



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
May 27, 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 12:34 p.m.

**2. Roll Call**

Members Present

Gary Pickavet, Chair  
Carmen Jaramillo, Vice Chair  
Mike Ostini, Commissioner

**3. Pledge of Allegiance**

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

**4. Changes to the Agenda — None**

**5. Introduction of Guests**

Staff present:

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 April 22, 2021**

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

**8. Communications — None****9. Informational Items****a. Media Releases/Columns**

Media releases were made available from the County Superintendent of Schools about this year's I Madonnari Festival and Battle of the Books (virtual events this year), and Santa Barbara County teachers who received honors: Alisyn Blanton as 21-22 Teacher of the Year, and Bill Gourley and Miguel Guerra as 2021 Marvin Melvin CTE Award winners.

**b. Legislative Update**

The Director reviewed for the Commission:

- SB 205, which would replace the current differential pay system for certificated and classified employees who exhaust all leave with a system of full salary for the employee during the five-month period after exhausting sick leave. This bill, if passed, could represent a significant cost to LEAs.
- AB 438, which would provide classified school employees with the same rights to notice and hearing with respect to layoffs as is provided to certificated employees of school districts. If passed, this legislation would force SBCEO to modify our layoff procedures significantly.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated June 3, 2021****c. Position Announcements**

**11. Action Items****a. Ratification of Eligibility Lists**

- i. Child Care Assistant (Dual – North)
- ii. Coordinator, Human Resources (Dual – South)

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

**b. Classification of Positions — None****c. Job Descriptions**

Proposed revision of the job description for Payroll and Benefits Assistant, with a proposed new title of Benefits Technician. Proposed revision and title change were approved by Assistant Superintendent, Human Resources.

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

**UNFINISHED BUSINESS — None****NEW BUSINESS****12. Public Hearing on Approval of Proposed 2021-22 Personnel Commission Budget**

Gary Pickavet called the public hearing to order at 1:00 p.m. The public hearing was conducted in accordance with the requirements of California Education Code Section 45253 for consideration of the Personnel Commission budget for fiscal year 21-22. In response to a question from the Chair at the May meeting, the Director reported that the unemployment insurance rate, which had originally been budgeted at 0.05%, will actually be 1.23% in 2021-23. The Director further reported that the workers' compensation insurance rates had also increased, and that health and welfare rates had decreased modestly. These changes will be reflected in the first interim budget in October. No members of the public contacted the Director, Human Resources about making a comment. The public hearing was closed at 1:07 p.m.

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

**13. Review of Draft Letter to Santa Barbara County CSEY Honorees**

This was an information item.

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

After discussion, the Commissioners agreed that returning to in-person meetings should be considered on a month-to-month basis. All acknowledged that Commissioners and staff must be ready to return to in-person meetings immediately if the Governor revokes the executive order suspending Brown Act requirements for in-person public meetings.

**15. Procedure and Timing of Evaluation of Director, Human Resources**

The Director, Human Resources reviewed the typical procedure and timing of the evaluation of her position, which is that the Assistant Superintendent, Human Resources shares her input on the Director's evaluation during a closed session at the May meeting and then prepares the final evaluation for the Commission to present to the Director at the June meeting in closed session. However, Ms. Baptista had a schedule conflict and was unable to attend today's Personnel Commission meeting, and she will be on vacation at the time of the June meeting. Therefore, she recommends that the typical process be delayed to closed sessions held in the July and August meetings.

The Commissioners concurred with this recommendation, stating that it was acceptable to delay the evaluation by a couple of months because it is not a probationary evaluation.

**REPORTS****16. PERSONNEL COMMISSIONER REPORTS**

Commissioner Ostini stated his concern that the Classified Human Resources Technician position had not been posted yet; he felt it was important to fill the position as soon as possible, and stated that changes to the job description could be brought to the Commission later, without further delaying the recruitment. Chair Pickavet concurred with the concerns expressed by Commissioner Ostini. Commissioner Jaramillo had a procedural question about whether a revised job description required two readings. The Director responded that the only items that the Personnel Commission historically had read twice were revisions to Personnel Commission Rules.

**17. DIRECTOR, HUMAN RESOURCES REPORT**

The Director, Human Resources reported that the construction project at Cathedral Oaks is completed sufficiently for the HR staff in the South to move back into our regular space and begin working in person again (for those who had not been). Starting June 7, HR staff in the South who are not already working in the office three days per week will start doing so.

She reported that negotiations with CSEA as well as SBCEA had been concluded and the tentative agreements would now go to their respective memberships for ratification. The negotiations process was very cordial and she expressed appreciation again for the collaborative relationship we have with CSEA. She recognized that this is the last round of negotiations with Mark Moore serving as the CSEA field representative, as he has announced that he will be retiring September 1. On behalf of the Assistant Superintendent and herself, the Director expressed gratitude to Mark for his professionalism, his passion for supporting classified employees, his mentorship of chapter leaders, for everything they have learned from him, and for his friendship.

The Director reported that HR was very excited to be welcoming a new member of the HR staff (the Coordinator, Human Resources), starting in June.

Effective May 26, SBCEO has paused its surveillance testing of employees, based on the Santa Barbara County Health Officer's order stating that surveillance testing is unnecessary for fully vaccinated individuals (SBCEO estimates that approximately 70% of our workforce has been vaccinated). Many school districts in our County had already discontinued their surveillance testing programs. The Director emphasized that we are *pausing* testing. On or after June 15, when the state is expected to eliminate the colored tier system and fully reopen, new guidance may be issued about the state's expectations for any surveillance testing starting in the fall, so this decision may be revisited.

With sadness, the Director acknowledged that this will be the last PC meeting for Erika Fox-Benito, who is leaving SBCEO to move back East to be closer to her family. In response to the concerns expressed by Commissioners, the Director stated that she shared their urgency in filling the position and also wanted to take the time and opportunity to review the staffing needs of Classified HR. She also noted that she had some plans for interim staffing.

#### **18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:06 p.m. The next regularly scheduled meeting will be held on June 24, 2021 at 12:30 p.m. by videoconference.

A handwritten signature in black ink that reads "Amy R. Ramos". The script is cursive and fluid.

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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](http://sbceo.org)

Susan C. Salcido, Superintendent of Schools

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**May 22 through June 18, 2021**

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**Position #**

**Position Information**

2416

Child Care Services Technician • Child Development Lompoc • North County  
40.00 hours per week • 12.00 months

Classified Personnel Report

July 1, 2021

**Appointments**

***Limited Term/Substitute***

Audet, Remy June 2, 2021  
Paraprofessional • Special Education • Various Sites  
• Hourly as needed

Hood, Eden June 10, 2021  
Classified Human Resources Technician • Human Resources • Cathedral Oaks  
• Hourly as needed

Hunter, Amanda May 28, 2021  
Paraprofessional • Special Education • Various Sites  
• Hourly as needed

Kaser, Ryan May 28, 2021  
Paraprofessional • Special Education • Various Sites  
• Hourly as needed

Monette, Kayna May 27, 2021  
Paraprofessional • Special Education • Various Sites  
• Hourly as needed

Monette, Kayna May 27, 2021  
Teaching Assistant • Juvenile Court and Community Schools • Various Sites  
• Hourly as needed

***Probationary***

Harris, Debora June 7, 2021  
Child Care Services Technician • Child Development • Child Development Lompoc  
100% • 12 months



### ***Reinstatement***

Carrillo, Arlet June 1, 2021  
Child Care Assistant • Child Development • Child Development Lompoc  
75% • 10 months

### **Changes**

#### ***Anniversary Increase***

Baro, Jose June 1, 2021  
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  
87.5% • 10 months

Braz Gonzalez, Lupita June 1, 2021  
Paraprofessional • Special Education • Orcutt Academy H.S.Preschool  
70% • 10 months

Castillo, Erika June 1, 2021  
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2  
75% • 10 months

Dal Bon, Darnyl June 1, 2021  
Office Assistant • Children and Family Resource Services • Health Linkages South  
72.5% • 12 months

Donelson, Brittany June 1, 2021  
Child Care Assistant • Child Development • Young Learners State Preschool  
75% • 10 months

Escalante, Elvia June 1, 2021  
Paraprofessional • Special Education • Speech/Language Services, Miller  
75% • 10 months

Esparza, Carrie June 1, 2021  
Paraprofessional • Special Education • Central Avenue Preschool  
67.5% • 10 months

Fierro, Kaylyn	June 1, 2021
Accounting Technician • School Business Advisory Services • School Business Advisory Services 50% • 12 months	
 Fox-Benito, Erika	 June 1, 2021
Classified Human Resources Technician • Human Resources • Classified Human Resources Staff 100% • 12 months	
 Freedland, Anna	 June 1, 2021
Executive Assistant to the County Superintendent (Confidential) - Exempt • Superintendent • Cathedral Oaks 100% • 12 months	
 Garate, Hermelinda	 June 1, 2021
Clerical Assistant • Special Education • Special Education Support Staff North 100% • 12 months	
 Gonzalez, Eduardo	 June 1, 2021
Paraprofessional • Special Education • Montecito Union School 81.25% • 10 months	
 Hernandez, Emeterio	 June 1, 2021
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 87.5% • 12 months	
 Housley, Erika	 June 1, 2021
Paraprofessional • Special Education • Vision Services 75% • 10 months	
 Lebolo, Lorena	 June 1, 2021
Paraprofessional • Special Education • Montecito Union School 81.25% • 10 months	
 Limon, Victor	 June 1, 2021
Delivery Specialist I • Internal Services • Operations South 100% • 12 months	

Meehan, Aileen	June 1, 2021
Training and Development Assistant • Teacher Induction Program • Teacher Induction Program 100% • 12 months	
Owens, Vera	June 1, 2021
Senior Administrative Assistant • Career Technical Education Program • Career Technical Education Program 100% • 12 months	
Torres, Marianna	June 1, 2021
Paraprofessional • Special Education • Ontiveros Preschool 75% • 10 months	
Vargas, Beatriz	June 1, 2021
Paraprofessional • Special Education • Clarence Ruth Preschool 75% • 10 months	
Vazquez, Magaly	June 1, 2021
Program Associate • Transitional Youth Services • Transitional Youth 100% • 12 months	
Velez, Emilio	June 1, 2021
Paraprofessional • Special Education • Dos Puertas School 75% • 12 months	
Vickery, Lupie	June 1, 2021
Senior Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 100% • 12 months	
Weinstein, Claudia	June 1, 2021
Payroll Technician • Internal Services • Payroll 100% • 12 months	
Williams, Shirley	June 1, 2021
Paraprofessional • Special Education • Olga Reed Elementary 77.5% • 10 months	

***Differential - Remove***

Reyes, Delfina

July 1, 2021

Paraprofessional • Special Education • Infant Services, Lompoc  
50% • 10 months  
ELPAC

***Probation to Permanent***

Fitzpatrick, Shelley

June 1, 2021

Paraprofessional • Special Education • Montecito Union School  
81.25% • 10 months

**Separation**

***Resignation***

Fox-Benito, Erika

June 18, 2021

Classified Human Resources Technician • Human Resources • Classified Human Resources Staff  
100% • 12 months

Limon, Victor

June 1, 2021

Delivery Specialist I • Internal Services • Operations South  
100% • 12 months



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

AGENDA ITEM 10c(i)

Service & Leadership

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Seeks candidates for the position of

## Delivery Specialist I

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

Operations South

Santa Barbara

Salary: \$3200 - \$4488 per month

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**Apply by:** 6-25-2021

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

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

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

**The position:** Organizes and delivers durable instructional media, mail, monetary items, equipment, and supplies to and from a central distribution facility to and from school district and county office sites, complying with delivery schedules, and proper documentation of delivery activity. Assists in storing and retrieving supplies, materials, and equipment.

**Specific duties and responsibilities:** Prepares and stages delivery orders according to requests and established delivery times. Loads, secures, unloads, and documents the condition and amount of inventory scheduled for delivery to and from the central distribution center. Delivers and retrieves returned durable instructional media, mail, financial items, equipment, and supplies, documenting quantities, quality, date and time. Transports special deliveries for testing, unscheduled needs, and events to and among various sites. Unloads deliveries at all designated sites, checks delivery to the order, loads returns, and empties delivery containers and other items for return to the central distribution facility. Inspects for conformity to orders and reports shortages, damages, and other discrepancies. Checks returned items for reissue schedule. Requests alternative delivery and return dates to minimize schedule conflicts. Collects and delivers locked cash/financial item bags for further processing. May assist in the receipt, inspection, storage, and moving of inventoried multimedia items and supplies. Assists with maintenance of stock records and in conducting physical inventory counts. Regularly inspects vehicles for safety on a daily basis. Checks and schedules regular maintenance of fluid levels, belts, tires, and mirrors. Cleans the interior and exterior of vehicles. Maintains warehousing, shipping, delivery areas in a safe and orderly condition. Performs other duties as assigned that support the overall objective of the

position.

## **REQUIREMENTS**

**Knowledge:** The position requires working knowledge of the methods, techniques, procedures and practices used for loading, arranging, and distributing time sensitive durable inventory including receipt, handling, and distribution to and from a central supply warehouse and delivery sites. Requires working knowledge of labor saving and material handling devices used for loading and offloading materials. Requires working knowledge of California Motor Vehicle Code, traffic safety and safe work rules and practices. Requires sufficient organizational and time management skills to meet service and schedule requirements. Requires sufficient computer skills to use common office productivity applications. Requires sufficient English language and math skills to document work activity and compute quantities. Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.

**Abilities:** Requires the ability to perform the essential duties of the position effectively and efficiently. Requires the ability to comply with all safety regulations for the handling of durable materials. Requires the ability to fill orders accurately from requisitions. Requires the ability to operate a pallet jack and delivery vehicle safely and efficiently in urban, rural, and distant locations. Requires the ability to learn normal and alternative routes to meet required schedules for delivery of multimedia, equipment, and supplies to sites. Requires the ability to perform manual labor, including lifting, carrying, and moving equipment and supplies.

**Education and experience:** The position requires a High School diploma and one year of general warehouse and delivery experience.

**Licenses and certificates:** Requires a valid CA Driver's License and insurance coverage as required by law.

**Working conditions:** Work is performed indoors and outdoors in varying weather conditions where safety considerations exist from physical labor and handling of medium-to-heavy weight materials. Extended periods of driving in variable traffic and road conditions.

## **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 06-29-2021. The oral examination for this classification is tentatively scheduled for 07-06-2021. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

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

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



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

AGENDA ITEM 10c(ii)

Service & Leadership

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Seeks candidates for the position of

## Paraprofessional

Part-Time: 81.25% 32.5 hours/week • 10 months/year

21/22 school year

Cold Spring School  
Santa Barbara

Salary: \$18.21 - \$25.57 per hour

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**Apply by:** 6-28-2021

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

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

**Ideal candidate:** You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Office with integrity and professionalism.

**The position:** Assists teachers and staff in providing cognitive instructional, therapeutic, and/or medical support to students with severe and physical disabilities including students with multiple handicaps, emotional disturbance, and severe orthopedic, visual, or hearing impairments. Paraprofessionals are typically assigned to areas such as, but not limited to, special day class where students are severely handicapped and where therapeutic, and/or medical assistance training is required. Advancement potential exists from this position to specialized positions requiring additional training or assignment to specific environments such as those for incarcerated or probationary youth.

**Specific duties and responsibilities:** Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with severe disabilities. Works on an in-depth basis with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences. Interprets individualized education plans and teacher instructions. Assists students during classroom activities, lunch, physical education, and other school activities. Feeds students, dispenses medicines, and assists with personal hygiene. May perform suctioning, oral stimulation, and replenish of catheterized devices. Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services. Assists teachers by setting up work areas, and preparing motivational and decorative materials. Prepares and may develop age-grade appropriate instructional aids and exercises to support the curriculum being taught. Confers with

teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives. Assist with implementation of special programs. Administers assessment instruments (spelling tests, etc.), scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems. Monitors classroom activities when a teacher is absent from the classroom. Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures. Develops and uses incentives as positive reinforcement. Maintains constant supervision of children. Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand discipline. Reports student academic, life skill, and behavior progress and performance to teachers. Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements in reading. Confers, as needed, with teachers, resource staff, and other school personnel concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students in assigned program. Arranges and participates in parent conferences. Assists special program administrative staff with the preparation and presentation of in service training sessions. Assists in organizing and participate in meetings to share information about special education programs. Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment. May coordinate services with job coaching or vocational advisors. Assures student safety. Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility. Loads students onto buses, therapeutic tables, and toilets. Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached. Prepares and maintains a variety of files and records for classroom or assigned program. Performs other duties as assigned that support the overall objective of the position.

## **REQUIREMENTS**

**Knowledge:** The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges. Requires working knowledge of the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of basic clerical and record keeping processes. Requires knowledge of special education programs. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to the special needs of students.

**Abilities:** Requires the ability to assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps. Requires the ability to assess the needs of individual students and develop instructional support techniques and materials to meet those needs. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and tests, and perform general clerical tasks. Requires the ability to assist students with developing independence and self- help skills. Requires the ability to make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers. May requires competency in a second language or basic competency in sign language. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office,



classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

**Education and experience:** The position requires a high school diploma and the ability to pass a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

**Licenses and certificates:** May require a valid California driver's license and insurance coverage required by law. May require a valid first aid card and/or certification in Crisis Prevention Intervention (CPI).

**Working conditions:** Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. Physical Abilities: Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature.

### **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 07-01-2021. 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.

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# SANTA BARBARA County Education Office

An Equal Opportunity Employer

AGENDA ITEM 10c(iii)

Service & Leadership

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Seeks candidates for the position of

## Welcome Every Baby (WEB) Nurse

Part-Time: 40%, 16 hours/week • 12 months/year

Welcome Every Baby

Santa Barbara

Salary: \$39.82 - \$55.89 per hour

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**Apply by:** 6-28-2021

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

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

**Ideal candidate:** You are someone who understands that caring for a newborn can be a joyful and also difficult job and appreciates that both parents need support. You are a culturally competent and caring professional with an empathetic attitude.

**The position:** Responsible for providing services to assigned families in accordance with WEB (Welcome Every Baby)/Family Connect protocols.

**Specific duties and responsibilities:** Provide home visits to assigned newborn babies and families in accordance with WEB/Family Connect protocols. Conduct assessment of maternal health history, prenatal care, and newborn health post-delivery. Provide assessment, education and support for caring for infant. Assess and provide support for a safe home including relationship between parents/caregivers and impact of new baby. Introduce and assess emotional well-being, substance abuse, and social emotional support. Administer screeners to assess for post-partum mood and anxiety disorders, domestic violence and substance abuse. Provide comprehensive lactation support in accordance with Internationally Board Certified Lactation Consultants guidelines. Provide documentation of nursing visit and WEB data collection as required. Provide information on community resources and conduct referrals as needed. Coordinate and collaborate with Family Resource Centers regarding mother/child/family status. Consult with designated physician regarding newborn and mother medical needs and concerns. Attend team meetings and trainings as required. Perform other duties as assigned that support the overall objective of the position.

## REQUIREMENTS

**Knowledge:** Requires knowledge of typical and atypical infant/child health, development and assessment. Principles of early childhood mental health, infant brain development, infant attachment, and bonding. Practiced at program implementation, community collaboration, and identifying community resources. Understanding of Touchpoints philosophy and service delivery model. Sufficient human relation skills to work productively

and cooperatively with parents and children in informal settings. Adeptly exercises patience when conveying information, and demonstrates sensitivity to the needs of families and children.

**Abilities:** Requires the ability to plan and organize work independently. Implement and monitor program guidelines and procedures. Provide maternal and newborn assessments, lactation education, client education and referrals. Coordinate with a variety of professionals and community outreach activities. Communicate effectively orally and in writing. Establish and maintain effective working relationships with individuals from diverse backgrounds and the community at large. Work indoors engaged in work of a primarily sedentary nature. Ordinary ambulatory ability to move about office and different home environments. Sufficient manual and finger dexterity to operate personal computers. Visual acuity to read computer screens and printed materials. Auditory ability to carry on conversations in person and over the phone. Perform all aspects of position

**Education and experience:** An associates or bachelor's degree in nursing, and a California registered nurse license and a minimum of one year's experience in post-partum and newborn care.

**Licenses and certificates:** May require a valid California driver's license and insurance coverage required by law. Requires valid CPR and first aid documentation. Must hold certification for Lactation Educator or complete the certification within the probationary period (six months). Must complete certification for Internationally Board Certified Lactation consultant within a reasonable time frame (no more than two years).

**Working conditions:** Work is performed indoors with minimal exposure to health and safety concerns. Incumbent will travel to different sites/locations within the county.

## **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:** This classification utilizes a qualifications appraisal in place of examination.

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

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Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

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### Dual Certification Eligibility List

Job Class: Child Care Services Technician, Full-Time: 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	21459	11-13-2021
2	21471	11-13-2021
3	21398	11-13-2021

Number of applicants: 19

Number of applicants passed screening: 12

Number of performance/written exam attendees: 10

Number of oral exam attendees: 4

05-21-2021



## 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

Job Class: Communications Specialist - Bilingual, Part-Time: 75% 20-30 hours/week

Rank	Application Number	Date Eligibility Expires
1	21652	12-01-2021

Number of applicants: 7

Number of applicants passed screening: 3

Number of performance/written exam attendees: 3

Number of oral exam attendees: N/A

06-17-2021



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### Dual Certification Eligibility List

Job Class: Director, Children's Creative Project , Full-Time: 100% 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	21618	12-04-2021
2	21526	12-04-2021
3	21626	12-04-2021

Number of applicants: 26

Number of applicants passed screening: 11

Number of performance/written exam attendees: 10

Number of oral exam attendees: 4

06-17-2021



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### Dual Certification Eligibility List

Job Class: Program Associate, Full-Time: 100% 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	21763	06-02-2022
2	21714	12-02-2021

Number of applicants: 10

Number of applicants passed screening: 5

Number of performance/written exam attendees: 3

Number of oral exam attendees: 2

06-17-2021



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### Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	21586	06-02-2022
2	21750	06-02-2022
2	21765	12-02-2021
3	21396	09-23-2021

Number of applicants: 8

Number of applicants passed screening: 7

Number of performance/written exam attendees: 5

Number of oral exam attendees: N/A

06-17-2021



## *Personnel Commission*

### JOB DESCRIPTION

#### **RISK AND LOSS CONTROL MANAGER**

**Reports to:** Self-Insured Program for Employees (SIPE) board of directors and the administrator of Internal Services

**Division:** Administrative Services

#### **Our ideal candidate**

You are an innovative professional and team player, with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are a collaborator, and good with people. Your attitude is that you are there to help. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You are solutions-oriented and are committed to providing the best service available to the Santa Barbara County Education Office and the school districts it serves.

#### **General description**

Provides services to school districts related to safety. This individual is a compliance officer with a focus on helping those they serve, carrying out the day-to-day operation of the safety department and contributing to an effective health, safety, and environment management effort in accordance with current health and safety legislation for member school districts. Further, this individual plans, organizes, and articulates district risk management programs including workers' compensation and liability, with an emphasis on employee and student safety and prevention programs, and assists district safety coordinators.

#### **Specific duties and responsibilities**

- Assist in compliance reviews, general risk assessments, and other safety assessments to support Health, Safety and Environment (HSE) management in promoting prevention of employee injuries
- Plan, develop, and recommend policies, regulations, and operational procedures regarding risk management programs
- Interpret, implement, and encourage enforcement of risk management policies and regulations
- Conduct research and develop policies, regulations, and standards; inspect facilities and grounds to evaluate conditions affecting safety and risk management control
- Prepare application HSE reports as necessary
- Collect injury data
- Provide assistance and advise on HSE issues to make recommendations to school districts
- Take part in detailing incident investigations and cause analysis
- Take action on immediate hazards, including decommissioning or condemning certain unsafe equipment and processes, with appropriate notification procedures
- Provide counsel and advice concerning accident prevention, risk reduction, and loss control
- Help in the development and presentation of relevant HSE training
- Observe HSE regulations, wear all required safety equipment, encourage safe working practices, correct obvious hazards immediately or report them to the proper personnel

## **RISK AND LOSS CONTROL MANAGER**

- Perform annual safety inspections on request
- Assist with or review all accident investigations; investigate and manage risk management-related claims against districts; serve as liaison with representatives of various insurance carriers
- Record and maintain monthly AED inspection records
- Conduct annual safety training for all maintenance and custodial staff; prepare and present reports and information pertaining to risk management, accident prevention, and historical data concerning district loss experiences
- Advise districts regarding new laws, requirements and safety practices.
- Serve as chairperson to the safety and health committee; serve as advisor to the various district safety committees
- Develop, implement, maintain, and manage necessary budgets to accomplish safety and health committee programs
- Conduct and perform workstation assessments and ergonomic evaluations at the request of school districts, doctors, workers' compensation officials, or employees
- Assist federal and state building and safety inspectors; help districts with recordkeeping of occupational illness, injuries, and safety violations
- Maintain the SIPE website
- Attend workshops and conferences on risk management to keep abreast of current laws, trends, and practices
- Assist district management in coordinating activities in a major emergency and in developing emergency plans as requested
- Provide training in mobile equipment, forklift, booms, backhoes, tractors
- Perform other duties as assigned

### **Requirements**

**Education:** Equivalent of two years of college preferred, preferably supplemented by other professional courses in risk management

**Experience:** Four years of progressively responsible experience relating to risk management

### **Knowledge and skills:**

- Risk management principles, trends, methods, and procedures
- Applicable state and federal laws pertaining to work-related injury, illness leave benefits, and employee health standards
- School district liability and safety
- California Occupational Safety and Health Act (Cal/OSHA) regulations
- Public safety and regulatory agencies
- Educational organization policies, regulations, and standards regarding risk and loss control
- Principles and practices of administration, training, and supervision
- Modern office practices, procedures and equipment, including web design and online documentation
- California Department of Motor Vehicle Code regulations for driving

## **RISK AND LOSS CONTROL MANAGER**

### **Abilities**

- Understand and accurately interpret laws, rules, and regulations regarding risk management
- Analyze complex problems, systems, and processes in order to develop effective solutions
- Understand and follow oral and written directions
- Establish and maintain effective working relationships
- Plan and organize work; meet schedules and deadlines
- Maintain records and prepare reports
- Communicate effectively orally and in writing
- Work confidentially and with discretion

### **Licenses and certificates**

Certification in loss control or safety preferred; valid California driver's license, safe driving record, and insurance coverage as required by law

### **Working conditions**

Typical modern office environment, plus driving to a variety of locations countywide in order to conduct outside training, testing, and safety reviews

### **Management salary range 13**

<i>Approved by the Personnel Commission:</i>	Jan. 6, 1988
<i>Revised:</i>	Jan. 19, 2017
<i>Revised:</i>	Feb. 22, 2018

## JOB DESCRIPTION

### **MANAGER, RISK AND LOSS CONTROL**~~MANAGER~~

**Reports to:** ~~Self-Insured Program for Employees (SIPE) board of directors and the administrator~~ Administrator, of Internal Services

**Division:** ~~Administrative Services~~

#### **Our ideal candidate**

You are an innovative professional and team player, with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users ~~because of with~~ your positive attitude and excellent customer service and results. You ~~are a collaborator, and good with people~~ collaborate and interact effectively with others. ~~Your attitude is that you are there to help.~~ You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You are solutions-oriented and are committed to providing the best service available to the Santa Barbara County Education Office and the school districts it serves.

#### **General description**

~~Provides services to school districts related to safety. This individual is a compliance officer with a focus on helping those they serve, carrying out the day-to-day operation of the safety department and position supports Santa Barbara SIPE member agencies in effective implementation of their contributing to an effective health~~ Health, safety ~~safety, and environment~~ Environment (HSE) management effort programs in accordance with current health and safety legislation; ~~for member school districts. Further, this individual position plans, organizes, and articulates consults on district member agencies' risk management programs including related to liability and workers' compensation and liability, with an emphasis on employee and student safety and injury and illness prevention programs; and assists provides support and professional expertise to district safety coordinators.~~

#### **Specific duties and responsibilities**

- ~~Assist in~~ Facilitate compliance reviews, general risk assessments, and other safety assessments to support Health, Safety and Environment (HSE) management in promoting prevention of employee injuries
- Plan, develop, consult on, and recommend policies, regulations, and operational procedures regarding risk management programs
- ~~Interpret, implement, and Encourage~~ enforcement implementation of and compliance with risk management policies and regulations
- Conduct research and develop policies, regulations, and standards; inspect facilities and grounds to evaluate conditions affecting worker safety and code compliance risk management ~~code compliance control~~
- ~~Prepare application HSE reports as necessary~~
- Collect and analyze injury claims data to identify trends and patterns, and make recommendations to member agencies about measures or programs to reduce claims
- ~~Provide assistance, and advise advice and recommendations on HSE issues to make recommendations to school districts~~
- Take part in detailing incident investigations and cause analysis
- ~~Take action on immediate hazards, including decommissioning or condemning certain unsafe equipment and processes, with appropriate notification procedures~~

**MANAGER, RISK AND LOSS CONTROL** ~~MANAGER~~

- Provide counsel and advice concerning accident prevention, risk reduction, and loss control
- Help Support member agencies in the development and presentation of relevant HSE training
- ~~Observe HSE regulations, wear all required safety equipment, encourage safe working practices, correct obvious hazards immediately or report them to the proper personnel~~
- Perform annual safety inspections ~~on~~ upon request
- ~~Assist with~~ Review all workers' compensation claims filed against member agencies; participate with Participate in or review all accident investigations of accidents and injury claims; investigate and manage risk management-related claims against districts; serve as liaison with third party worker's compensation administrator ~~representatives of various insurance carriers~~ third party workers' compensation claims administrator
- Review all workers' compensation claims filed against member agencies; participate in or review investigations of accidents and injury claims; serve as liaison with third party workers' compensation claims administrator
- Record and maintain monthly AED inspection records
- Conduct or /facilitate annual ~~safety training~~ required by OSHA ~~for all~~ maintenance and custodial staff, upon request;
- ~~prepare~~ Prepare; P ~~prepare~~ and present reports and information pertaining to risk management, accident prevention, and historical data concerning member agencies ~~district~~ member agencies' loss experiences.
- Advise districts regarding new laws, requirements and safety practices.
- ~~Serve as chairperson to~~ Chair the SIPE safety ~~Safety~~ Ssafety and ~~health~~ Health ~~Hhealth~~ committee, including developing the agenda, engaging speakers, and facilitating the disbursement of funds to member agencies for safety-related projects or purchases, as approved by the committee; serve as advisor to the various district safety committees.
- ~~Develop, implement, maintain, and manage~~ Manage necessary-adopted budgets to accomplish risk and loss ~~Loss control objectives and safety~~ Safety and ~~health~~ Health committee programs
- Conduct and perform workstation assessments and ergonomic evaluations at the request of SIPE member agencies ~~school districts~~ member agencies; doctors, workers' compensation official ~~third~~ third party administrator, ~~or supervisor~~ supervisor ~~officials,~~ or employees
- ~~Assist federal and state building and safety inspectors; help districts with record keeping of occupational illness, injuries, and safety violations~~
- Maintain the SIPE website; provide new and updated content for use by member agencies
- Attend workshops and conferences on risk management to ~~keep abreast~~ stay informed about ~~of~~ current laws, trends, and practices
- ~~Assist district management in coordinating activities in a major emergency and in developing emergency plans as requested~~
- Provide training and certification in ~~on~~ a variety of equipment and skills, including but not limited to: fall protection, respirators, CPR and First Aid, confined spaces, automated external defibrillator (AED), ~~mobile equipment, defensive driving,~~ forklift, booms, backhoes, and tractors
- Perform other duties as assigned

## **MANAGER, RISK AND LOSS CONTROL~~MANAGER~~**

### **Requirements**

**Education:** ~~Equivalent of two years of college preferred~~ Possession of a bachelor's degree in business, occupational safety and health, paralegal studies, or related field is required. ~~preferably supplemented by other professional courses in risk management~~ Shouldn't this position require a minimum Bachelor's degree?

**Experience:** Four years of ~~progressively responsible~~ experience ~~relating to providing~~ risk management ~~services that included responsibility for two or more of the following: school or industrial workplace safety; environmental safety; workers' compensation administration; ergonomics; and general liability.~~ Additional related experience may be substituted for required higher education on a year-for-year basis.

### **Knowledge ~~and skills~~of:**

- Risk management principles, trends, methods, and procedures
- Applicable state and federal laws pertaining to work-related injury, ~~illness leave benefits,~~ and employee health standards
- School district liability and safety~~ty~~
- California Occupational Safety and Health Act (Cal/OSHA) Title 8 regulations
- ~~, as well as Federal OSHA Code of Regulations~~
- ~~and the General dDuty clause of the OSH act of 1970~~
- ~~Understand Industrial standards, industries including NIOSH, ANSI, and others.~~
- Ergonomic practices and solutions for jobs found in member agencies, including but not limited to office, food service, instructional, and maintenance
- Local Public-public safety and regulatory agencies
- Educational organization policies, regulations, and standards regarding risk and loss control
- Principles and practices of administration, training, and supervision
- Modern office practices, procedures and equipment, including web design and online documentation
- California Department of Motor Vehicle Code regulations for driving
- Budget management, including monitoring and appropriate use of different revenue streams

### **~~Abilities~~Ability to**

- Understand and accurately interpret laws, rules, and regulations regarding risk management
- Analyze complex problems, systems, and processes in order to develop effective solutions
- Understand and follow oral and written directions
- Establish and maintain effective working relationships
- Plan and organize work; meet schedules and deadlines
- Maintain records and prepare reports
- Communicate effectively orally and in writing
- Work confidentially and with discretion
- Promote compliance and collaboration with parties over whom one has no direct authority

**MANAGER, RISK AND LOSS CONTROL~~MANAGER~~**

**Licenses and certificates**

- ~~Possession of a related Certification certification in loss control or safety program, preferred;~~  
such as Certified School Risk Manager or Associate in Risk Management for Public Entities (ARM-P), is preferred.
- ~~+~~Possession of a valid California driver's license, safe driving record, and insurance coverage as required by law.

**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. Incumbent may occasionally be required to wear personal protective equipment when performing certain duties or when visiting certain sites.

~~Typical modern office environment, Local travel by car plus driving~~ to a variety of locations countywide, in order to conduct ~~outside~~ training, testing, and safety reviews, is required.

**Management salary range 13**

Approved by the Personnel  
Commission:

Jan. 6, 1988

Revised:

Jan. 19, 2017

Revised:

Feb. 22, 2018

Revised:

June 24, 2021 (pending approval)

## JOB DESCRIPTION

### **MANAGER, RISK AND LOSS CONTROL (DRAFT)**

**Reports to:** Administrator, Internal Services

**Division:** Administrative Services

#### **Our ideal candidate**

You are an innovative professional and team player, with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users with your positive attitude and excellent customer service and results. You collaborate and interact effectively with others. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You are solutions-oriented and are committed to providing the best service available to the Santa Barbara County Education Office and the school districts it serves.

#### **General description**

This position supports Santa Barbara Self-Insured Program for Employees (SIPE) member agencies in effective implementation of their Health, Safety, and Environment (HSE) management programs in accordance with current health and safety legislation; plans, organizes, and consults on member agencies' risk management programs related to workers' compensation, with an emphasis on employee safety and injury and illness prevention programs; and provides support and professional expertise to district safety coordinators.

#### **Specific duties and responsibilities**

- Facilitate compliance reviews, general risk assessments, and other safety assessments to support Health, Safety and Environment management in promoting prevention of employee injuries
- Plan, develop, consult on, and recommend policies, regulations, and operational procedures regarding risk management programs
- Encourage implementation of and compliance with risk management policies and regulations
- Conduct research and develop policies, regulations, and standards; inspect facilities and grounds to evaluate conditions affecting worker safety and code compliance code compliance
- Collect and analyze claims data to identify trends and patterns, and make recommendations to member agencies about measures or programs to reduce claims
- Take part in detailed incident investigations and cause analysis
- Provide counsel and advice concerning accident prevention, risk reduction, and loss control
- Support member agencies in the development and presentation of relevant HSE training
- Perform annual safety inspections upon request
- Review all workers' compensation claims filed against member agencies; participate in or review investigations of accidents and injury claims; serve as liaison with third party workers' compensation claims administrator
- Record and maintain monthly AED (automated external defibrillator) inspection records
- Conduct or /facilitate safety training required by OSHA for maintenance and custodial staff, upon request
- Prepare and present reports and information pertaining to risk management, accident prevention, and historical data concerning member agencies member agencies' loss experiences



**MANAGER, RISK AND LOSS CONTROL (DRAFT)**

- Advise districts regarding new laws, requirements and safety practices
- Chair the SIPE Safety and Health committee, including developing the agenda, engaging speakers, and facilitating the disbursement of funds to member agencies for safety-related projects or purchases, as approved by the committee; serve as advisor to the various district safety committees
- Manage adopted budgets to accomplish risk and loss control objectives and Safety and Health committee programs
- Conduct and perform workstation assessments and ergonomic evaluations at the request of SIPE member agencies, doctors, third party administrator, supervisors, or employees
- Maintain the SIPE website; provide new and updated content for use by member agencies
- Attend workshops and conferences on risk management to stay informed about current laws, trends, and practices
- Provide training and certification on a variety of equipment and skills, including but not limited to: fall protection, respirators, CPR and First Aid, confined spaces, AED, defensive driving, forklift, booms, backhoes, and tractors
- Perform other duties as assigned

**Requirements**

Education: Possession of a bachelor's degree in business, occupational safety and health, paralegal studies, or related field.

Experience: Four years of experience providing risk management services that included responsibility for two or more of the following: school or industrial workplace safety; environmental safety; workers' compensation administration; ergonomics; and general liability. Additional related experience may be substituted for required higher education on a year-for-year basis.

**Knowledge of**

- Risk management principles, trends, methods, and procedures
- Applicable state and federal laws pertaining to work-related injury, and employee health standards
- School district liability and safety
- California Occupational Safety and Health Act (Cal/OSHA) Title 8 regulations
- Federal OSHA Code of Regulations
- General Duty clause of the OSH act of 1970
- Industrial standards, including NIOSH, ANSI, and others
- Ergonomic practices and solutions for jobs found in member agencies, including but not limited to office, food service, instructional, and maintenance
- Local public safety and regulatory agencies
- Educational organization policies, regulations, and standards regarding risk and loss control
- Principles and practices of administration, training, and supervision
- Modern office practices, procedures and equipment, including web design and online documentation
- California Department of Motor Vehicle Code regulations for driving

### MANAGER, RISK AND LOSS CONTROL (DRAFT)

- Budget management, including monitoring and appropriate use of different revenue streams

#### Ability to

- Understand and accurately interpret laws, rules, and regulations regarding risk management
- Analyze complex problems, systems, and processes in order to develop effective solutions
- Understand and follow oral and written directions
- Establish and maintain effective working relationships
- Plan and organize work; meet schedules and deadlines
- Maintain records and prepare reports
- Communicate effectively orally and in writing
- Work confidentially and with discretion
- Promote compliance and collaboration with parties over whom one has no direct authority

#### Licenses and certificates

- Possession of a related certification program, such as Certified School Risk Manager or Associate in Risk Management for Public Entities (ARM-P), is preferred.
- Possession of a valid California driver's license, safe driving record, and insurance coverage as required by law.

#### 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. Incumbent may occasionally be required to wear personal protective equipment when performing certain duties or when visiting certain sites.

Local travel by car to a variety of locations countywide, in order to conduct training, testing, and safety reviews, is required.

#### Management salary range 14

<i>Approved by the Personnel Commission:</i>	Jan. 6, 1988
<i>Revised:</i>	Jan. 19, 2017
<i>Revised:</i>	Feb. 22, 2018
<i>Revised:</i>	June 24, 2021 (pending approval)

## **CLASSIFIED HUMAN RESOURCES ANALYST (DRAFT)**

**Reports to:** Director, Human Resources

**Division:** Human Resources

### **Our ideal candidate**

You have highly developed analytical and critical thinking skills. You are able to manage multiple projects effectively and meet timelines. Your oral and written communication skills are exceptional. You are equally skilled at attending to details and seeing the big picture. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You are committed to providing the best service possible to Santa Barbara County Education Office departments, employees, and applicants.

### **General description**

Under general direction, perform a full range of professional analytical work associated with merit system human resources, including examination development and validation, recruitment planning and applicant sourcing, position classification, compensation, and other human resources research.

### **Specific duties and responsibilities**

- In collaboration with hiring managers, plan and develop comprehensive recruitment plans, including applicant sourcing and appropriate examination process.
- Develop qualified and diverse applicant pipelines and sources by a variety of methods, including social media, professional networking, participating in recruiting events, identifying appropriate advertising and outreach, preparing position announcements, and writing and placing advertisements.
- Promote the recruitment and retention of qualified applicant pools by prompt and professional communication with job applicants regarding employment opportunities, application and recruitment status, examination results, and SBCEO employment process.
- Review applications to determine whether applicants meet minimum qualifications.
- In consultation with subject matter experts, develop various types of examinations that result in ranked eligibility lists to be used in the selection of candidates for classified jobs; select items for written examinations; develop written exercises and performance examinations; develop oral examination competencies, scoring guidelines, and questions; set passpoints.
- Ensure content validity and predictive power of examinations by reviewing item histories and examination results and making refinements as needed.
- Facilitate the administration and scoring of examinations.
- Certify eligibility lists in accordance with Personnel Commission Rules.
- Facilitate the onboarding of new classified employees by providing new hire documents, monitoring the completion of pre-employment requirements, arranging pre-employment physical examinations, processing new employee records and files, and scheduling new employee orientation. May conduct new employee orientation.
- Promote understanding and acceptance of merit system practices by educating hiring managers on the classified selection process and their opportunities to participate.
- May serve as a rater or oral examination panelist as needed.

**CLASSIFIED HUMAN RESOURCES ANALYST (DRAFT)**

- Conduct classification studies and draft reports regarding the establishment of new job classifications, reclassification of positions, and revision of current job descriptions; draft new or revised job descriptions for approval by Personnel Commission.
- Conduct compensation studies and draft reports and recommendations for salaries for proposed new classifications or revised salaries for current classifications.
- Respond to salary surveys conducted by other parties.
- Analyze current classified human resources practices and processes and propose modifications, with the goals of greater efficiency, validity, effectiveness, and equity.
- As assigned, draft revisions to sections of the classified employee handbook or Personnel Commission Rules.
- May conduct research or data collection on human resources-related topics as assigned.
- Perform related duties as assigned.

**Requirements**

Education: Possession of a bachelor's degree in human resources, public or business administration, psychology, social sciences, or related field. Additional related professional experience may be substituted for up to two years of the required higher education on a year-for-year basis.

Experience: Two years of professional experience in human resources that included one or more of the following: employee recruitment; applicant sourcing; examination development; position classification; and compensation administration. A master's degree in a closely related field may be substituted for up to one year of required professional experience.

Experience in public sector human resources and/or a merit system is preferred.

**Knowledge of:**

- principles, practices, methods and terminology used in public human resources administration, including job analysis, selection, recruitment, classification and compensation
- federal and state employment law relating to employee selection
- merit system rules and regulations
- generally accepted professional practices in the development and validation of employee selection procedures, job classification, and job analysis
- correct English usage, grammar, spelling, punctuation and vocabulary
- arithmetic, including percentages and fractions
- modern office practices, procedures, and equipment
- telephone and email etiquette
- standard office productivity software applications, including spreadsheet programs
- record-keeping practices

**CLASSIFIED HUMAN RESOURCES ANALYST (DRAFT)**

**Ability to:**

- gather, evaluate, and analyze data and draw sound conclusions
- analyze situations accurately and adopt an effective course of action
- draft a variety of written documents, including advertisements, examination materials, candidate communications and correspondence, recommendations, rules, and procedures
- perform accurate arithmetical calculations
- communicate effectively, both orally and in writing
- interpret, explain, and apply laws, regulations, rules, and policies
- learn County Education Office organization, operations, policies and objectives
- learn and apply California Education Code relating to classified employee selection
- maintain current knowledge of laws, rules, and regulations related to classified human resources
- learn and apply descriptive statistics
- plan and organize work to meet deadlines
- work independently and as part of a team
- interact effectively with a wide variety of people within and outside the organization
- operate a computer and other office equipment and related software programs
- use a human resources information system, enterprise financial system, applicant tracking system, and other proprietary and commercial databases
- maintain accurate records and files
- maintain confidentiality of sensitive information

**Licenses and certificates**

- Possession of a valid California Class C driver's license, insurance as required by law, and the use of a dependable automobile are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

**Working conditions**

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and recruiting events and conduct interviews and examinations, is required. Occasional overnight travel may be required.



**CLASSIFIED HUMAN RESOURCES ANALYST (DRAFT)**

**Series**

Human Resources

**Salary range 84**

*Approved by the Personnel Commission:*

June 24, 2021 (pending approval)