



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

April 22, 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 12:33 p.m.

**2. Roll Call**

Members Present

Gary Pickavet, Chair

Carmen Jaramillo, Vice Chair

Mike Ostini, Commissioner

**3. Pledge of Allegiance**

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

**4. Changes to the Agenda — None**

**5. Introduction of Guests**

Staff present:

Mari 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**

**7. Approval of Minutes of Meeting Held March 25, 2021**

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

**8. Communications — None**

**9. Informational Items**

**a. Media Releases/Columns**

An op-ed titled “Stop Asian Hate” was made available from the County Superintendent of Schools.

**b. Legislative Update**

The Director reviewed for the Commission SB 229, which would require the State Department of Education to provide up to \$500 million in grants each year for mental health services for students affected by school closures and distance learning requirements resulting from the COVID-19 pandemic.

**REGULAR BUSINESS**

**10. Informational Items**

**a. List of New Positions — None**

**b. Classified Personnel Report dated May 6, 2021**

**c. Position Announcements**

**11. Action Items**

**a. Ratification of Eligibility Lists**

i. Educational Interpreter, American Sign Language (Dual – North)

ii. Program Associate (Dual – South)

iii. Vocational Assistant (Dual – North)

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

**b. Classification of Positions — None**

**c. Job Descriptions — None**

**UNFINISHED BUSINESS — None****NEW BUSINESS****12. Quarterly Review of Personnel Commission Budget**

The Director, Human Resources reviewed expenditures through the third quarter of the 2020-21 fiscal year, from January 1, 2021 through March 31, 2021. This was an information item.

**13. Review of Proposed 2021-2022 Personnel Commission Budget**

This was an information item.

**REPORTS****14. PERSONNEL COMMISSIONER REPORTS**

The Commissioners had no PC-related items to report.

**15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported that she and Erika Fox-Benito had participated in the Job Readiness orientation that Partners in Education provides for high school students who are going to be placed in internships with local employers. The goal of the session was to ensure that student interns are aware of their rights as employees and what to do if they encounter challenges in the workplace that they're not sure how to handle.

The Director also reported that she has been participating on a Cabinet subcommittee on diversity, equity, and inclusion led by the Superintendent. Currently, the group is defining its goals for diversity, equity, and inclusion and determining what model or approach might be used for this work, as well as the professional facilitators who may be engaged to support the effort.

The Director reported that negotiations with CSEA had begun. They are going well, and SBCEO appreciates our collaborative partnership with CSEA.

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION — None**

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:20 p.m. The next regularly scheduled meeting will be held on May 27, 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.

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

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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

**Apr. 22 through May 21, 2021**

<b>Position #</b>	<b>Position Information</b>
2405	Child Care Services Technician • Child Development - Hope Center • South County 40.00 hours per week • 12.00 months
2408	Paraprofessional • Special Education Support Staff North • North County 30.00 hours per week • 10.00 months funding ends 8/2022
2409	Student Information Specialist • Child Development - Hope Center • South County 40.00 hours per week • 12.00 months
2410	Manager, Health Linkages Program • Health Linkages South • South County 20.00 hours per week • 12.00 months
2411	Paraprofessional • Special Education Support Staff, Lompoc • North County 30.00 hours per week • 10.00 months funding ends 8/2022
2412	Custodian • Operations North • North County 15.00 hours per week • 12.00 months
2413	Paraprofessional • Manzanita Charter School • North County 32.50 hours per week • 10.00 months 21/22 school year
2414	Paraprofessional • Cold Spring School • South County 32.50 hours per week • 10.00 months 21/22 school year
2415	Administrative Assistant • Curriculum and Instruction • South 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

June 3, 2021

**Appointments**

***Limited Term/Substitute***

Chaidez, Ana May 19, 2021  
 Clerical Interpreter • Special Education • Various Sites  
 • Hourly as needed

Olivas, Alleena June 11, 2021  
 Paraprofessional • Special Education • Various Sites  
 • Hourly as needed

Schaefer-Whittall, Emma May 5, 2021  
 Student Worker • Partners In Education • Hope Center  
 • Hourly as needed

***Probationary***

Cabaniss, Meredith May 3, 2021  
 Program Associate • Children's Creative Project • Children's Creative Project  
 47.5% • 12 months

**Changes**

***Anniversary Increase***

Bomer, Dyan May 1, 2021  
 Administrative Assistant • Child Development • Child Development - Hope Center  
 100% • 12 months

Figueroa, Nelson May 1, 2021  
 Clerical Assistant • Child Development • Santa Maria Child Development  
 100% • 12 months

Garza-Torrez, Karina May 1, 2021  
 Child Care Services Technician • Child Development • Child Development - Hope Center  
 100% • 12 months

Gilmore, Joan	May 1, 2021
Webmaster • Communications • Communications	
75% • 12 months	
 Guron, Rebecca	 May 1, 2021
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby	
20% • 12 months	
 Hamamoto, Henry	 May 1, 2021
Accounting Assistant • Internal Services • Fiscal Services - Budgeting	
100% • 12 months	
 Herrera, Rosa	 May 1, 2021
Child Care Assistant • Child Development • Just for Kids State Preschool	
75% • 10 months	
 Humphreys, Todd	 May 1, 2021
Finance Systems Supervisor • School Business Advisory Services • School Business Advisory Services	
100% • 12 months	
 Jasso, Gabriela	 May 1, 2021
Paraprofessional • Special Education • Speech/Language Services, McClelland	
75% • 10 months	
 King, Barbara	 May 1, 2021
Paraprofessional • Special Education • Arellanes Junior High School	
87.5% • 10 months	
 Lopez, Jessica	 May 1, 2021
Human Resources Supervisor • Human Resources • Certificated Human Resources Staff	
100% • 12 months	
 Martinez, Serena	 May 1, 2021
Paraprofessional • Special Education • Ralph Dunlap School DHOH 2	
75% • 10 months	

Morro, Homer	May 1, 2021
Certificated Human Resources Specialist • Human Resources • Human Resources Staff 100% • 12 months	
Rangel, Denae	May 1, 2021
Paraprofessional • Special Education • Taylor Preschool 67.5% • 10 months	
Robertson, Shawna	May 1, 2021
Paraprofessional • Special Education • Infant Services, Lompoc 50% • 12 months	
Rodriguez-Castellanos, Gabriela	May 1, 2021
Paraprofessional • Special Education • Speech/Language Services, McClelland 75% • 10 months	
Snow, Crystal	May 1, 2021
Paraprofessional • Special Education • Orcutt Junior High School DHOH 37.5% • 10 months For Paraprofessional	
Trost, Shelley	May 1, 2021
Administrative Assistant • Child Development • Early Care and Education Services 100% • 12 months	
<b><i>Differential - Add</i></b>	
Barba, Andrea	May 6, 2021
Paraprofessional • Special Education • Robert Bruce Preschool 67.5% • 10 months Specialized Health Care	
Munoz, Ramona	May 6, 2021
Paraprofessional • Special Education • Robert Bruce Preschool 70% • 10 months Specialized Health Care	



***Increased Time (Voluntary)***

Hankins, Laurie July 1, 2021  
CalSTRS Retirement Benefits Counselor • Human Resources • STRS Counseling  
100% • 12 months  
From 50%

Nolasco, Priscilla May 17, 2021  
Office Assistant • Human Resources • Human Resources Staff  
50% • 12 months  
From .375

***Probation to Permanent***

Carpio, Andrew May 1, 2021  
Paraprofessional • Special Education • Orcutt Academy H.S.Preschool  
67.5% • 10 months

Martin, Vanessa May 1, 2021  
Paraprofessional • Special Education • Zaca Preschool  
65% • 10 months

Munar, Desiree May 1, 2021  
Paraprofessional • Special Education • Allan Hancock Preschool  
60% • 10 months

Quezada, Jacqueline May 1, 2021  
Child Care Services Technician • Child Development • Santa Maria Child Development  
100% • 12 months

Rodriguez, Alejandra May 1, 2021  
Child Care Services Technician • Child Development • Child Development - Hope Center  
100% • 12 months

Taylor, Michael May 1, 2021  
Custodian • Internal Services • Operations South  
87.5% • 12 months

***Transfer***

Esparza, Carrie April 19, 2021  
Paraprofessional • Special Education • Central Avenue Preschool  
67.5% • 10 months  
From #1836 La Honda Preschool & #2336 Fillmore Preschool

**Separation**

***Resignation***

Gonzalez, Josceline April 30, 2021  
Child Care Assistant • Child Development • De Colores State Preschool  
75% • 10 months

Guron, Rebecca May 31, 2021  
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby  
20% • 12 months

Kroupa, Jana June 4, 2021  
Paraprofessional • Special Education • Cuyama Elementary School  
81.25% • 10 months

McDaniel, Aaron June 11, 2021  
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH  
81.25% • 10 months

Pearson, Brittany Logan June 9, 2021  
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti HS, DHOH  
81.25% • 10 months



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of

## Accounting Technician

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

Child Development - Hope Center

Santa Barbara

Salary: \$3993 - \$5600 per month

**Apply by:** 5-24-2021

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a “can-do” attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

**The position:** Under the direction of an assigned supervisor, perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function; maintain, review, audit and adjust assigned accounts; process, record and audit various transactions; prepare, reconcile and maintain a variety of financial and statistical records, reports and statements.

**Specific duties and responsibilities:** Perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function; provide technical accounting support for various accounts and functions such as accounts payable and accounts receivable; audit accounts for errors and make appropriate adjustments. Maintain, verify and audit assigned accounts; assemble, match, sort, tabulate, check, code and post a variety of financial and statistical data such as income, expenditures and transfers; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts. Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents such as purchase orders, reimbursements, claims, requisitions, credit memos, warrants and invoices; calculate, prepare and assure accuracy of incoming and outgoing payments. Provide fiscal counsel and assist with the overall operation of an assigned program as appropriate, respond to inquiries and provide technical information concerning related accounts, budgets, transactions, records, laws, regulations, policies and procedures. Research, compile, prepare, verify and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, statements and files related to accounts, income, expenditures, funds, budgets and assigned activities. Distribute, receive, process, audit and evaluate various fiscal forms, documents and applications; compare and reconcile forms, statements, records, reports and other financial documents; identify errors, make corrections and resolve discrepancies;

prepare, audit and code invoices for payments; assure accuracy and completeness of invoices; verify invoices and match with purchase orders and other documents; maintain contact with vendors to modify and clarify invoices and resolve discrepancies. Research and work with vendors to purchase materials, equipment and supplies for an assigned program as required; order, receive, store and distribute supplies and equipment; monitor and maintain adequate inventory levels of supplies and equipment. Input a variety of financial and statistical data into an assigned computer system; establish and maintain various automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data. Process accounts receivable as assigned; receive, process and verify incoming checks; check money totals against receipts and invoices to assure accuracy; prepare, reconcile and make bank deposits; prepare and follow up on invoices and billings as directed. Monitor funds for income and expenditures; review, adjust and assure accuracy of journal entries; assist in assuring transactions comply with established standards and requirements. Calculate, prepare and revise budgetary data as directed; assist in assuring expenditures comply with established requirements; provide recommendations concerning budget preparation, development, revisions and amendments; prepare and review budget actions; assure availability of funds. Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns. Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work as required. Maintain fiscal calendars and time lines as required; assist in assuring mandated reports, records and data are completed and submitted to appropriate agency or personnel according to established time lines. Provide technical support with year-end closing, new fiscal year and related financial functions. Perform related duties as assigned.

## **REQUIREMENTS**

**Knowledge:** Methods, procedures and terminology used in technical accounting work. Financial and statistical record-keeping techniques. Preparation of financial statements and comprehensive accounting reports. General accounting and business functions of an educational organization Policies and objectives of assigned programs and activities. Use and processing of invoices, purchase orders and related documents. Preparation, review and control of assigned accounts. Data control procedures and data entry operations. Modern office practices, procedures and equipment. Operation of a computer and assigned software. Oral and written communication skills, interpersonal skills including tact, patience and courtesy.

**Abilities:** Perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function. Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents such as purchase orders, reimbursements, claims, requisitions, credit memos, warrants and invoices. Maintain accurate financial and statistical records. Prepare and evaluate comprehensive accounting reports and statements. Verify, balance and adjust accounts. Identify, investigate and resolve financial errors and discrepancies. Monitor and audit income and expenditures. Assemble, organize and prepare data for records and reports. Reconcile, balance and audit assigned accounts. Compare numbers and detect errors efficiently. Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures. Operate standard office equipment including a computer and assigned software. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Meet schedules and time lines. Perform arithmetic calculations quickly and accurately.

**Education and experience:** Two years course work in accounting or related field or equivalent to an Associate Degree and three years clerical accounting experience.

**Licenses and certificates:** Some positions in this classification may require possession of a valid California driver's license.

**Working conditions:** Office environment.

## **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 05-27-2021. The oral examination for this classification is tentatively scheduled for 06-03-2021. 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

Service & Leadership

Seeks candidates for the position of

## Administrative Assistant

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

Position starts 07/01/2021. Countywide travel and 12 evenings a year of flex time will be required.

Curriculum and Instruction  
Santa Barbara

Salary: \$3993 - \$5600 per month

**Apply by:** 6-8-2021

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

**The position:** Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

**Specific duties and responsibilities:** Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department, serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment, receive and interview callers and visitors, provide information where independent judgement, knowledge and interpretations are utilized, research and compile background material such as statistical and financial data and supporting information, compile and prepare comprehensive reports, records, surveys and other documents, coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates, compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature, screen mail and handle routine items requiring action, prioritizing items for manager action, route mail to others as appropriate and process administrative details

not requiring the immediate attention of the manager, assist in budget planning and expenditure control process, prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of meetings, establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects, maintain confidential information and records, may assist with ordering, inventory and distribution of office supplies and forms for the assigned program, prepare purchase orders and process invoices, may assist with setting up and processing of numerous contracts for contractors, prepare and maintain calendar of activities, meetings, and events, schedule appointments, conferences and meetings, arrange travel accommodations and process travel claims, may assist with updating and maintaining web pages or information for web pages, assist with online registration for numerous department workshops and events, assist with event coordination and setup and provide administrative support as needed, operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office, may direct, train and provide input for the evaluation of clerical support staff, perform other job related duties as assigned.

## **REQUIREMENTS**

**Knowledge:** Modern office practices, procedures and equipment, basic administrative procedures, personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department, telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor, statistical and financial record-keeping, correct English usage, grammar, spelling, punctuation and vocabulary, oral and written communication skills, principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment, interpersonal skills using tact, patience and courtesy.

**Abilities:** Quickly acquire knowledge of County Education Office organization, operations, policies and objectives, interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office, analyze situations accurately and adopt an effective course of action, understand and follow oral and written directions, communicate effectively both orally and in writing, demonstrate keyboarding/typing skills and speed as required by the assignment, establish and maintain efficient office procedures, record keeping, and filing systems, plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines, establish and maintain effective and collaborative positive working relationships, train and provide work direction to others, maintain records and prepare reports, work independently with little direction, work confidentially with discretion.

**Education and experience:** Graduation from high school supplemented by evidence of business or office courses or administrative support experience and four years of increasingly responsible office experience.

**Licenses and certificates:** Some positions within this classification may require possession of a valid California driver's license and the use of a dependable automobile.

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

## **RECRUITMENT INFORMATION**

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

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

**Examination dates:** The written examination for this classification is tentatively scheduled for 06-10-2021 at . The oral examination for this classification is tentatively scheduled for 06-17-2021. 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

Service & Leadership

Seeks candidates for the position of

## Custodian

Part-Time: 37.5% 15 hours/week • 12 months/year

Operations North  
Santa Maria

Salary: \$16.82 - \$23.60 per hour

**Apply by:** 6-3-2021

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** Ideally, you will have a “can-do” attitude, and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

**The position:** Responsible for performing a variety of custodial duties necessary to maintain assigned buildings in a clean, secure, and operable condition.

**Specific duties and responsibilities:** Sweep, mop, strip, wax, and buff floors; vacuum spot clean, and shampoo carpets. Wash and dust screens, doors, desks, counters, table tops and walls. Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls. Restock towel, tissue, and soap dispensers. Empty pencil sharpeners and trash containers. Replace light bulbs and tubes; clear clogged plumbing; perform other simple repairs, adjustments and replacements to assigned buildings. Maintain security by checking doors, windows and lights. Set up Board Room and other rooms for meetings and special events. Move materials, equipment, and furniture between various rooms at assigned buildings and County Education Office and various sites. Perform related duties as assigned.

## REQUIREMENTS

**Knowledge:** Methods and materials used in cleaning buildings and related fixtures and equipment. Basic methods, tools, and equipment and materials used in building maintenance. Methods of moving materials, equipment and furniture safely and efficiently. California Motor Vehicle Code and health and safety regulations. Oral and written communication skills.

**Abilities:** Clean buildings and related fixtures and equipment. Perform simple repairs to assigned buildings. Move items safely between different locations. Understand and follow oral and written directions. Lift, carry, push, or pull materials and equipment weight up to 50 pounds. Work from tall ladders. Work cooperatively with others.

**Education and experience:** High school diploma preferred and sufficient training and experience to demonstrate the knowledge and abilities listed below and six months experience in the care and cleaning of buildings and facilities.

**Licenses and certificates:** Valid California driver's license

**Working conditions:** Indoor and outdoor environment, subject to travel between sites, lifting, climbing, noise, dust, fumes, and cleaning chemicals.

## **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 06-08-2021. The oral examination for this classification is tentatively scheduled for 06-15-2021. 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.

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



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

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:** 5-20-2021

**Apply online:** [www.sbceo.org](http://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 oral examination for this classification is tentatively scheduled for 05-24-2021. 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

Service & Leadership

Seeks candidates for the position of

## Program Associate

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

Expanding program seeks a self-motivated and innovative thinker who enjoys working with high school youth and people from all backgrounds. You can create video content, facilitate job readiness workshops, and coordinate internships across Santa Barbara County. You are an effective communicator in English and Spanish, with flexible hours and able to travel countywide. Salary: \$3993 - \$5600 per month

**Apply by:** 5-20-2021

**Apply online:** [www.sbceo.org](http://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 05-26-2021. The oral examination for this classification is tentatively scheduled for 06-03-2021. 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

Service & Leadership

Seeks candidates for the position of

## Vocational Assistant

Part-Time: 75% 30 hours/week • 10 months/year

30 hrs/wk

Vocational Services  
Santa Maria

Salary: \$2659 - \$3292 per month

**Apply by:** 5-20-2021

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** You are patient and caring professional who enjoys working and training students and young adults with disabilities at employment sites throughout the community. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, and families.

**The position:** Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participate in staff development trainings and implement vocational programs for students. Assists with students transition from school to work by reinforcing life skills and serving as a job coach at the work site.

**Specific duties and responsibilities:** Transports students to job sites and assists students in learning employment skills. Works with students to verify skill level and appropriate job match. Provides individual assistance for students by critiquing, advising, and training at the job site. Develop necessary accommodations for job site. Assists students in learning pre-employment skills such as grooming, hygiene, travel skills, transaction handling skills (money and common forms), and community awareness. Maintains up-to-date job lists consisting of employer information and job specifications including task analysis. Maintains, updates, and distributes job related data to teachers, employers, supervisors and parents. Refers students to suitable employment and volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs. Assists in the development of job training-related activities. Enters student employment and other data onto student information systems. Assists students by processing work permits. Compiles data for reports on referrals, job placement transactions, retention, and success rates. Assists with local labor market surveys that identify potential employment opportunities and rates of pay. Advocate/represent student at the worksite as well as other community

locations and ensure equity for all students. Performs other duties as assigned that support the overall objective of the position.

## **REQUIREMENTS**

**Knowledge:** Requires a basic knowledge of employment procedures including those for reaching students with special needs and assuring equal employment opportunity. Requires basic knowledge of publicly funded job and training programs. Requires knowledge of the rules and regulations governing student employment. Requires a basic knowledge of the features of payroll and employee benefit plans. Requires demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data to computerized student files using established data entry screens. Requires sufficient math skills to compute sums, averages, products, and quotients. Requires sufficient human relation skills to convey private information, to give instructions and conduct interviews, and to facilitate discussions. Requires language, grammar, and writing skill to prepare documentation of work activities.

**Abilities:** Requires the ability to carry out all aspects of the position. Requires the ability to interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement. Requires the ability to achieve harmony and cooperation in communications with others. Requires the ability to prepare professional correspondence for routine communications. Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity. Requires the ability to maintain up-to-date files and ensure security of private information.

**Education and experience:** The position typically requires a high school diploma and two years of experience in an employment, training, or special education area.

**Licenses and certificates:** May require a valid driver's license.

**Working conditions:** The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit, often for long periods of time, and move to campus locations on an occasional basis. Requires the near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials. Requires manual and finger dexterity to write, to keyboard at an acceptable rate and operate microcomputer, and other office equipment, almost constantly requiring repetitive motions. Work is performed indoors and in employment locations where minimal safety considerations exist.

## **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 05-25-2021. The oral examination for this classification is tentatively scheduled for 06-01-2021. 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

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

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## 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	21372	10-14-2021
2	21287	10-14-2021
3	21456	10-14-2021

Number of applicants: 5

Number of applicants passed screening: 3

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 3



# Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

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## Dual Certification Eligibility List

### **AGENDA ITEM 11a(ii)**

Job Class: Coordinator, Human Resources, Full-Time: 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
	21427	10-27-2021
	21426	10-27-2021

Number of applicants: 7

Number of applicants passed screening: 4

Number of performance/written exam attendees: 4

Number of oral exam attendees: 3

## **PAYROLL AND BENEFITS ASSISTANT**

**Reports to:** Benefits Manager *and*  
Payroll Supervisor  
**Division:** Administrative Services

### **Our ideal candidate**

Ideally, you will work efficiently, with strong attention to detail. You are a problem-solver with a “can-do” attitude, and enjoy working with a team to get the job done. You understand the sensitive nature of your work and it shows in your care when providing great services to the employees you serve.

### **General description**

Performs record keeping, reconciliation, and data entry activities to support the setup, maintenance, and adjustments to payroll for group benefits and employer-paid and non-paid time-off. Provides customer service and communications assistance for employee group benefits programs. Understands and applies applicable federal and state mandates and Education Code regulations regarding employee rights such as FMLA, CFRA, PDL and COBRA. Has the ability to understand academic and classified payroll systems and ability to be flexible in meeting the needs of individual district setups.

### **Specific duties and responsibilities**

- Monitor, reconcile and adjust employee leave balances. Train and provide technical support to department staff on leave and attendance recording.
- Monitor various forms of exceptional leaves, including, but not limited to, long-term, workers’ compensation, and catastrophic leaves. Calculate and enter reinstatement of leave reimbursed by worker’s compensation payments and other sources.
- Calculate sick leave, vacation, and personal leave balances. Verify transactions are posted to correct accounts.
- Assures that departmental information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate.
- Collect, issue, and process open enrollment documentation, claims, and data for other benefits transactions. Receive and process documentation on new employees. Verify information and eligibility for benefits and retirement. May assist with posting of pay and benefits data.

## **PAYROLL AND BENEFITS ASSISTANT**

- Respond to employee inquiries regarding benefits, paid leave balances and calculations, and other payroll adjustments. Research, troubleshoot, and identify benefits issues and discrepancies.
- Review short-and-long term disability payments for accuracy and compliance with eligible benefits amounts.
- Serve as a liaison between Third Party Administrators (TPAs) for 403 (b) and 457 (b) plans. Setup employee participation and coordinate payroll deductions. Reconcile payroll deductions and arrange for payments to vendors. Transmit data monthly to TPAs for 403 (b)s.
- Provide health and welfare customer service contacts to employees and coordinate health fair vendor attendance. Assist with health fair setup.
- Process requests for certificates of insurance for programs hosting events at off-site locations and assist with other risk management duties as assigned.
- Perform other administrative support and clerical accounting duties such as scheduling of facilities, vehicles, reconciling of invoices and claims, and preparation of miscellaneous reports, forms, and applications. Reconcile billings and payments of various vendors and unions with deductions included in employees' payroll warrants. Track leased properties for property tax reports, maintain reports for liability insurance, maintain facility key issuance spreadsheets, and maintain inventory lists of select office equipment and service contracts. Revise, maintain, and stock office forms. Monitor the quality and availability of office copiers and update maintenance records.
- Coordinate use of SBCEO fleet vehicles by employees. Provide packets that include Vehicle Use forms, keys, and gas cards. Upon return, verify mileage, fuel status, and report of vehicle condition and communicate information to M&O Manager.
- Maintain SISC database and insurance cards for SBCEO vehicles, pink slips, and various vehicle reports. Coordinate the scheduling of periodic vehicle service with M&O Manager.
- Coordinate scheduling of SBCEO Auditorium, including reservations, acquiring certificates of insurance from unaffiliated sponsors, parking, setup, breakdown and cleaning.
- Perform other duties as assigned.

### **Requirements**

Education: High school diploma; two years of college course work in bookkeeping, accounting, business, or a similar discipline requiring math may substitute for one year of experience.

Experience: Three years of experience in the maintenance of payroll and financial records

### **Knowledge and skills:**

- Working knowledge of the practices and terminology of payroll accounting, clerical and office procedures and methods, business mathematics and record keeping
- Knowledge of the laws and regulations governing payroll
- Working knowledge of spreadsheet programs and procedural knowledge of data entry systems for payroll
- Sufficient knowledge of labor and other contracts to properly interpret and calculate leave grants

## **PAYROLL AND BENEFITS ASSISTANT**

### **Abilities**

- Learn and apply federal, state, and education laws and codes and procedures for processing payroll
- Maintain accurate payroll and leave records
- Use standard office software and databases
- Perform arithmetic operations quickly and accurately
- Work cooperatively with others and maintain effective working relationships with program staff and co-workers and establish and maintain a calm, tactful, friendly and diplomatic manner
- Work in an office setting engaged in work of a primarily sedentary nature
- Retrieve files and stand at a counter for customer service transactions
- Use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment
- Possess visual acuity to read computer screens, printed material, and detailed accounting information
- Possess auditory ability to carry on conversations over the phone and in person
- Work confidentially with discretion

### **Licenses and certificates**

Valid California driver's license

### **Working conditions**

Work is performed indoors with minimal exposure to health and safety considerations.

### **Salary range 70**

*Approved by the Personnel Commission:*

Dec. 15, 2011

*Revised:*

May 25, 2017





## Personnel Commission

### JOB DESCRIPTION

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#### ~~PAYROLL AND BENEFITS ASSISTANT~~ TECHNICIAN

**Reports to:** ~~Manager, Benefits Manager and~~  
Payroll Supervisor

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**Division:** ~~Administrative Services~~ Human Resources

#### Our ideal candidate

~~Ideally, you will~~ You work efficiently, with strong attention to detail. - You are a problem-solver with a "can-do" attitude, and enjoy working with a team to get the job done. - You understand the sensitive nature of your work and it shows in your care when providing great services ~~outstanding customer service to the SBCEO employees you serve.~~

#### General description

~~Performs record keeping, reconciliation, Under general supervision, perform a variety of technical and data entry activities to support the setup, maintenance, clerical duties involved in administering health and adjustments to payroll for group benefits welfare plans and employer-paid and non-paid time-off. Provides employee leaves; provide customer service and communications individualized assistance for employee group benefits programs. Understands and applies applicable federal and state mandates and Education Code regulations regarding employees related to group benefits plans or employee rights such as FMLA, CFRA, PDL leaves; perform research and problem-solving, and make recommendations for internal and interdepartmental procedures related to health and welfare programs and COBRA employee leaves.~~

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~~Has the ability to understand academic and classified payroll systems and ability to be flexible in meeting the needs of individual district setups.~~

#### Specific duties and responsibilities

- ~~Monitor~~ Assist in the administration of health and welfare plans by: issuing, collecting, and processing documentation to enroll new employees and process changes for current employees during annual open enrollment period; verifying information and eligibility for benefits for employees and retirees; posting new plan information and rates in enterprise financial system; and posting pay and benefits data.
- Provide support to employees and retirees in utilizing health and welfare benefits by helping them understand their coverage, assisting in the resolution of claims issues, and providing carrier customer service contacts.
- Serve as a liaison between Third Party Administrators (TPAs) for 403 (b) and 457 (b) plans; set up employee participation and coordinate payroll deductions; reconcile payroll deductions and arrange for payments to plan providers; transmit data monthly to TPAs.
- Reconcile invoices and claims from vendors and unions with deductions from employees' payroll warrants.



Personnel Commission

JOB DESCRIPTION

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~~PAYROLL AND BENEFITS ASSISTANT~~ TECHNICIAN

- Review short- and long-term disability payments for accuracy and compliance with eligible benefits amounts.
  - Research, troubleshoot, and identify benefits issues and discrepancies.
  - Coordinate vendor representatives for annual benefits fair; provide setup and staff support at benefit fairs, health screenings, flu shot clinics, and other health-related events.
  - Prepare, revise, and keep updated employee letters and benefit plan enrollment forms.
  - Calculate sick leave, vacation, and personal leave balances; verify that transactions are posted to correct accounts; monitor, reconcile, and adjust employee leave balances. Train and provide technical support to department staff on leave and attendance recording.
  - Monitor various forms of exceptional leaves, including, but not limited to, long-term, workers' compensation, and catastrophic leaves. -Calculate and enter reinstatement of leave reimbursed by ~~worker's~~ workers' compensation payments and other sources.
- ~~Calculate sick leave, vacation,~~



Personnel Commission

JOB DESCRIPTION

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**PAYROLL AND BENEFITS ASSISTANT TECHNICIAN**

- ~~Train and personal leave balances. Verify transactions are posted to correct accounts.~~
- ~~Assures provide technical support to department staff on leave and attendance recording; ensure that departmental information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate.~~
- ~~Collect, issue, and process open enrollment documentation, claims, and data for other benefits transactions. Receive and process documentation on new employees. Verify information and eligibility for benefits and retirement. May assist with posting of pay and benefits data.~~

**PAYROLL AND BENEFITS ASSISTANT TECHNICIAN**

- Respond to employee inquiries regarding ~~benefits, paid~~ leave balances and calculations, and other payroll adjustments. ~~Research, troubleshoot, and identify benefits issues and discrepancies.~~
- ~~Review short and long term disability payments for accuracy and compliance with eligible benefits amounts.~~
- ~~Serve as a liaison between Third Party Administrators (TPAs) for 403 (b) and 457 (b) plans. Setup employee participation and coordinate payroll deductions. Reconcile payroll deductions and arrange for payments to vendors. Transmit data monthly to TPAs for 403 (b)s.~~
- ~~Provide health and welfare customer service contacts to employees and coordinate health fair vendor attendance. Assist with health fair setup.~~
- ~~Process requests for certificates of insurance for programs hosting events at off-site locations and assist with other risk management duties as assigned.~~
- ~~Perform other administrative support and clerical accounting duties such as scheduling of facilities, vehicles, reconciling of invoices and claims, and preparation of miscellaneous reports, forms, and applications. Reconcile billings and payments of various vendors and unions with deductions included in employees' payroll warrants. Track leased properties for property tax reports, maintain reports for liability insurance, maintain facility key issuance spreadsheets, and maintain inventory lists of select office equipment and service contracts. Revise, maintain, and stock office forms. Monitor the quality and availability of office copiers and update maintenance records.~~
- ~~Coordinate use of SBCEO fleet vehicles by employees. Provide packets that include Vehicle Use forms, keys, and gas cards. Upon return, verify mileage, fuel status, and report of vehicle condition and communicate information to M&O Manager.~~
- ~~Maintain SISC database and insurance cards for SBCEO vehicles, pink slips, and various vehicle reports. Coordinate the scheduling of periodic vehicle service with M&O Manager.~~
- ~~Coordinate scheduling of SBCEO Auditorium, including reservations, acquiring certificates of insurance from unaffiliated sponsors, parking, setup, breakdown and cleaning.~~
- ~~Perform other related duties as assigned.~~

**Requirements**

Education: ~~High~~ Possession of a high school diploma; ~~two years of college course work in bookkeeping, accounting, business, or a similar discipline requiring math may substitute for one year of experience.~~

Experience: Three years of experience ~~in the maintenance of payroll and financial maintaining records and processing transactions related to employee benefits, human resources, payroll, or leaves of absence~~

## Personnel Commission

### JOB DESCRIPTION

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#### **PAYROLL AND BENEFITS ASSISTANT TECHNICIAN**

College coursework in business, public administration, human resource management, accounting, or related fields may be substituted for up to two years of the required experience on a year-for-year basis.

##### **Knowledge and skills:**

##### **Working knowledge of the practices:**

- Practices and terminology of payroll accounting, clerical and processing
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Telephone and methods, business mathematics and record-keeping email etiquette
- Knowledge of the laws and regulations governing payroll
- Working knowledge of standard office productivity software applications, including spreadsheet programs and procedural knowledge of data entry systems for payroll
- Sufficient knowledge of labor contracts vocabulary
- Record-keeping practices

##### **Ability to properly:**

- Learn, interpret, and calculate apply federal and state laws, education codes, SBCEO policies, collective bargaining agreements, and carrier rules affecting health and welfare benefits and employee leaves
- Learn certificated, classified and management payroll procedures and leave grants rights

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**PAYROLL AND BENEFITS ASSISTANT TECHNICIAN**

**Abilities**

- ~~Learn and apply federal, state, and education laws and codes and procedures for processing payroll~~
- ~~Maintain accurate payroll and leave records~~
- ~~Use standard office software and databases~~
- ~~Perform arithmetic operations quickly and accurately~~
- ~~Work cooperatively with others and maintain effective working relationships with program staff and co-workers and establish and maintain a calm, tactful, friendly and diplomatic manner~~
- ~~Work in an office setting engaged in work of a primarily sedentary nature~~
- ~~Retrieve files and stand at a counter for customer service transactions~~
- ~~Use a keyboard and 10 key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment~~
- ~~Possess visual acuity to read computer screens, printed material, and detailed accounting information~~
- ~~Possess auditory ability to carry on conversations over the phone and in person~~
- ~~Work confidentially with discretion~~
- Maintain accurate records
- Use standard office software and enterprise financial system
- Perform arithmetic operations quickly and accurately
- Establish and maintain effective working relationships with others
- Maintain a calm, tactful, friendly and diplomatic manner in interactions with others
- Maintain confidentiality of sensitive information
- Plan, organize, coordinate, and prioritize work
- Meet schedules and timelines

**Licenses and certificates**

Valid California driver's license; automobile insurance required by law.



## Personnel Commission

### JOB DESCRIPTION

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#### ~~PAYROLL AND BENEFITS ASSISTANT~~ TECHNICIAN

##### 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.

Work is performed indoors with minimal exposure to health and safety considerations in a typical modern office environment. Local travel to a variety of locations is required.

Salary range 70

##### Series

Human Resources

Approved by the Personnel Commission:

Revised:

Revised

Dec. 15, 2011

May 25, 2017

May 27, 2021 (pending approval)

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## **BENEFITS TECHNICIAN**

**Reports to:** Manager, Benefits

**Division:** Human Resources

### **Our ideal candidate**

You work efficiently, with strong attention to detail. You are a problem-solver with a “can-do” attitude, and enjoy working with a team to get the job done. You understand the sensitive nature of your work and it shows in your care when providing outstanding customer service to SBCEO employees.

### **General description**

Under general supervision, perform a variety of technical and clerical duties involved in administering health and welfare plans and employee leaves; provide customer service and individualized assistance for employees related to group benefits plans or employee leaves; perform research and problem-solving, and make recommendations for internal and interdepartmental procedures related to health and welfare programs and employee leaves.

### **Specific duties and responsibilities**

- Assist in the administration of health and welfare plans by: issuing, collecting, and processing documentation to enroll new employees and process changes for current employees during annual open enrollment period; verifying information and eligibility for benefits for employees and retirees; posting new plan information and rates in enterprise financial system; and posting pay and benefits data.
- Provide support to employees and retirees in utilizing health and welfare benefits by helping them understand their coverage, assisting in the resolution of claims issues, and providing carrier customer service contacts.
- Serve as a liaison between Third Party Administrators (TPAs) for 403 (b) and 457 (b) plans; set up employee participation and coordinate payroll deductions; reconcile payroll deductions and arrange for payments to plan providers; transmit data monthly to TPAs.
- Reconcile invoices and claims from vendors and unions with deductions from employees' payroll warrants.
- Review short- and long-term disability payments for accuracy and compliance with eligible benefits amounts.
- Research, troubleshoot, and identify benefits issues and discrepancies.
- Coordinate vendor representatives for annual benefits fair; provide setup and staff support at benefit fairs, health screenings, flu shot clinics, and other health-related events.
- Prepare, revise, and keep updated employee letters and benefit plan enrollment forms.
- Calculate sick leave, vacation, and personal leave balances; verify that transactions are posted to correct accounts; monitor, reconcile, and adjust employee leave balances.
- Monitor various forms of exceptional leaves, including, but not limited to, long-term, workers' compensation, and catastrophic leaves. Calculate and enter reinstatement of leave reimbursed by workers' compensation payments and other sources.



### **BENEFITS TECHNICIAN**

- Train and provide technical support to department staff on leave and attendance recording; ensure that departmental information regarding payroll adjustments, employment status, and salary accounts are up to date and accurate.
- Respond to employee inquiries regarding leave balances and calculations, and other payroll adjustments.
- Perform other related duties as assigned.

#### **Requirements**

Education: Possession of a high school diploma

Experience: Three years of experience maintaining records and processing transactions related to employee benefits, human resources, payroll, or leaves of absence

College coursework in business, public administration, human resource management, accounting, or related fields may be substituted for up to two years of the required experience on a year-for-year basis.

#### **Knowledge of:**

- Practices and terminology of payroll processing
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Telephone and email etiquette
- Standard office productivity software applications, including spreadsheet programs
- Correct usage, grammar, spelling, punctuation, and vocabulary
- Record-keeping practices

#### **Ability to:**

- Learn, interpret, and apply federal and state laws, education codes, SBCEO policies, collective bargaining agreements, and carrier rules affecting health and welfare benefits and employee leaves
- Learn certificated, classified and management payroll procedures and leave rights
- Maintain accurate records
- Use standard office software and enterprise financial system
- Perform arithmetic operations quickly and accurately
- Establish and maintain effective working relationships with others
- Maintain a calm, tactful, friendly and diplomatic manner in interactions with others
- Maintain confidentiality of sensitive information
- Plan, organize, coordinate, and prioritize work
- Meet schedules and timelines

#### **Licenses and certificates**

Valid California driver's license; automobile insurance required by law.

### **BENEFITS TECHNICIAN**

#### **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.

Work is performed in a typical modern office environment. Local travel to a variety of locations is required.

#### **Salary range 70**

#### **Series**

Human Resources

*Approved by the Personnel Commission:*

Dec. 15, 2011

*Revised:*

May 25, 2017

*Revised*

May 27, 2021 (*pending approval*)

Budget04\_SBCEOc

Budget Detail by Account, Type Summary

Model OB22-21 Personnel Commission				Fiscal Year 2021/22
# of Items	Item Type	Item Amount	Account Amount	
Fund 01 - General Fund/County School Ser				
Expenditure				
01- 0000- 0- 0000- 7460- 2300- 000- 1490- 0000 PER COM,Class Admin Sal,Clas Pers,Undistri			135,610	
1	Salary	135,610.00		
01- 0000- 0- 0000- 7460- 2400- 000- 1490- 0000 PER COM,Cler/Office Sal,Clas Pers,Undistri			136,331	
2	Manual	2,505.60		
6	Salary	133,825.00		
01- 0000- 0- 0000- 7460- 2430- 000- 1490- 0000 PER COM,Extra Hours/OT,Clas Pers,Undistri			3,000	
1	Manual	3,000.00		
01- 0000- 0- 0000- 7460- 2440- 000- 1490- 0000 PER COM,Substitutes,Clas Pers,Undistri			3,000	
1	Manual	3,000.00		
01- 0000- 0- 0000- 7460- 3202- 000- 1490- 0000 PER COM,PERS2,Clas Pers,Undistri			63,351	
2	Manual	1,380.00		
5	Salary	61,970.05		
01- 0000- 0- 0000- 7460- 3302- 000- 1490- 0000 PER COM,OasdMed2,Clas Pers,Undistri			162	
1	Salary	66.07		
2	Manual	95.83		
01- 0000- 0- 0000- 7460- 3304- 000- 1490- 0000 PER COM,Medi Class,Clas Pers,Undistri			3,996	
4	Manual	110.28		
6	Salary	3,885.13		
01- 0000- 0- 0000- 7460- 3402- 000- 1490- 0000 PER COM,H&W2 Class,Clas Pers,Undistri			122,511	
3	Benefit	4,563.00-		
14	Salary	127,073.60		
01- 0000- 0- 0000- 7460- 3502- 000- 1490- 0000 PER COM,Unempl2 Class,Clas Pers,Undistri			138	
4	Manual	3.77		
6	Salary	133.97		
01- 0000- 0- 0000- 7460- 3602- 000- 1490- 0000 PER COM,WrkComp2 Class,Clas Pers,Undistri			3,976	
4	Manual	122.31		
6	Salary	3,852.98		
01- 0000- 0- 0000- 7460- 4300- 000- 1490- 0000 PER COM,Supplies,Clas Pers,Undistri			200	
1	Other	200.00		
01- 0000- 0- 0000- 7460- 4340- 000- 1490- 0000 PER COM,Compter Exps,Clas Pers,Undistri			400	
1	Other	400.00		
01- 0000- 0- 0000- 7460- 4350- 000- 1490- 0000 PER COM,Office Supply,Clas Pers,Undistri			3,140	
1	Other	3,140.00		
01- 0000- 0- 0000- 7460- 5200- 000- 1490- 0000 PER COM,Travel,Clas Pers,Undistri			5,000	
1	Other	5,000.00		
01- 0000- 0- 0000- 7460- 5201- 000- 1490- 0000 PER COM,Out of Cnty Trv,Clas Pers,Undistri			4,000	
1	Other	4,000.00		

Selection Grouped by Acct Type, (Org = 61, Zero? = N, Item Type? = , Restricted? = Y, Control? = N, Management = 1490, Object Digit = 0, Page Break Level = )

ESCAPE

ONLINE

Page 1 of 2

Model OB22-21 Personnel Commission			Fiscal Year 2021/22	
	# of Items	Item Type	Item Amount	Account Amount
Fund 01 - General Fund/County School Ser (continued)				
Expenditure (continued)				
01-0000-0-0000-7460-5300-000-1490-0000				5,650
PER COM,Dues/Membership,Clas Pers,Undistri	1	Other	5,650.00	
01-0000-0-0000-7460-5610-000-1490-0000				1,300
PER COM,Rntl Les w/o Op,Clas Pers,Undistri	1	Other	1,300.00	
01-0000-0-0000-7460-5630-000-1490-0000				200
PER COM,Repairs,Clas Pers,Undistri	1	Other	200.00	
01-0000-0-0000-7460-5640-000-1490-0000				500
PER COM,Computer Repr,Clas Pers,Undistri	1	Other	500.00	
01-0000-0-0000-7460-5650-000-1490-0000				700
PER COM,Maint Agreemnts,Clas Pers,Undistri	1	Other	700.00	
01-0000-0-0000-7460-5715-000-1490-0000				400
PER COM,PhotoCopies,Clas Pers,Undistri	1	Other	400.00	
01-0000-0-0000-7460-5720-000-1490-0000				50
PER COM,Postage,Clas Pers,Undistri	1	Other	50.00	
01-0000-0-0000-7460-5730-000-1490-0000				1,400
PER COM,Printing/Dupl,Clas Pers,Undistri	1	Other	1,400.00	
01-0000-0-0000-7460-5740-000-1490-0000				160
PER COM,Computer Suppt,Clas Pers,Undistri	1	Other	160.00	
01-0000-0-0000-7460-5745-000-1490-0000				550
PER COM,Vehicle Use,Clas Pers,Undistri	1	Other	550.00	
01-0000-0-0000-7460-5800-000-1490-0000				7,400
PER COM,Prof Consulting,Clas Pers,Undistri	1	Other	7,400.00	
01-0000-0-0000-7460-5810-000-1490-0000				5,000
PER COM,Contract Servs,Clas Pers,Undistri	1	Other	5,000.00	
01-0000-0-0000-7460-5830-000-1490-0000				3,000
PER COM,Advertisement,Clas Pers,Undistri	1	Other	3,000.00	
01-0000-0-0000-7460-5850-000-1490-0000				2,500
PER COM,Consultant Cont,Clas Pers,Undistri	1	Other	2,500.00	
Total for Org 061 , Fund 01 and Expenditure accounts				513,625



# 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

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Date

<<First Name>> <<Last Name>>

<<School District>>

<<School Address>>

Dear <<First Name>>,

We are delighted to notify you that you have been selected as the 2021 Santa Barbara County Classified School Employee of the Year in the \_\_\_\_\_ category.

California's Classified School Employees of the Year (CSEY) Program highlights the contributions of classified school employees who support the education of California's public school students in numerous ways, from keeping classrooms and grounds clean and sanitary to providing engaging instructional support in the classroom or online to serving nutritious meals and snacks. The CSEY Program pays tribute to the tireless efforts of our state's outstanding classified school employees in nine different categories.

Your nomination was submitted by your district, and a review committee selected your nomination for recognition by our County Board of Education. As one of Santa Barbara County's Classified School Employee of the Year honorees, you will also be considered for state-level recognition as a Classified School Employee of the Year in the \_\_\_\_\_ category, and we wish you the best of luck in that aspect of the program. This year, for the first time, the California Department of Education will be submitting statewide honorees for consideration for a national award for classified employees, **the Recognizing Inspiring School Employees (RISE) Award**, sponsored by the U.S. Department of Education.

Along with those selected as honorees in the other categories, you will be recognized in a ceremony, tentatively scheduled for the County Board of Education meeting in September. Although the Board is currently holding virtual meetings in order to avoid large indoor in-person gatherings, it is possible that we may be able to hold an in-person ceremony at the Board meeting to celebrate this honor with you. We will notify you of the date and time as the date approaches.

Your dedication, positivity, and commitment to continued learning are an inspiration to your peers and the students you serve. Please accept our gratitude and appreciation for your contributions to your school, district, and county – especially in these challenging times.

Very truly yours,

Gary Pickavet  
Personnel Commission Chair

Carmen Jaramillo  
Personnel Commission Vice-Chair

Mike Ostini  
Personnel Commissioner

C: [District Superintendent]