occasional evenings and weekends attending events and meetings.

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 03-10-2021 at . The oral examination for this classification is tentatively scheduled for 03-16-2021. 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: Manager, Health Linkages Program, Full-Time: 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	21057	01-26-2022
2	21015	07-26-2021
3	20981	07-26-2021

Number of applicants: 6

Number of applicants passed screening: 4

Number of performance/written exam attendees: 4

Number of oral exam attendees: 3

02-18-2021



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

AGENDA ITEM 11a(ii)

Job Class: Senior Software Engineer, Full-Time, 100%, 40 hours/week,

Rank	Application Number	Date Eligibility Expires
1	20830	07-28-2021
2	20783	07-28-2021

Number of applicants: 6

Number of applicants passed screening: 4

Number of performance/written exam attendees: 2

Number of oral exam attendees: 2



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

AGENDA ITEM 11a(iii)

Job Class: Office Assistant, Full-Time

Rank	Application Number	Date Eligibility Expires
1	21033	07-19-2021
2	20869	07-19-2021
3	21051	07-19-2021

Number of applicants: 50

Number of applicants passed screening: 29

Number of performance/written exam attendees: 19

Number of oral exam attendees: 6

**PROPOSED CHANGES TO
CLASSIFICATION PLAN, 2020-2021**

AGENDA ITEM 12

Administrative Support Series

Administrative Analyst
Administrative Assistant
Administrative Assistant, Supt's Office
(Confidential) – Exempt
Communications Administrative Assistant
Development Associate
~~Educational Data Analyst~~
Executive Assistant to County Supt
(Confidential) – Exempt
Office Assistant
Program Associate
Reprographics Administrative Assistant
Senior Administrative Analyst
Senior Administrative Assistant
~~Student Information Specialist~~
Training and Development Assistant

Clerical Series

Child Development Technician
Clerical Assistant
Clerical Interpreter
Clerical Translator
Data Entry Clerk
Instructional Materials and Mail Clerk
Inventory Specialist
Liaison/Clerk, Child Development
and Child Care Food Program
Switchboard Operator/Receptionist – Bilingual

Data Analysis Series

Educational Data Analyst
Student Information Specialist

~~Duplicating/Graphic Series~~

~~Mixed Media Specialist~~
~~Reprographics Administrative Assistant~~
~~Reprographics Supervisor~~

Fiscal/Business Series

Accounting Assistant
Accounting Supervisor
Accounting Technician
Accounting Technician, Senior
Finance Systems Supervisor
Financial Analyst
~~Payroll and Benefits Assistant~~
Payroll Specialist
Payroll Supervisor
Payroll Systems Supervisor
Payroll Technician

Food Service Series

Food Service Worker

~~Healthcare Medical Series~~

Licensed Vocational Nurse
School Occupational Therapist
Welcome Every Baby (WEB) Nurse

Human Resources Series

CalSTRS Retirement Bfts Counselor
Certificated HR Specialist
Certificated HR Technician
Classified HR Specialist
Classified HR Technician
Human Resources Supervisor
Payroll and Benefits Assistant

Information Technology Series

Computer/Network Support Supv
Computer/Network Technician II
Computer/Network Technician, ITS
~~Data Entry Clerk~~
Information Technology Support
Specialist – Bilingual
Senior Software Engineer
Technology Support Admin Asst
~~Webmaster~~

PROPOSED CHANGES TO CLASSIFICATION PLAN, 2020-2021

Instructional Series

Braille Transcriber
Business and Workforce Support Specialist
Child Care Assistant
Child Care Services Technician
Educational Interpreter, American Sign Language, Certified
Educational Interpreter, American Sign Language, Waiver
Health Advocate – Bilingual
Paraprofessional
Paraprofessional, Behavioral Intervention
Teaching Assistant
Vocational Assistant

Maintenance/Operations/Transportation Series

Custodian
Custodian/Delivery Driver
Custodian/Maintenance Worker
Delivery Specialist I
Delivery Specialist II
Lead Custodian/Maintenance Worker
Maintenance and Operations Supervisor

~~Library~~/Media and Design Series

Digital Media Resources Developer
Mixed Media Specialist
Reprographics Supervisor
Webmaster



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

AGENDA ITEM 13b

DRAFT

Personnel Commission Meetings 2021/2022

Date & Time	Location
Thursday, July 22, 2021 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, August 26, 2021 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, September 23, 2021 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, October 28, 2021 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, November 18, 2021 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, December 16, 2021 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, January 27, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, February 24, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, March 24, 2022 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, April 28, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, May 26, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, June 23, 2022 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South

Meetings are typically held the fourth Thursday of each month starting at 12:30 p.m. at the Santa Barbara County Education Office Board Room, located at 4400 Cathedral Oaks Road, Santa Barbara and video conference in the North County Board Room, located at 402 Farnel Road, Santa Maria.

*** The October, March, and June Personnel Commission meetings are typically held at the Santa Barbara County Education North Office Board Room, 402 Farnel Road, Santa Maria, starting at 12:30 p.m.**