



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
June 24, 2021 – 12:30 p.m.

AGENDA

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

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

SPECIAL NOTE

As authorized by Governor Newsom’s Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person and establishing new requirements for conduct of telephonic or electronic meetings, the June 24, 2021 Personnel Commission meeting will be conducted by videoconference only. Members of the public wishing to attend the meeting remotely may contact the Director, Human Resources at aramos@sbceo.org prior to 11:30 a.m. on June 24 to obtain login credentials for the meeting. The Director will also provide an electronic version of the “Request to Address Personnel Commission” form, which members of the public may submit by email or fax.

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Guests**
- 6. Public Comment**
- 7. Minutes of Meeting Held May 27, 2021**
(Attachment)

MOVED:

SECONDED:

VOTE:

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

REGULAR BUSINESS

- 10. Informational Items**
 - a. List of New Positions**
(Attachment)
 - b. Classified Personnel Report dated July 1, 2021**
(Attachment)

c. Position Announcements
(Attachments)

- i. Delivery Specialist I (Dual – South)
- ii. Paraprofessional (Dual – South)
- iii. Welcome Every Baby (WEB) Nurse (Dual – South)

11. Action Items

a. Ratification of Eligibility Lists
(Attachments)

- i. Child Care Services Technician (Dual – South)
- ii. Communications Specialist – Bilingual (Dual – South)
- iii. Director, Children’s Creative Project (Dual – South)
- iv. Program Associate (Dual – South)
- v. Vocational Assistant (Dual – North)

MOVED:

SECONDED:

VOTE:

b. Classification of Positions

- i. The Director, Human Resources recommends an adjustment to the salary for the classification of Manager, Early Care and Education Services, from management salary range 13 to range 14, with an effective date of 7/1/2021. This study was initiated by Human Resources with the concurrence of the department and approval of the County Superintendent to review the equity of internal salary relationships, as part of Classified HR’s annual work plan of classification and compensation studies. The recommendation is based on a review of internal and external salary data and has the support of the Assistant Superintendent, Educational Services and the County Superintendent of Schools.

MOVED:

SECONDED:

VOTE:

- ii. The Director, Human Resources recommends an adjustment to the salary for the classification of Risk and Loss Control Manager, from management salary range 13 to range 14, with an effective date of 7/1/2021. A revised job description and minor title change are also proposed. This study was undertaken by Human Resources at the request of the department and with the approval of the County Superintendent to review the salary compared to the external labor market, as part of Classified HR’s annual work plan of classification and compensation studies. The recommendation is based on a review of internal and external salary data and has the support of the Assistant Superintendent, Administrative Services and the County Superintendent of Schools.
(Attachments)

MOVED: SECONDED: VOTE:

- iii. The Director, Human Resources recommends an adjustment to the salary for the classification of Senior Software Engineer, from classified salary range 96 to range 99, with an effective date of 7/1/2021. This study was initiated by Human Resources with the concurrence of the department and the approval of the County Superintendent to review the salary compared to the external labor market, in response to significant recruiting challenges. The recommendation is based on a review of internal and external salary data and has the support of the Assistant Superintendent, Administrative Services and the County Superintendent of Schools.

MOVED: SECONDED: VOTE:

- iv. The Director, Human Resources recommends establishing a new classified position of Classified Human Resources Analyst. This study was initiated by Human Resources as part of a review of staffing needs in Classified HR sparked by an impending vacancy. This recommendation has the support of the Assistant Superintendent, Human Resources and the County Superintendent of Schools.
(Attachment)

MOVED: SECONDED: VOTE:

c. Job Descriptions — None

UNFINISHED BUSINESS

- 12. Discussion: Timing of Return to In-Person Personnel Commission Meetings**

NEW BUSINESS — None

REPORTS

- 16. PERSONNEL COMMISSIONER REPORTS**
- 17. DIRECTOR, HUMAN RESOURCES REPORT**
- 18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

CLOSED SESSION — None scheduled

ADJOURNMENT

The next scheduled meeting will be held on Thursday, July 22, 2021, at 12:30 p.m. The meeting may be held via videoconference, as authorized by the Governor. If conducted in person, the meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.