



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
May 25 2023 – 12:30 p.m.

**MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Mike Ostini called the meeting to order at 12:30 p.m.

**2. Roll Call**

Members Present

Mike Ostini, Chair

Gary Pickavet, Vice Chair

Carmen Jaramillo, Commissioner

**3. Pledge of Allegiance**

Mike Ostini led the Pledge of Allegiance.

**4. Changes to the Agenda — None**

**5. Introduction of Staff and Guests**

Staff present:

Mari Baptista, Associate Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Wendy Garcia, Certificated Human Resources Technician

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held April 27, 2023**

MOVED: Gary Pickavet      SECONDED: Carmen Jaramillo      VOTE: 3-0

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

The Director, Human Resources summarized media releases about the Classified School Employees of the Year ceremony, Poetry Slam, Santa Maria Valley Chamber of Commerce State of Education event, Education Celebration, and the upcoming I Madonnari event put on by SBCEO's Children's Creative Project.

**b. Legislative Update**

The Director, Human Resources had no legislative updates to share but mentioned that the Associate Superintendent, Human Resources is active in legislative review and advocacy through PASSCo, the human resources subcommittee of the County Superintendents' Association (CCSESA).

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated June 1, 2023****c. Position Announcements**

## 11. Action Items

### a. Ratification of Eligibility Lists

- i. Clerical Assistant (Open/Promotional – Santa Maria)
- ii. Clerical Assistant (Dual – Santa Barbara)
- iii. Finance Systems Supervisor (Dual – Santa Barbara)
- iv. Paraeducator (Open Continuous – Santa Barbara)
- v. School Occupational Therapist (Open Continuous – multiple sites)
- vi. School Occupational Therapist (Open Continuous – Santa Barbara)

MOVED: Carmen Jaramillo    SECONDED: Gary Pickavet    VOTE: 3-0

### b. Classification of Positions

- i. The Director, Human Resources recommended that two positions classified as Health Advocate – Bilingual in the Instructional Series be reclassified to Program Associate in the Administrative Support Series, with an effective date of June 1, 2023. The Program Associate positions will be designated as bilingual required, and the reclassified employees will receive a bilingual differential. The recommendation had the support of the Associate Superintendent, Educational Services and CSEA.

MOVED: Gary Pickavet    SECONDED: Carmen Jaramillo    VOTE: 3-0

- ii. The Director, Human Resources recommended that a position classified as Health Advocate be reclassified to Health Advocate – Bilingual. Both classifications are in the Instructional Series. This recommendation had the support of the Associate Superintendent, Educational Services and CSEA.

MOVED: Carmen Jaramillo    SECONDED: Gary Pickavet    VOTE: 3-0

### c. Job Descriptions

- i. The Director, Human Resources recommended revisions to the job description for Health Advocate – Bilingual. No change to the salary range was recommended. The recommendation had the support of the Associate Superintendent, Educational Services and CSEA.

MOVED: Gary Pickavet    SECONDED: Carmen Jaramillo    VOTE: 3-0

- ii. The Director, Human Resources recommended revisions to the following job descriptions to reflect SBCEO's participation in the DMV Government Employer Pull Notice Program:

- A. IT Support Specialist – Bilingual
- B. Program Associate
- C. Program Services Manager

MOVED: Carmen Jaramillo    SECONDED: Gary Pickavet    VOTE: 3-0

## **UNFINISHED BUSINESS**

### **12. Revision of Merit System Rules – Presented for Subsequent Readings**

- a. Revision of PC Rule 4441.2 Job Announcement Bulletin

MOVED: Gary Pickavet    SECONDED: Carmen Jaramillo    VOTE: 3-0

- b. Deletion of PC Rule 4432.5 Position Announcements

MOVED: Carmen Jaramillo    SECONDED: Gary Pickavet    VOTE: 3-0

## **NEW BUSINESS**

### **13. Revision of Merit System Rule – Presented for First Reading**

4493.1 Paid Holidays

### **14. Review of Proposed 2023-2024 Personnel Commission Budget**

This was presented as an information item.

### **15. Approve Personnel Commission Meeting Dates for 2023-24**

MOVED: Carmen Jaramillo    SECONDED: Gary Pickavet    VOTE: 3-0

## **REPORTS**

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

Commissioners Pickavet and Jaramillo had no PC-related items to report. Commissioner Ostini reported that he attended the Classified School Employees of the Year ceremony at the May 4 County Board of Education meeting.

**17. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported that she attended the following events:

- Poetry Slam sponsored by SBCEO on May 4. She was truly impressed by the three young women contestants.
- the State of Education event sponsored by the Santa Maria Valley Chamber of Commerce on May 9. The Associate Superintendent, Human Resources and several other SBCEO staff and County Board of Education members also attended.
- Diversity, Equity, and Inclusion symposium sponsored by the County of Santa Barbara on May 18.

She also reported that recruiting continues to be challenging. As a follow-up to Human Resources needs assessment interviews, surveys, and focus groups, HR staff have formed working groups to begin developing and implementing strategies to enhance SBCEO's efforts in recruitment and retention. She noted that Melissa Rodriguez and Tracie Cordero are each leading a working group. She also reported that several members of the HR staff would also be meeting with the Communications team to collaborate on strategies for promoting our recruitments.

**18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION**

The Commission went into closed session at 1: 30 p.m. with the Associate Superintendent, Human Resources to begin the annual performance evaluation process for the Director, Human Resources. No action was taken. Closed session ended at 1:50 p.m.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:51 p.m. The next regular meeting will be held on Thursday, June 22, 2023, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.



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



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Mike Ostini  
Chair, Personnel Commission