



**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.

DRAFT 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.

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

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

Mike Ostini
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) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

AGENDA ITEM 10a

May 22, 2023 through June 16, 2023

Position #	Position Information
2578	Educational Interpreter, American Sign Language, Certified • Ralph Dunlap School DHOH & Pre-K • Nor 30.00 hours per week • 10.00 months
2582	Paraeducator • De Colores Preschool • North 35.00 hours per week • 10.00 months
2583	Paraeducator • De Colores Preschool • North 35.00 hours per week • 10.00 months Bilingual required
2584	Paraeducator • Crestview Preschool • North 35.00 hours per week • 10.00 months
2585	Paraeducator • Crestview Preschool • North 35.00 hours per week • 10.00 months Bilingual required

Santa Barbara County Board of Education

Classified Personnel Report

July 6, 2023

Appointments***Limited Term/Substitute***

Gillespie, Dylan June 5, 2023
Paraeducator • Special Education • Various Sites
• Hourly as needed

Probationary

Baeza, Alejandro June 5, 2023
Finance Systems Supervisor • School Business Advisory Services • School Business Advisory Services
100% • 12 months

Cansino, Cristina June 12, 2023
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Mendoza, Nathali June 7, 2023
Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 4
100% • 12 months

Montes Medina, Agueda June 12, 2023
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Changes***Anniversary Increase***

Ayala, Gerardo June 1, 2023
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County
100% • 12 months

Baro, Jose June 1, 2023
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months

Braz Gonzalez, Lupita June 1, 2023
Paraeducator • Special Education • Orcutt Academy H.S.Preschool
70% • 10 months

Castillo, Erika	June 1, 2023
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2	
75% • 10 months	
 Dal Bon, Darnyl	 June 1, 2023
Office Assistant • Children and Family Resource Services • Health Linkages Administration	
100% • 12 months	
 Escalante, Elvia	 June 1, 2023
Paraeducator • Special Education • Speech/Language Services, Miller	
75% • 10 months	
 Esparza, Carrie	 June 1, 2023
Paraeducator • Special Education • Manzanita Charter School	
81.25% • 10 months	
 Fierro, Kaylyn	 June 1, 2023
Accounting Technician • School Business Advisory Services • School Business Advisory Services	
50% • 12 months	
 Freedland, Anna	 June 1, 2023
Executive Assistant to the County Superintendent (Confidential) - Exempt • Superintendent • Cathedral Oaks	
100% • 12 months	
 Garate, Hermelinda	 June 1, 2023
Clerical Assistant • Special Education • Special Education Support Staff North	
100% • 12 months	
 Gonzalez, Eduardo	 June 1, 2023
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
 Hernandez, Emeterio	 June 1, 2023
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School	
87.5% • 12 months	
 Lebolo, Lorena	 June 1, 2023
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
 Owens, Vera	 June 1, 2023
Senior Administrative Assistant • Career Technical Education Program • Hope Center	
100% • 12 months	

Torres, Marianna
Paraeducator • Special Education • Ontiveros Preschool
75% • 10 months
June 1, 2023

Vazquez, Magaly
Program Associate • Transitional Youth Services • Transitional Youth
100% • 12 months
June 1, 2023

Vickery, Lupie
Senior Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months
June 1, 2023

Weinstein, Claudia
Payroll Technician • Internal Services • Payroll
100% • 12 months
June 1, 2023

Demotion (Voluntary)

Wheeler, William
Computer/Network Technician II • Special Education • Special Education Support Staff, Valley
100% • 12 months
May 24, 2023

Longevity Increment

Hankins, Laurie
CalSTRS Retirement Benefits Counselor • Human Resources • STRS Counseling
100% • 12 months
30 years
June 1, 2023

Other

Lopez-DelaCruz, Guadalupe
Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center 4
100% • 12 months
Lateral move to different classification
June 1, 2023

Lopez, Annaliza
Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center 4
100% • 12 months
Lateral move to different classification
June 2, 2023

Out of Classification/Return

Lazaer, Daisy
Finance Systems Supervisor • School Business Advisory Services • School Business Advisory Services
57% • 12 months
December 12, 2022

Lazaer, Daisy
Financial Analyst • School Business Advisory Services • School Business Advisory Services
100% • 12 months
Return to Financial Analyst
June 23, 2023

Rhodes, Christopher
Finance Systems Supervisor • School Business Advisory Services • School Business Advisory Services
43% • 12 months
December 12, 2022

Rhodes, Christopher
Financial Analyst • School Business Advisory Services • School Business Advisory Services
100% • 12 months
Return to Financial Analyst
June 23, 2023

Probation to Permanent

Avila Ramirez, Elizabeth
Program Associate • Transitional Youth Services • Transitional Youth
100% • 12 months
June 1, 2023

Beltran de Alvarez, Cecilia
Vocational Assistant • Special Education • Vocational Services
75% • 10 months
June 1, 2023

Bratcher, Brittany
Administrative Assistant • Special Education • Special Education Support Staff, Santa Barbara
100% • 12 months
June 1, 2023

Clark, Dionysius
Paraeducator • Special Education • Arthur Hapgood Preschool
67.5% • 10 months
June 1, 2023

Garza-Torrez, Karina
Child Development Technician • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months
June 1, 2023

Gutierrez, Jasmin
Paraeducator • Special Education • Cold Spring School
81.25% • 10 months
June 1, 2023

Hernandez, Ana
Paraeducator • Special Education • Arthur Hapgood Preschool
70% • 10 months
June 1, 2023

Locke, Wilson
Payroll Technician • Internal Services • Payroll
100% • 12 months
June 1, 2023

Lopez, Annaliza
Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 4
100% • 12 months
June 1, 2023

Sanchez Camarena, Maria
Technology Support Administrative Assistant • Information Technology Services • Cathedral Oaks
100% • 12 months
June 1, 2023

Promotion

Beltran de Alvarez, Cecilia
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 10 months
June 12, 2023

Broeffle, Alondra
Student Information Specialist • Transitional Youth Services • Hope Center
100% • 12 months
May 1, 2023

Reclassification

Hsu, Rebeca Sofia
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County
100% • 12 months
From Health Advocate
June 1, 2023

Martinez, Nancy
Program Associate • Children and Family Resource Services • Health Linkages - South County
100% • 12 months
From Health Advocate - Bilingual
June 1, 2023

Rios, Josefa
Program Associate • Children and Family Resource Services • Health Linkages - South County
100% • 12 months
From Health Advocate - Bilingual
June 1, 2023

Separation

Layoff

Caffery, Lisa
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby
21% • 12 months
June 30, 2023

Johnson, Kendra
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby
40% • 12 months
June 30, 2023

Klammer, Kathleen
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby
25% • 12 months
June 30, 2023

Perkins, Denise
Licensed Vocational Nurse • Special Education • Licensed Vocational Nurse South
87.5% • 10 months
June 9, 2023

Resignation

Ayala, Carolina
Office Assistant • Early Care and Education • Hope Center-3
100% • 12 months
May 26, 2023

Kelly, Kaitelyn
Benefits and Employee Relations Analyst • Human Resources • Benefits
100% • 12 months
June 30, 2023

Martinez, Jennifer
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months
June 9, 2023

Retirement

King, Barbara
Paraeducator • Special Education • Arellanes Jr. High School
87.5% • 10 months
July 10, 2023



Santa Barbara County Education Office Administrative Assistant

SALARY	\$24.95 - \$31.67 Hourly \$4,341.00 - \$5,510.00 Monthly \$52,092.00 - \$66,120.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00022
DIVISION	Administrative Services	DEPARTMENT	Internal Services
OPENING DATE	06/05/2023	CLOSING DATE	6/26/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our 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.

General description

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

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience

Experience: four years of increasingly responsible office experience

Knowledge and skills

- 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

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.

Supplemental Information

Classified salary ranges have 25 steps (A-Y). Initial salary placement for new hires is between steps A and J, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
- The examination process may include one or more of the following: written, oral, and performance examination.
- Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a

person's decision to use or access a particular drug, device, product, or medical service for reproductive health. SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

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Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711x5225

Website

<http://www.sbceo.org>

Administrative Assistant Supplemental Questionnaire***QUESTION 1**

There are currently 3 Administrative Assistant vacancies. 1 vacancies is in our Internal Operations Department and 2 vacancies are in our Curriculum and Instruction Division. Please select the assignment(s) you would like to be considered for.

- ☐ Internal Operations Department
- ☐ Curriculum and Instruction Division

*** Required Question**



Santa Barbara County Education Office

Benefits and Employee Relations Analyst

SALARY	\$32.59 - \$41.39 Hourly \$5,671.00 - \$7,202.00 Monthly \$68,052.00 - \$86,424.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00023
DIVISION	Human Resources	OPENING DATE	06/06/2023
CLOSING DATE	6/27/2023 11:59 PM Pacific	SPECIFIC LOCATION	Santa Barbara

General Description

Our ideal candidate

You are a strategic partner who is dedicated to enhancing the employee experience. 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 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 management, employees, and union partners.

General description

Under general direction, perform a full range of professional analytical work associated with benefits and employee relations, including advising employees on SBCEO health and welfare benefits; supporting the collective bargaining process; advising managers and employees on the interpretation of collective bargaining agreements, employment laws, and SBCEO policies; conducting workplace investigations; and coordinating the interactive process and other employee relations processes in accordance with County Education Office policies and state and federal regulations.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Conduct inquiries and investigations into allegations of employee misconduct, including alleged violations of SBCEO policies and Title IX regulations; conduct interviews with complainants, respondents, and witnesses; gather and analyze data; apply relevant County policies, collective bargaining agreements, and applicable laws; prepare investigative reports; advise managers about recommended corrective actions, performance improvement plans, and resources for employee development.
- Lead the interactive process to determine the availability of reasonable accommodations; ensure cases are assessed and resolved in accordance with applicable state and federal law.
- Provide support to supervisors in administering leave usage; coordinate the leave of absence and other related processes to ensure compliance with applicable laws and policies and maintain organizational effectiveness.
- Provide guidance to supervisors on addressing performance management concerns; review and suggest revisions to drafts of employee performance evaluations; identify tools and resources for supervisors to use in supporting employees in meeting performance expectations.

- Advise supervisors on the progressive discipline process; support supervisors in following established procedures and gathering appropriate data and documentation to support disciplinary action; review formal disciplinary actions to ensure adherence to applicable collective bargaining agreement, Personnel Commission Rules, SBCEO policies, and applicable laws.
- Gather information for management to respond to complaints, appeals, and/or grievances in accordance with the applicable collective bargaining agreement, board policies, administrative regulations, and/or Personnel Commission rules.
- Draft, implement, and/or administer new or revised SBCEO policies and procedures in response to administrative needs, new legislation, or negotiations with employee unions.
- Draft memoranda of understanding with employee unions in support of the negotiation process.
- Develop training programs and objectives to meet the employee relations needs of SBCEO and/or specific departments.
- Serve as a facilitator or mediator to support managers and employees in resolving workplace conflicts or engaging in difficult conversations.
- Conduct salary surveys in preparation for negotiations or as assigned by Human Resources management.
- 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.
- Support the administration of health and welfare plans by: issuing, collecting, and processing documentation of new employees; processing changes for current employees during annual open enrollment period or qualifying events; and verifying information and eligibility for benefits for employees and retirees.
- Using a variety of media, create employee communications to promote understanding of SBCEO policies and procedures, benefits, and employee rights and responsibilities; maintain up-to-date benefits information on SBCEO Intranet.
- Reconcile invoices and claims from vendors and unions with deductions from employees' payroll warrants.
- 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.
- Perform other related duties as assigned.

Requirements

Requirements

A typical way to qualify for this position would be:

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: benefits administration; leave administration; employee relations/ombuds; labor negotiations; and investigations. A master's degree in a closely related field may be substituted for up to one year of required professional experience. Experience in a unionized environment is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:

- principles, practices, methods and terminology used in public human resources administration
- federal and state law relating to employee benefits, collective bargaining, and leaves of absence
- practices and terminology of health and welfare processing
- principles and practices of workplace investigations
- principles and practices of mediation and conflict resolution
- arithmetic, including percentages and fractions

- 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
- record-keeping practices

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 policies, procedures, memoranda of understanding, investigation reports, employee handbooks, and benefits communications
- communicate effectively, both orally and in writing
- learn, interpret, apply, and explain federal and state laws, education codes, SBCEO policies, collective bargaining agreements, and carrier rules affecting health and welfare benefits and employee relations
- learn County Education Office organization, operations, policies and objectives
- learn and apply California Education Code applying to employee relations
- maintain current knowledge of laws, rules, and regulations related to benefits and employee relations
- maintain accurate records and files
- operate a computer and other office equipment and related software programs
- use a human resources information system, enterprise financial system, and other proprietary and commercial databases
- perform accurate arithmetical calculations
- interact effectively with a wide variety of people within and outside the organization
- work independently and as part of a team
- maintain a calm, tactful, friendly and diplomatic manner in interactions with others
- maintain confidentiality of sensitive information
- plan and organize work to meet deadlines

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.

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.

Supplemental Information

Classified salary ranges have 25 steps (A-Y). Initial salary placement for new hires is between steps A and J, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

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Non-Discrimination Policy Statement

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Agency

Santa Barbara County Education Office

Address

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8059644711x5225

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<http://www.sbceo.org>

Benefits and Employee Relations Analyst Supplemental Questionnaire

*QUESTION 1

Please describe your experience in employee relations/ombuds, leave administration and/or benefits administration, including the employer(s) for whom you performed this work. (200 words or fewer) If you have no work experience in any of these areas, please respond "N/A."

*QUESTION 2

If you have experience in employee relations/ombuds, please share examples of the types of situations you investigated or facilitated. (200 words or fewer) If you have no work experience in this area, please respond "N/A".

*QUESTION 3

Please describe your professional experience using human resources information systems and/or benefits administration software. Please list the systems you have used and what functions you performed in them. (200 words or fewer) If you have no work experience with these systems, please respond "N/A."

* Required Question



Santa Barbara County Education Office

Computer/Network Technician, Information Technology Services

SALARY	\$35.65 - \$45.30 Hourly \$6,203.00 - \$7,882.00 Monthly \$74,436.00 - \$94,584.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00024
DIVISION	Administrative Services	DEPARTMENT	Information Technology Services
OPENING DATE	06/13/2023	CLOSING DATE	7/5/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You are an innovative professional 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 good with people. You are an excellent problem-solver, highly responsible, and take ownership of all the tasks and responsibilities of the position. You conduct research, communicate effectively and solve problems, or collaborate with other technical colleagues in that pursuit, without jumping to conclusions, or leaving the solutions to others. You mentor and train others, and give credit where it is due. You are solutions-oriented, inspire others by avoiding micro-managing, and you lead by example. You are committed to providing the best service available to the Santa Barbara County Education office and the school districts it serves.

General description

Responsible for administration of network servers, Internet, intranet and email services, and office security infrastructure, and for providing technical assistance and network support to departments of the Santa Barbara County Education Office. Also responsible for providing support to school districts in resolving connection and data communication issues for the financial system.

Specific Duties and Responsibilities

- Communicate effectively with others, always remaining helpful, courteous, and respectful
- Troubleshoot and resolve complex technical problems
- Design, configure, support, maintain, and evaluate servers and security infrastructure
- Monitor client/server applications and database connectivity
- Manage physical and virtual servers in a Windows and Linux environment, ensuring that each server has as close to 100% up time as practical

- Help maintain security of servers from unauthorized intrusion by physical or electronic means
- Ensure the accurate, efficient, and timely performance of production systems and applications residing on all network servers under control of Information Technology (IT) Services, with highest priority given to payroll, email, Internet and Intranet
- Manage the operation of local and wide-area networks, providing technical assistance and support to users of the LAN, WAN, and Intranet/Internet
- Administer email, Internet and Intranet services, including integration with handheld devices
- Monitor and maintain databases related to user access to email, Internet and Intranet services, network equipment access and security, and tape library, administering the assignment and deletion of related accounts and passwords
- Perform vendor-supplied system and software upgrades to all designated equipment and services
- Provide financial system connectivity support to school districts
- Perform installations and upgrades, troubleshooting and repairing servers and workstations
- Train users in operation of computer equipment and office systems, and provide technical assistance to employees and school district staff in person and by phone, communicating effectively with others
- Resolve data communication issues as they relate to networks, printers, and other peripheral devices
- Install, test, and set up computers (Windows and Mac Operating Systems) and peripherals, printer sharing devices, servers, switches, uninterruptable power supply devices, network, cabling, and data communication devices
- Install, configure, and test Windows servers, integrating servers with other devices
- Submit timely bills for tasks completed, documenting time spent, parts used, and software/hardware purchased
- Upgrade and maintain hardware and software as required, including office network services such as backups, antivirus protection and file sharing
- Monitor wireless systems and troubleshoot as needed
- Ensure that regularly scheduled backups occur for all computer systems.
- Perform annual software/hardware inventory for office computers
- Document and maintain all technical procedures for the Computer/Network Technician Manual.
- Evaluate computer hardware and software, making recommendations regarding selection, installation, upgrade, and use
- Serve as liaison between departments, vendors and end users, coordinating with vendors on warranty repairs to network servers, computers and peripherals
- Work with vendors to develop an understanding of products and evaluate proposals
- Routinely update supervisor with status of tasks
- Participate in planning and implementing technical projects
- Plan, design, and implement Active Directory group policy as assigned
- Perform computer/network/application support duties as needed
- Maintain up-to-date records of software licenses, product warranties, configuration images, maintenance and repair activities
- Monitor to ensure compliance with software licenses, and maintain a database inventory of hardware, software, and users
- Monitor trends and developments in systems, networking and multi-platform communication technologies
- Perform other duties as assigned.

Requirements

Education: A combination of training, education, and experience that provides the required knowledge and skill for the responsibilities of this position

Experience: Four years of increasingly responsible experience with computer networks, servers and workstations

Knowledge and skills:

- Current Windows and Macintosh computers, peripherals, security devices, and related office applications
- Troubleshooting strategies and resources
- Email protocols, network printing and wireless, and file sharing and web services
- Positive customer support techniques, and a track record of successes and experiences
- Software maintenance, LAN/WAN network performance tuning, and system diagnostic software
- Data communication security and network access protocols (TCP/IP, DHCP, DNS, VPN SonicWall, CISCO and Active Directory)
- Industry-standard word processing, spreadsheet and database programs
- Planning, directing, implementing, maintaining, and troubleshooting wired and wireless networks, physical and virtual servers, and storage area networks.

Abilities

- Communicate effectively in oral and written forms
- Troubleshoot and resolve complex problems
- Define problems, collect data, and draw conclusions in a variety of situations where little standardization exists
- Prioritize, schedule, and coordinate large workloads
- Plan, organize, and manage assigned functions
- Work well under pressure
- Work well in a group
- Maintain strict confidentiality in all aspects of work
- Manage physical and virtual servers
- Meet schedules and timelines
- Research technology in order to provide a higher value of service to the office and its user community
- Perform individual research, analysis, and evaluations of computer hardware, software and network technologies
- Present information effectively to supervisor and upper management
- Maintain good records, prepare reports, and make presentations with a high degree of accuracy
- Work with vendors to develop an understanding of products, and evaluate products
- Field complaints and facilitate resolution
- Work in a calm, tactful, friendly and diplomatic manner, collaborating with others to solve problems
- Maintain effective working relationship with coworkers, supervisors and consultants
- Ensure that all duties are performed correctly and in a timely manner
- Ability to climb, crawl, stoop, kneel, crouch, occasionally lift 10 pounds or more. Requires manual dexterity, near visual acuity, speech intelligibility and flexibility. Requires ordinary ambulatory skills to travel to outside offices and locations.

Licenses and certificates

Valid California driver's license and automobile insurance coverage required by law

Working conditions

Data processing environment, subject to noise and travel to various sites within the county. Minimal exposure to health and safety risks.

Supplemental Information

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Santa Barbara County Education Office Office Assistant (Bilingual Required)

SALARY	\$23.37 - \$29.68 Hourly \$4,066.38 - \$5,164.32 Monthly	LOCATION	North County
JOB TYPE	Full-Time	JOB NUMBER	2023-00020
DIVISION	Special Education	DEPARTMENT	Special Education
OPENING DATE	05/24/2023	CLOSING DATE	6/14/2023 11:59 PM Pacific
SPECIFIC LOCATION	Lompoc		

General Description

Our ideal candidate

You are a dependable, punctual, caring professional, with well-developed communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You are a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. You can prioritize tasks and are motivated to complete work with minimal supervision. You are comfortable working with a high degree of attention to detail as well as incorporating new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

General description

Provide office support and administrative assistance requiring knowledge of County Education Office policies, rules, regulations and procedures, programs, organizations and functions.

Specific Duties and Responsibilities

- Assist in the organization of the assigned office assuring efficiency of operations and work production
- Compose independently or from oral instructions letters and materials requesting or providing information, including material of a confidential nature
- Prepare correspondence, memorandums and other written materials from rough draft, clear copy or verbal instructions
- Collect statistical and financial data and back-up material in order to consolidate data and prepare statistical, financial and administrative reports for review by management
- May include registrar, student transition, and database entry as assigned
- Interview callers both in person and on the telephone, screen and refer to other individuals as appropriate
- Provide information to a variety of individuals and groups as requested while interpreting and explaining program policies, rules and procedures
- Process office and administrative support details not requiring the immediate attention of management

- Schedule appointments and coordinate arrangements for meetings, workshops or conferences
- Prepare agendas and minutes, attending meetings and recording actions
- Originate and independently prepare material for the manager's approval
- Maintain confidential information, records and files
- Train and provide work direction to clerical assistants as assigned
- Assist the program manager in the revision, preparation and distribution of a variety of documents related to the assigned areas of the program or office
- May prepare and assist in the preparation of information and other documents for submission to the County Board of Education for action
- Monitor and audit budget expenditures, maintaining a variety of records, reports and files
- Open, sort and route mail, responding to mail requiring routine response and composing other responses for the review and signature of management
- May prepare and assist in grant preparation and contract management
- Maintain calendars for management as assigned, including scheduling appointments and arranging travel accommodations
- Oversee the ordering, inventory and distribution of office supplies and forms for the assigned program including preparing purchase orders, invoices, travel claims and other related documents
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and other specialized equipment
- Perform other job-related duties as assigned

Requirements

Education: graduation from high school including or supplemented by business or administrative support courses

Experience: three years of increasingly responsible office experience; experience working in a public education setting preferred

Knowledge and skills

- Knowledge of modern office practices, procedures and equipment
- Knowledge of personal computers and software applications such as Microsoft Office, Excel, and Escape financial system
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of telephone techniques and etiquette that promote a strong sense of service to others
- Knowledge of financial and statistical record keeping including making arithmetic calculations quickly and accurately
- Knowledge of digital and paper record keeping techniques
- Principles of providing work direction that promotes efficiency and production
- Effective oral and written communication skills
- Interpersonal relation skills using tact, patience and courtesy that promote a positive and respectful work environment

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs
- 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 skills and speed as required by the assignment
- Operate a computer to enter data, maintain records and generate reports
- Establish and maintain effective working relationships with others
- Meet schedules and timelines
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and Certificates

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working Conditions

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

Supplemental Information

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Office Assistant (Bilingual Required) Supplemental Questionnaire

*QUESTION 1

This is a bilingual required position, which requires the ability to read, write, and speak in Spanish and English fluently.

☐ I understand, I am fluent in Spanish and English.

*QUESTION 2

This position has a start date of July 31, 2023 and is a 11-months per year position.

☐ Under these conditions, I am still interested in this position.

* Required Question



Santa Barbara County Education Office

Teaching Assistant (Bilingual Preferred)

SALARY	\$20.89 - \$26.55 Hourly	LOCATION	Santa Maria - Orcutt
JOB TYPE	Part-Time	JOB NUMBER	2023-00025
DIVISION	Educational Services	DEPARTMENT	Juvenile Courts and Community Schools
OPENING DATE	06/14/2023	CLOSING DATE	7/6/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our Ideal Candidate

You are a committed professional with a compassionate and patient demeanor who enjoys working with at-risk youth. 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 Education Office with integrity and professionalism.

General Description

Assists teachers, counselors, staff, parents, probation officers, and agencies by providing a safe learning environment for at-risk students who are in a juvenile court and/or community school or community day school. Combines instruction support, and tutoring to students in a strictly monitored setting.

Specific Duties and Responsibilities

- Provide instructional support in core academic and vocational subjects to students; prepare and may develop age- and grade-appropriate instructional aids and exercises to support the subject matter being taught.
- May perform student intakes; proctor and conduct state-mandated assessments of students to establish baselines, determine academic needs and placement, and measure progress; score objective tests; keep appropriate records, using electronic student information systems; ensure confidentiality of student information.
- Assist with daily screening for weapons, banned substances, and paraphernalia; escort students going from one location to another; monitor student activity in and between classroom, lunchroom, restrooms, and recreational areas throughout the school day, including dismissal time; monitor classroom activities during brief absence of a teacher.
- Observe, monitor, and redirect the behavior of students within approved procedures; reinforce behavior modification techniques determined by the teacher; develop and use incentives as positive reinforcement; document behavioral incidents and report them to site supervisor; participate in consultations with parents and staff on behavioral interventions for students; use appropriate discipline in accordance with school safety plan, school rules, and teacher's assessment.

- As part of the instructional team: support communication with parents to facilitate students' success in a restorative justice environment; provide input to teachers and specialists on student performance, progress, and behavior; may participate in parent-teacher conferences; may be assigned to contact designated Probation officials when resolution cannot be reached with students and parents.
- Perform other duties as assigned that support the overall objective of the position.

Requirements

Education and Experience

Education: Possession of a high school diploma and passing score on 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.

Experience: Two years of experience working with at-risk adolescents or young adults. Classroom or other instructional experience is preferred.

Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable to a court or community school setting
- principles and practices of positive reinforcement
- core subjects taught in the schools served by SBCEO, including English language arts, mathematics, science, and social studies, with sufficient competency to assist students with individual or group studies
- teaching and instructional methods
- basic clerical and record-keeping processes.
-

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications
- working productively and cooperatively with teachers, staff of other agencies, students, and parents in formal and informal settings.

Ability to:

- assist teaching staff with implementation of instructional goals and activities
- support and interact with students who have a variety of behavioral needs
- apply principles of positive reinforcement
- manage students' verbal and physical behavior in a constructive manner
- learn juvenile court system, including both dependency and delinquency processes
- learn system of care for youth in the juvenile justice system
- learn educational and community resources available for students and families
- interact with teachers, administration, Probation staff, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to a diverse population of students and families
- communicate effectively both orally and in writing.

Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

Licenses and certificates

May require a valid California driver's license. May require a valid First Aid card, CPR certification, and/or certification in Crisis Prevention Intervention (CPI).

Working conditions

Some positions in this classification are assigned to work in a juvenile detention facility. Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. Requires the ability to perform indoors in an office, classroom, or recreational environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens.

Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and teach work materials. Requires ability to walk with student groups during PE classes and to escort students at dismissal. 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.

Supplemental Information

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expression, or association with a person or group with one or more of these actual or perceived characteristics. SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health. SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

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Teaching Assistant (Bilingual Preferred) Supplemental Questionnaire***QUESTION 1**

There are currently 3 Teaching Assistant vacancies within 2 different assignments. Please select the assignment(s) you would like to be considered for.

- ☐ Peter B. Fitzgerald Community School, 10 months per year, 35 hours/week, M - F; 8:00 a.m. - 3:30 p.m. with a 30 minute lunch.
- ☐ Dos Puertas Juvenile Hall School, 12 months per year, 35 hours/week, M - F; 8:00 a.m. - 3:30 p.m. with a 30 minute lunch.

***QUESTION 2**

Bilingual skills are not required for this position, however they are preferred. Please select the most accurate statement.

- ☐ I am bilingual. I have the ability to speak, read and write in both English and Spanish fluently.
- ☐ I am not bilingual.

* Required Question



**Dual Certification Eligibility List
Administrative Assistant (Bilingual Required)**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	53319845	12/1/23	Eligible	Full-Time	1.00	40 hours/week
2	37000480	12/1/23	Eligible	Full-Time	1.00	40 hours/week
3	16576702	12/1/23	Eligible	Full-Time	1.00	40 hours/week
4	53246966	12/1/23	Eligible	Full-Time	1.00	40 hours/week
5	53344499	12/1/23	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 37

Number of applicants passed screening: 24

Number of performance/written exam attendees: 16

Number of oral exam attendees: 6



Senior Management Eligibility List
Administrator, School Business Advisory Services

Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
26217	8/29/23	Eligible	Full-Time	1.00	40 hours/ week
26219	8/29/23	Eligible	Full-Time	1.00	40 hours/ week
26239	8/29/23	Eligible	Full-Time	1.00	40 hours/ week
6124979	11/23/23	Eligible	Full-Time	1.00	40 hours/ week

Number of applicants: 3

Number of applicants passed screening: 1

Number of performance/written exam attendees: 1

Number of oral exam attendees: N/A



Open Continuous Eligibility List
Paraeducator (North)

Rank	Person ID	Eligible List Expiration Date	Status	Job Type
1	49198594	12/2/23	Eligible	Part-Time



Open Continuous Eligibility List
Paraeducator (South)

Rank	Person ID	Eligible List Expiration Date	Status	Job Type
1	53842870	12/12/23	Eligible	Part-Time

Personnel Commission

JOB DESCRIPTION

YOUTH OUTREACH MENTOR — DRAFT

Reports to: Director, Student and Community Services

Division: Student and Community Services

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with at-risk youth. You are dependable, punctual, and caring, with the ability to communicate in a culturally sensitive manner. You are committed to providing the best service available to the Santa Barbara Education Office, teachers, parents, and students.

General description

Provide case management support to at-risk students, conduct assessments, and make referrals to community organizations. Employees in this position use research-based culturally relevant practices to support students who display dysregulated behavior, foster relationships with behavioral health community resources, and may serve on a student's individualized care team with licensed professionals. Under the direction of certificated staff, provide pupil support services to address social and emotional needs to prepare students to be college, career and future ready.

Specific Duties and Responsibilities

- Serve as a liaison between schools and outside agencies in matters relating to at-risk students involved in high-risk behaviors
- Provide skills development workshops to students, both one-on-one and in small groups
- Provide support services related to mental health, behavioral, and educational issues
- Support school staff, students and families through classroom visits to assist students, monitor and assess student needs, behavior, and progress; provide feedback and strategies as appropriate
- Provide ongoing case management services and provide behavioral health linkage support to community resources
- Assess needs and recommend appropriate referrals to community resources or human services agencies
- Employ strategies to reconnect students to school, community and career activities
- Document and track progress of intervention efforts
- As part of a care team, provide case management support to students
- Plan, organize, and lead field trips and excursions to local community colleges, universities, and career exploration events, as well as other culturally significant or relevant venues
- Plan, organize, and co-facilitate presentations with other members of the care team on awareness and prevention of gang, drug, conflict, and other high risk behaviors
- Conduct home visits to provide ongoing support and bridge families to school for meaningful relationships and engagement
- Perform other related duties as assigned

YOUTH OUTREACH MENTOR — DRAFT

Requirements

High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in education, psychology, administration of justice, social work, or related field. Possession of an associate's degree in a related field is desirable. Additional relevant experience may substitute for post-secondary coursework.

Experience: One year of experience providing educational or social services or instructional support that included community resource and referral to at-risk (at-risk) students or families is required. Experience working with students involved in the juvenile justice system is desirable.

Ability to speak, read, and write Spanish fluently is preferred.

Knowledge of:

- Intervention strategies and restorative approaches with at-risk students.
- Education law applicable to school attendance and truancy.
- Community resources available for at-risk students and their families.
- Telephone and email etiquette.
- Correct English grammar, spelling, punctuation, and professional vocabulary.
- Modern office practices, procedures, and equipment.
- Standard office productivity software applications.
- Record-keeping practices.
- Time management practices.

Skill in:

- Presenting information in individual and group settings in a culturally and linguistically appropriate manner.
- Cultural competency with populations served.

Ability to:

- Maintain records and prepare reports
- Plan, organize, prioritize, and schedule work.
- Work independently as well as collaboratively.
- Make sound decisions within appropriate limits of authority.
- Analyze available information and determine an appropriate course of action.
- Interpret, explain, and apply laws, regulations, rules, and policies.
- Coordinate work of SBCEO partners over whom one has no supervisory authority.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain effective working relationships with others.
- Meet schedules and deadlines.
- Maintain confidentiality of files, records, and other sensitive material.
- Learn operations, policies, practices, and objectives of SBCEO and assigned program.

YOUTH OUTREACH MENTOR — DRAFT

- Operate a computer and other office equipment and related software programs.
- Document work activity.
- Learn to use student information systems and databases.
- Exercise tact and diplomacy in interactions with others.
- Represent SBCEO and program participants effectively.

Licenses and certificates

- Valid California Class C Driver's License, use of a dependable automobile, and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

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.

Local travel by car to a variety of locations countywide, in order to attend meetings and provide service to students and families, is required.

Series

Instructional

Salary range 66

Approved by the Personnel Commission: June 22, 2023 (pending approval)



Personnel Commission

JOB DESCRIPTION

AUDIOVISUAL (AV) SPECIALIST – DRAFT

Reports to: Administrator, Information Technology Services

Division: Administrative Services

Our ideal candidate

You are an innovative and collaborative professional who strives to deliver new and creative technological solutions to meet organizational needs. You use knowledge of AV and communication technologies to provide timely and reliable support to users and efficiently solve problems and build systems. You perform well under pressure, are committed to providing exceptional customer service, and are able to communicate effectively with personnel both verbally and in writing. You demonstrate the ability to make decisions and use judgment that support and promote the values and goals of SBCEO.

General description

Provide onsite technical support and operation of AV and communication technologies for meetings, events, and facilities throughout SBCEO. Design, and install, maintain, and upgrade AV and communication technologies infrastructure for the organization and related systems in conference rooms and meeting spaces and update systems regularly to meet current industry standards. Create resources and train staff for the purpose of capacity-building, team cross-training, and streamlining troubleshooting.

Specific duties and responsibilities

- Support staff and other users of SBCEO facilities in their use of AV equipment, conference and meeting room technologies, and room control systems
- Directly or through contracted vendors, maintain all AV systems and equipment including, but not limited to, projectors, digital displays, audio systems, and other general equipment for the purpose of facilitating technology and communication
- Design and install AV and communication systems that incorporate current technologies and are designed to meet the needs of the staff and the organization
- Coordinate with other Information Technology Services staff to plan network and infrastructure needs to support AV and communication technologies
- Inventory AV equipment, conduct routine maintenance, and order parts and supplies to ensure proper functioning and accessibility for staff
- Communicate with internal and external parties to confirm meetings and events, and plan the set-up and equipment required
- Utilize appropriate project management tools, processes, and procedures to support the use of AV and communication technologies
- Collaborate with other departments and users to ensure successful execution of projects requiring AV support
- May serve as a project manager for implementations related to AV systems, communications, and collaboration tools
- Manage daily work schedule according to planned events, current requests, and project progress

AUDIOVISUAL (AV) SPECIALIST – DRAFT

- Provide training, guidance, and resources to staff to support their use and understanding of AV and communication technologies
- Keep current on new AV products, trends, upgrades, and software programs
- Develop strategic plans to facilitate and coordinate the delivery of technical services
- Contribute to the development and installation of automated systems used throughout the organization
- Perform other related duties as assigned

Requirements

A typical way to qualify for this position would be:

Education: Possession of a high school diploma, supplemented by college or vocational coursework in electronics, computer technology, or related fields. Additional relevant work experience may be substituted for post-secondary education.

Experience: Three years of experience installing and operating AV and communications equipment in meeting venues. Increasingly responsible experience planning, scheduling, and coordinating complex technological, AV, and digital communication projects is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:

- Technical components and operation of AV equipment and systems.
- Methods and practices of AV equipment and systems installation and maintenance.
- Diagnostic troubleshooting practices for AV systems, software, and equipment.
- In-person conference room meeting hardware and software.
- Industry-standard video conferencing software functionality and configuration.
- Digital video concepts.
- Industry trends and emerging technologies in AV and communications.
- Networks for the purpose of installation and maintenance of advanced AV control systems
- Computers, peripherals, security devices, and related applications used in business settings
- Troubleshooting strategies and resources
- Data communication security and network access protocols
- Methods and procedures of operating servers, personal computers, and peripheral equipment
- General concepts of microcomputer technology, operating systems, and related software
- Principles and practices of network and data security
- Principles of office automation systems
- Principles and practices of project management
- Industry-standard word processing, spreadsheet and database programs

AUDIOVISUAL (AV) SPECIALIST – DRAFT

Ability to:

- Multi-task and adapt to changes quickly
- Work in a fast-paced environment
- Plan and organize work involving multiple components, staff, and partners
- Coordinate work of staff or SBCEO partners over whom one has no supervisory authority
- Analyze situations accurately and adopt an effective course of action
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Maintain accurate records, prepare reports, and make presentations
- Develop an understanding of products
- Consult with users to determine service and equipment needs
- Train and instruct others in AV equipment and computer services
- Work in a calm, tactful, friendly and diplomatic manner
- Collaborate with others to solve problems
- Work well under pressure and respond appropriately to crisis or emergency situations
- Properly diagnose and resolve malfunctions during publicly broadcasted events and/or in front of large crowds
- Research, study, and learn more about technology in order to provide excellent service
- Work independently and as part of a team

Licenses and certificates

Valid California Class C Driver's License and insurance coverage as required by law, and the use of a dependable vehicle.

Working conditions

Work is performed in a variety of locations, including a typical modern office environment and events of varying size held at SBCEO facilities. Work is usually performed indoors. Some duties of this position are sedentary, performed while sitting at a desk and involving extensive use of computers and other office equipment. Supporting events may require periods of prolonged standing, as well as occasional kneeling, crouching, or working above floor level.

Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events may be required.

Physical abilities

Requires the ability to climb, crawl, stoop, kneel, crouch, and occasionally lift objects weighing up to 50 pounds. Requires manual dexterity, near visual acuity, speech intelligibility and flexibility. Requires ordinary ambulatory skills to travel to outside offices and locations.

Series

Information Technology



AUDIOVISUAL (AV) SPECIALIST – DRAFT

Salary range 92

Approved by the Personnel Commission: June 22, 2023 (pending approval)



Personnel Commission

JOB DESCRIPTION

MIXED MEDIA SPECIALIST

Reports to: Reprographics Supervisor

Division: Superintendent

Our ideal candidate

You have a keen sense of marketing and organizational representation. You can multi-task and provide a high-quality service to staff. You have a proven ability to work on your own initiative, a keen eye for detail to ensure high quality outputs. You have high level communication skills and the ability to relate positively to others. You have the ability to use relevant technology/equipment. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Serve as the mixed media lead (staff photography and videography) documenting special events on the Santa Barbara County Education Office campus, school sites, and in the community through print, digital, and social media. Develop and produce materials that represent the Office in a positive, educational, and professional manner. Operate and maintain a variety of digital and duplicating equipment intended for rapid reproduction, collating, and bindery.

Specific duties and responsibilities

- Plan and design layout and production of reports, flyers, brochures, booklets, logos, newsletters, charts, slides, posters and other publications using appropriate scanning and computer software
- Photograph special events as assigned
- Shoot, edit, and produce high definition video reels for special programs and events as assigned
- Create and curate a cloud-based inventory of all finished mixed media products
- Support and provide input to social media to foster organizational growth across online channels
- Work collaboratively with colleagues to ensure timely website updates as needed
- Operate a variety of duplicating and related equipment, including but not limited to offset press, digital printers and copiers, sorters, platemaker, collators, power cutter, bindery equipment, punch and folding machines, paper drills, and digital equipment
- Use computer technology to set up jobs using appropriate software and hardware
- Adjust paper feed and guides for different weights and sizes of stocks; apply ink and adjust rollers; regulate ink and repellent flow
- Perform preventive maintenance and basic repairs in order to keep equipment functional
- Notify contracted service representatives to schedule repairs and recommend appropriate service agreements for equipment
- Maintain current knowledge of technology and equipment

MIXED MEDIA SPECIALIST

- Make recommendations to supervisor regarding upgrade and enhancements to equipment that would increase efficiency and provide cost savings
- Maintain records on reproduction and inventory according to appropriate procedures
- Prepare reports on records, files, digital media, materials, and equipment as necessary
- Order and maintain supplies related to reprographics and the print shop
- Assist in maintaining inventory and stocking shelves
- Monitor and track current work orders including time and materials required
- Perform typesetting/composing work related to the production of various documents
- Provide recommendations regarding formats and paper stock
- Serve as liaison with local printing companies to coordinate large-format jobs that exceed internal capacity
- Answer phones and emails to provide information and assistance
- Proofread, clip newspapers, scan, categorize, and file work for communications as needed
- Perform related duties as assigned

Requirements

Education: High School diploma

Experience: any combination of education and experience which will provide the required knowledge, skills, and abilities preferably with coursework in digital media, photography, social media, and/or marketing.

Knowledge and Skills

- Digital software and hardware for reproduction
- Adept at various forms of digital and print media including photography, videography, graphic material development, and websites
- Types, capabilities and methods of operation of a variety of duplicating and related bindery equipment
- Inks and paper stock used in duplicating
- Record-keeping techniques
- General layout and design techniques
- Health and safety regulations
- Oral and written communication skills
- Technical aspects of various forms of media



MIXED MEDIA SPECIALIST

Abilities

- Document events in a discreet and professional manner
- Represent the Office in a professional and positive manner
- Develop professional working relationships with a wide range of individuals including students, parents, internal staff, senior administrators, district staff, and the community
- Set up and operate or learn to operate digital and offset duplicating and related equipment
- Maintain, adjust and perform minor repairs to duplicating and related equipment
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work quickly and accurately
- Plan and organize work
- Work confidentially with discretion
- Be flexible and adaptable
- Work flexible hours to accommodate a variety of special events

Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working Conditions

Duplicating Center environment; subject to working in confined space, standing for prolonged periods and repeated bending, crouching, and stooping; chemical fumes and noise from machinery; some heavy lifting; community locations for special events.

Salary Range 74

Approved by the Personnel Commission:

June 14, 1986

Revised:

February 25, 1988

July 22, 2004

January 27, 2005

June 28, 2018



Personnel Commission

JOB DESCRIPTION

MIXED MEDIA SPECIALIST

Reports to: Reprographics SupervisorDirector, Communications

Division: Superintendent's Office

Our ideal candidate

You have a keen sense of marketing, branding, and organizational representation. You can multi-task and provide a high-quality service to staff. You have a proven ability to work on your own initiative, a keen eye for detail to ensure high quality outputs. You have high level communication skills and the ability to relate positively to others. You have the ability to use relevant technology/equipment. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Serve as the mixed media lead ~~(staff including~~ photography and videography), graphic design, and content management - documenting special events on the Santa Barbara County Education Office campus, school sites, and in the community through print, digital, and social media. Develop and produce materials that represent the Office in a positive, educational, and professional manner. Operate and maintain a variety of digital and duplicating/printing equipment intended for rapid reproduction, collating, and bindery.

Specific duties and ~~responsibilities~~responsibilities

- Plan and design layout and production of reports, graphics, digital media, flyers, brochures, booklets, logos, newsletters, charts, slides, posters and other publications using appropriate scanning and computer software and tools
- ~~Photograph special events as assigned~~
- Shoot, edit, Provide videography and produce high definition video reels photography services for County Board of Education meetings, including recording, editing, post-production in English and Spanish.
- Document special programs and events as assigned by taking photographs and shooting, editing, and producing high definition video.
- Create/Manage and organize content, both locally and on web-based platforms, to create and curate a cloud-based inventory/content library of all finished mixed media products
- Photograph and/or capture video of SBCEO events, off-site school visits and other education related needs; organize, edit and distribute photos and videos on deadline.
- Support and provide input to social media to foster organizational growth across online channels
- ~~Work collaboratively with colleagues to ensure timely~~ Support website updates/design needs and serve as needed a website administrator



Personnel Commission

JOB DESCRIPTION

MIXED MEDIA SPECIALIST

- Operate a variety of duplicating and related equipment, including but not limited to ~~offset press,~~ digital printers and ~~copiers, sorters, platemaker, collators,~~ power cutter, bindery equipment, punch and folding machines, and paper drills, ~~and digital equipment.~~
- ~~Use computer technology to set up jobs using appropriate software and hardware~~
- ~~Adjust paper feed and guides for different weights and sizes of stocks; apply ink and adjust rollers; regulate ink and repellent flow~~
- Perform preventive maintenance and basic repairs in order to keep equipment functional
- ~~Notify contracted service representatives to schedule repairs and recommend appropriate service agreements for equipment~~
- Maintain current knowledge of technology and equipment
- Make recommendations to supervisor regarding upgrade and enhancements to equipment that would increase efficiency and provide cost savings
- ~~Maintain records on reproduction and inventory according to appropriate procedures~~
- ~~Prepare reports on records, files, digital media, materials, and equipment as necessary~~
- ~~Order and maintain supplies related to reprographics and the print shop~~
- ~~Assist in maintaining inventory and stocking shelves~~
- Monitor and track current work orders ~~including time, projects, and materials required~~ requests for support
- ~~Perform typesetting/composing work related to the production of various documents~~
- ~~Provide recommendations regarding formats and paper stock~~
- ~~Serve as liaison with local printing companies to coordinate large format jobs that exceed internal capacity~~ Answer phones and emails to provide information and assistance
- ~~Proofread, clip newspapers, scan, categorize, and file work for communications as needed~~
- Perform related duties as assigned

Requirements

Education: High School diploma

Experience: any combination of education and experience which will provide the required knowledge, skills, and abilities preferably with coursework that demonstrates proficiency in digital/print media, graphic design, photography, and video production and editing. Experience in social media, and/or marketing is desirable.

A typical way to qualify for this position would be:

Education: Possession of a high school diploma supplemented by 24 semester units (or 36 quarter units)



Personnel Commission

JOB DESCRIPTION

MIXED MEDIA SPECIALIST

of college coursework in photography, video/film production, digital media, graphic design, web design, or related fields.

Experience: Two years of professional experience in photography, video production, web design, or graphic design. Experience in social media and/or marketing is desirable.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge and Skillsof:

- Digital software and hardware for reproduction including:
 - Adobe Creative Suite/Industry-standard design software
 - Windows and MacOS Standard software operating systems
 - Desktop publishing
 - Photo and video editing software
 - Web-based apps and site management
 - Printer driver software
 - Digital Single Lens Reflex/Mirrorless cameras and camcorders
- Adept at various forms of digital-Digital and print media including photography, videography, graphic material development, and websites-website management, and general layout and design techniques
- Types, capabilities Basic understanding of photography/video cameras and methods of operation of a variety of duplicating and related bindery equipment
- Inks and paper stock, including related accessories used in duplicating for lighting and audio-
- Record keeping techniques
- General layout and design techniques
- Health and safety regulations
- Oral and written communication skills
- Technical aspects of various forms of media

Ability to:ies

- Document events in a-discreet and professional manner
- Represent the Office in a professional and positive manner



Personnel Commission

JOB DESCRIPTION

MIXED MEDIA SPECIALIST

- Develop professional working relationships with a wide range of individuals including students, parents, internal staff, senior administrators, district staff, and the community
- ~~Set up and operate or learn to operate~~ Operate digital ~~and offset duplicating and related printing~~ equipment ~~and print finishing accessories~~
- ~~Maintain, adjust and perform minor repairs to duplicating and related equipment~~
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- ~~Work quickly and accurately~~
- ~~Plan~~ Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Plan, organize, coordinate, and prioritize work
- Work confidentially with discretion
- Be flexible and adaptable
- Follow safe work practices related to printing and bindery equipment
- ~~Work flexible hours to accommodate a variety of special events~~

Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working Conditions

~~Occasional evening and weekend hours for special events.~~ The work of this position is performed in a variety of environments. Some duties are sedentary, performed in a typical modern office environment while sitting at a desk and involving extensive use of computers and other office equipment. Photography and videography duties may require periods of prolonged standing, as well as occasional kneeling, crouching, or working above floor level. In the ~~Duplicating-Printing~~ Center environment, the incumbent is subject to working in confined space, standing for prolonged periods and repeated bending, crouching, and stooping; chemical fumes and noise from machinery; ~~some heavy and occasionally~~ lifting objects weighing up to 50 lbs; ~~community locations for special events.~~

Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.



Personnel Commission

JOB DESCRIPTION

MIXED MEDIA SPECIALIST

Series

Media and Design

Salary Range **7477**

Approved by the Personnel Commission:

June 14, 1986

Revised:

February 25, 1988

July 22, 2004

January 27, 2005

June 28, 2018

June 22, 2023 (pending approval)



Personnel Commission

JOB DESCRIPTION

MIXED MEDIA SPECIALIST

Reports to: Director, Communications

Division: Superintendent's Office

Our ideal candidate

You have a keen sense of marketing, branding, and organizational representation. You can multi-task and provide a high-quality service to staff. You have a proven ability to work on your own initiative, a keen eye for detail to ensure high quality outputs. You have high level communication skills and the ability to relate positively to others. You have the ability to use relevant technology/equipment. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Serve as the mixed media lead — including photography, videography, graphic design, and content management — documenting special events on the Santa Barbara County Education Office campus, school sites, and in the community through print, digital, and social media. Develop and produce materials that represent the Office in a positive, educational, and professional manner. Operate and maintain a variety of digital printing equipment intended for rapid reproduction.

Specific duties and responsibilities

- Plan and design layout and production of reports, graphics, digital media, flyers, brochures, booklets, logos, newsletters, charts, slides, posters and other publications using appropriate software and tools.
- Provide videography and photography services for County Board of Education meetings, including recording, editing, post-production in English and Spanish.
- Document special programs and events as assigned by taking photographs and shooting, editing, and producing high definition video.
- Manage and organize content, both locally and on web-based platforms, to create and curate a content library of all finished mixed media products.
- Photograph and/or capture video of SBCEO events, off-site school visits and other education related needs; organize, edit and distribute photos and videos on deadline.
- Support and provide input to social media to foster organizational growth across online channels.
- Support website design needs and serve as a website administrator.
- Operate a variety of duplicating and related equipment, including but not limited to, digital printers and copiers, power cutter, bindery equipment, punch and folding machines and paper drills.
- Perform preventive maintenance and basic repairs in order to keep equipment functional.
- Maintain current knowledge of technology and equipment.



Personnel Commission

JOB DESCRIPTION

MIXED MEDIA SPECIALIST

- Make recommendations to supervisor regarding upgrade and enhancements to equipment that would increase efficiency and provide cost savings.
- Monitor and track current work orders, projects, and requests for support.
- Answer phones and emails to provide information and assistance.
- Perform related duties as assigned.

Requirements

A typical way to qualify for this position would be:

Education: Possession of a high school diploma supplemented by 24 semester units (or 36 quarter units) of college coursework in photography, video/film production, digital media, graphic design, web design, or related fields.

Experience: Two years of professional experience in photography, video production, web design, or graphic design. Experience in social media and/or marketing is desirable.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:

- Digital software and hardware including:
 - Industry-standard design software
 - Standard software operating systems
 - Desktop publishing
 - Photo and video editing software
 - Web-based apps and site management
 - Printer driver software
 - Digital Single Lens Reflex/Mirrorless cameras and camcorders
- Digital and print media including photography, videography, graphic material development, and website management
- Basic understanding of photography/video cameras and related accessories used for lighting and audio
- General layout and design techniques



Personnel Commission

JOB DESCRIPTION

MIXED MEDIA SPECIALIST

Ability to:

- Document events in a professional manner
- Represent the Office in a professional and positive manner
- Develop professional working relationships with a wide range of individuals including students, parents, internal staff, senior administrators, district staff, and the community
- Operate digital printing equipment and print finishing accessories
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Plan, organize, coordinate, and prioritize work
- Work confidentially with discretion
- Be flexible and adaptable
- Follow safe work practices related to printing and bindery equipment

Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working Conditions

The work of this position is performed in a variety of environments. Some duties are sedentary, performed in a typical modern office environment while sitting at a desk and involving extensive use of computers and other office equipment. Photography and videography duties may require periods of prolonged standing, as well as occasional kneeling, crouching, or working above floor level. In the Printing Center environment, the incumbent is subject to working in confined space, standing for prolonged periods and repeated bending, crouching, and stooping; chemical fumes and noise from machinery; and occasionally lifting objects weighing up to 50 lbs.

Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

Series

Media and Design



Personnel Commission

JOB DESCRIPTION

MIXED MEDIA SPECIALIST

Salary range 77

Approved by the Personnel Commission:

June 14, 1986

Revised:

February 25, 1988

July 22, 2004

January 27, 2005

June 28, 2018

June 22, 2023 (pending approval)



Personnel Commission

JOB DESCRIPTION

TECHNOLOGY SUPPORT ADMINISTRATIVE ASSISTANT

Reports to: Information Technology Management

Division: Information Technology

Our ideal candidate

You possess excellent interpersonal and communication skills with strong computer and technology competencies. You have well-developed organizational skills and careful to maintain information as confidential. You work well both independently and as a team member while representing the office engaging in highly professional service to others. You multi-task in a fast-paced environment and are comfortable with frequent interruptions and the need to re-prioritize tasks in order to maintain excellent service to others. You take ownership and initiative of tasks and responsibilities of the position. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

General description

Perform a wide variety of complex administrative, accounting, technical writing, operational and organizational functions. Responsible for assisting managers and county education office staff with the daily flow of communications and information regarding policies, procedures, and regulations of Information Technology (IT) Services.

Specific duties and responsibilities

- Accomplish tasks quickly and accurately using a variety of computer-based programs
- Provide consulting to both internal and external department staff on the usage and efficiency of programs
- Receive and interview callers and visitors to determine their needs for service
- Provide information using independent judgment or route to appropriate IT staff member with regard to email, Wide Area Network (WAN), Local Area Network (LAN), and Financial System operations requests
- Provide support with regard to scheduling of services
- Work with vendors to obtain quotes for renewing equipment and service maintenance agreements
- Create purchase orders for payment of invoices, order supplies and services, obtain necessary authorizations and route appropriate copies and backup documentation, and invoice departments and districts for micro-computer support work as necessary
- Determine if sufficient funds have been encumbered for annual budget expenditures planned
- Receive requests for SBCEO email accounts and review application packets for completeness
- Process email applications, setup new accounts and send new information to customers

TECHNOLOGY SUPPORT ADMINISTRATIVE ASSISTANT

- Produce renewal notices for individual users, districts, private schools and SBCEO departments and process by creating, deleting, or updating email accounts on server, database, and email filtering service
- Produce invoices for districts, private schools, and SBCEO departments by invoicing or budget transfers
- Audit daily email service log reports to confirm all back-up documentation is provided for each email account addition, deletion or edit
- Compile and maintain list of all software licenses purchased
- Using Escape financial system, enter and submit all department staff leave information and run leave usage reports as needed
- Provide backup support for processing and printing payroll checks and commercial warrants
- Operate equipment including system consoles, tape units, printers and related computer system peripherals
- Prepare statistical, financial and administrative reports that include letters, memorandums, Memorandums of Understanding (MOU) agreements, and contracts by consolidating relevant statistical and financial data
- Transcribe notes and obtain appropriate division approval before distributing communications
- Assist with compiling and developing annual budget, which includes preparation of reports and the preparation and monitoring of invoices and expenses
- Test, finetune, and format software product documentation such as user guides, technical reference manuals, and support guides including data, charts, and diagrams and preparing for distribution
- Schedule appointments and coordinate arrangements for a variety of meetings, workshops, and seminars
- Create, circulate, and update office calendars to track meetings, events, appointments, and staff vacation
- Arrange travel accommodations, transportation, and process travel claims
- Open, sort and route mail including equipment delivery, responding to mail requiring routine response, and composing other responses for signature of the administrator
- Organize and maintain complex files, both paper and digital
- Monitor office supplies and maintain adequate stock
- Perform special projects and other job duties as assigned

Requirements

Education: Any combination equivalent to graduation from high school supplemented by business-computer related course work



TECHNOLOGY SUPPORT ADMINISTRATIVE ASSISTANT

Experience: five years of increasingly responsible administrative support experience preferably in an Information Technology Services environment.

Knowledge and skills

- Personal computers, computer industry, systems, vocabulary, and Internet
- Proficiency in the use of industry software that includes word processing, spreadsheet, database and presentations programs such as Microsoft Office (Word, Excel including macros and pivot tables, Access, Power Point, Outlook and Project), Internet Explorer, Visio, Filemaker Pro, WordPerfect, Adobe Acrobat and Distiller
- Must be knowledgeable in the use of Microsoft Access database for email service accounts
- Modern office practices, equipment and administrative procedures
- Telephone techniques and etiquette
- Statistical and financial record keeping
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience, courtesy, and respect

Abilities

- Learn the County Education Office organization, operations, policies and objectives, terminology and programs
- Perform varied, complex administrative tasks and duties with accuracy and frequent interruptions
- Operate minicomputer and modify associated job control language as needed to produce payroll, commercial warrants, and financial system processing and reports
- Operate office machines that include a computer and applicable software, calculator, copier, fax machine, scanner, printer and shredder
- Create technical and end-user procedure documentation
- Maintain current skills and knowledge of computer and technical terminology
- Route inquiries and tasks to proper IT staff based on knowledge, skills, and abilities
- Establish and maintain effective and professional working relationships with the public and others
- Maintain records and prepare reports and memoranda
- Interpret, explain and apply rules, regulations and policies
- Arrange for meetings, workshops, conferences and seminars as required
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines, re-prioritizing as needed
- Plan and organize work
- Work independently with little direction
- Work confidentially with discretion
- Demonstrate keyboarding/typing skills and speed as required by assignment



TECHNOLOGY SUPPORT ADMINISTRATIVE ASSISTANT

Working conditions

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

Salary range 73

Approved by the Personnel Commission:	July 22, 2004
Revised:	April 23, 2009
	June 28, 2018



Personnel Commission

JOB DESCRIPTION

TECHNOLOGY SUPPORT ADMINISTRATIVE ASSISTANT

Reports to: Administrator, Information Technology Services

Division: Information Technology

Our ideal candidate

You possess excellent interpersonal and communication skills with strong computer and technology competencies. You have well-developed organizational skills and are careful to maintain information as confidential. You work well both independently and as a team member while representing the office, engaging in highly professional service to others. You multi-task in a fast-paced environment and are comfortable with frequent interruptions and the need to re-prioritize tasks in order to maintain excellent service to others. You take ownership and initiative of tasks and responsibilities of the position. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and all the customers we serve.

General description

Perform a wide variety of complex administrative, accounting, technical writing, operational and organizational functions. Responsible for assisting managers and county education office staff with the daily flow of communications and information regarding policies, procedures, and regulations of Information Technology (IT) Services.

Specific duties and responsibilities

- Provide first-level user support for email, industry-standard office productivity software, peripheral and mobile devices, creative tools, and financial system; log and route to appropriate IT staff member, complex service requests and those related to connectivity, security, hardware, Wide Area Network (WAN), and Local Area Network (LAN); escalate high-priority service requests; audit service request records to ensure that all requests have been fulfilled
- Receive and interview callers and visitors to determine their needs for service
- Schedule required services for information technology infrastructure, such as generators, air conditioning and UPS units.
- Obtain quotes from vendors for renewing equipment and service maintenance agreements, taking full responsibility for managing all contracts and their expiration dates to ensure timely processing, avoiding any service interruption.
- Create purchase orders for payment of invoices, order supplies and services, obtain necessary authorizations, and route appropriate copies and backup documentation; create purchase orders for all credit card purchases (for ITS and other departments) and perform monthly reconciliation
- Determine if sufficient funds have been encumbered for planned annual budget expenditures

TECHNOLOGY SUPPORT ADMINISTRATIVE ASSISTANT

- Process requests for SBCEO email accounts, set up new accounts in other applications, and send appropriate information to employees and their manager
- Produce email account listings for SBCEO departments to review and process changes by updating the information in the database and on the server
- Process employee termination notices from HR, take appropriate action for all network related accounts (ie. forward email, change passwords, delete accounts, calendar for future actions, etc.)
- Ensure payment for services by producing invoices and ensuring payment is received and posted in the financial system.
- Audit daily email service log reports to confirm all back-up documentation is provided for each email account addition, deletion or edit
- Using financial system, enter and submit all departmental staff leave information and run leave usage reports as needed
- Process and print manual payroll checks and commercial warrants
- Using appropriate tools, for both the financial system and SBCEO networks, unlock accounts, ending unresponsive sessions and assist users with password resets.
- Prepare statistical, financial and administrative reports including letters, memos, Memoranda of Understanding (MOU) agreements, and contracts, by consolidating relevant statistical and financial data
- Take meeting notes and obtain appropriate division approval before distributing communications
- Assist with compilation and development of annual budget by preparing reports and preparing and monitoring invoices and expenses
- Test, finetune and format technical instructions for various services offered by IT Services for end-users, such as user guides, and prepare them for posting on the website, including accessibility audits to ensure ADA compliance.
- Review and edit ITS website pages as needed
- Create online forms
- Assist in preparing executive-level presentations by selecting artwork, formatting, editing, compiling, and making recommendations for improvement.
- Schedule appointments and coordinate arrangements for a variety of meetings, workshops, and seminars
- Create, circulate, and update office calendars to track meetings, events, appointments, and staff vacation
- Arrange travel accommodations, transportation, and process travel claims
- Open, sort and route mail including equipment delivery, responding to mail requiring routine response, and composing other responses for signature of the administrator
- Organize and maintain complex files, both paper and digital
- Monitor office supplies and maintain adequate stock
- Perform special projects and other related job duties as assigned



TECHNOLOGY SUPPORT ADMINISTRATIVE ASSISTANT

Requirements

Education: Possession of a high school diploma, supplemented by college or vocational coursework in business or computer technology. Additional relevant work experience may be substituted for post-secondary education.

Experience: five years of increasingly responsible administrative support experience, preferably in an information technology services environment. Additional post-secondary education may be substituted for the required work experience on a year-for-year basis.

Knowledge of:

- Standard office productivity software applications, modern office practices, equipment and administrative procedures
- Telephone and email etiquette
- Statistical and financial record keeping
- Arithmetic, including percentages and fractions
- Report writing practices
- Correct English usage, grammar, spelling, punctuation and vocabulary

Ability to:

- Learn the County Education Office organization, operations, policies and objectives, terminology and programs
- Perform varied, complex administrative tasks and duties with accuracy and frequent interruptions
- Operate standard office equipment including graphical user interfaces for online systems.
- Demonstrate patience and maintain professionalism when dealing with frustrated customers
- Learn how to use and troubleshoot a variety of computer hardware and software, peripheral devices, and mobile devices
- Achieve proficiency in use of SBCEO administrative systems, including financial system
- Learn information technology terminology
- Create technical and end-user procedure documentation
- Maintain current skills and knowledge of computer and office technology terminology
- Establish and maintain effective and professional working relationships with others
- Exercise tact, patience, and courtesy in interactions with others
- Maintain records and prepare reports and memoranda
- Make accurate arithmetic calculations
- Interpret, explain and apply rules, regulations and policies
- Arrange for meetings, workshops, conferences and seminars as required
- Analyze situations accurately and adopt an effective course of action
- Identify opportunities and implement strategies for continuous improvement
- Meet schedules and timelines, re-prioritizing as needed
- Plan and organize work



TECHNOLOGY SUPPORT ADMINISTRATIVE ASSISTANT

- Work independently and as part of a team
- Maintain confidentiality of files and other sensitive material

Ability to speak Spanish fluently is desirable.

Working conditions

Most of the work of this position is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. This position is not typically exposed to significant safety hazards. The incumbent may occasionally be required to lift and carry objects weighing 25 lbs., climb, crawl, stoop, kneel, and crouch.

Series

Information Technology

Salary range 75 (proposed)

Approved by the Personnel Commission:	July 22, 2004
Revised:	April 23, 2009
	June 28, 2018
	June 22, 2023
	(pending approval)

Personnel Commission

JOB DESCRIPTION

EDUCATIONAL INTERPRETER, AMERICAN SIGN LANGUAGE

Reports to: Coordinator
Division: Special Education

Our ideal candidate

We seek experienced self-starting candidates who are professional, flexible, have excellent oral communication skills, and enjoy working and collaborating in a variety of elementary and high school settings with a variety of students, parents and staff. We seek individuals who have experience with technology and can learn and interpret academic vocabulary throughout the grade span. We count on our interpreters to provide the necessary access of our students who are deaf or hard of hearing to educational experiences throughout a school day.

General description

Facilitates communication between students who are deaf or hard of hearing and teachers, staff members, and peers within an educational environment, using a variety of manual and verbal communication systems in a highly proficient manner reflecting the affect of the speaker and/or signer. The Interpreter for Deaf/Hard of Hearing facilitates communication through the use of sign-to English and English-to-sign skills. This position requires course work, Level 4 certification, and competency using manual sign systems.

Specific duties and responsibilities

- Interprets for students who are deaf or hard of hearing (DHH) in a variety of educational settings, including, but not limited to, classroom environments, assemblies, recess, noon sport leagues, and counseling sessions using various sign language systems and voice interpretation at a normal conversational rate
- Interprets a wide range of curriculum, including scientific and advanced placement topics
- Consults with the teachers of the Deaf or Hard of Hearing, general education staff and typical students on the effective use of an interpreter
- Provides voice interpretation to individuals who are deaf or hard of hearing as needed
- Collaborates with IEP teams to standardize signs in an educational setting
- Under the direction of the teacher of the deaf or hard of hearing, performs record keeping, monitoring IEP or special education related activities that support student learning
- Provides assistance to the classroom teachers as required; assists in filing, duplicating and preparing instructional materials
- Interprets and provides instruction as needed to individuals or small groups of students who are deaf or hard of hearing; reinforce instruction as directed by the teacher
- Follows professional conduct guidelines to guard against the development of inappropriate personal relationships with students
- Performs other duties as assigned that support the overall objective of the position

EDUCATIONAL INTERPRETER, AMERICAN SIGN LANGUAGE

Requirements

Education: The position typically requires an Associate's degree. Required certifications are noted below.

- Registry of Interpreters for the Deaf (RID)
- American Consortium of Certified Interpreters (ACC1) level 4 or above
- NAD certification, level 4 or above
- Educational Signs Skills Evaluation Interpreter (ESSE-1), level 4 or above
- Educational Interpreter Performance Evaluation (EIPA), level 4 or above
- Interpreters who have not yet obtained the required certification must be eligible for a certification waiver from the California Department of Education

Experience: One or more years in an educational setting is preferred.

Knowledge and Skills:

- Specialized knowledge of expressive and receptive forms of sign language systems, which may include American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English
- Interpreting strategies and techniques necessary to accommodate individual needs of students in a variety of educational settings
- Foundational concepts of deaf culture
- Curriculum used in educational settings from preschool through secondary schools
- Sufficient skills to exercise extreme patience when dealing with students and staff

Abilities

- Requires the ability to speak and write English clearly with proper structure
- Able to stand for extended periods of time
- Interpret and communicate fluently with high proficiency (over 80% of content) in the sign language system appropriate to the individual needs of the students
- Maintain confidentiality and impartiality when dealing with private and sensitive information
- Demonstrate sensitivity to the communication process between persons who are deaf or hard of hearing and the needs of the persons involved in that process
- Well-developed arm, hand, and finger dexterity in order to perform advanced sign language interpretation for up to twenty-five hours per week
- Visual acuity to see information to be voiced (such as sign language and facial expressions) and detect speech patterns
- Hearing acuity sufficient to understand information to be interpreted in a variety of educational environments

EDUCATIONAL INTERPRETER, AMERICAN SIGN LANGUAGE

- Facial dexterity to produce readable mouth movements for specific sign language expressions
- Sufficient manual dexterity to produce readable sign language through movement of fingers and arms
- Perform all aspects of the position

Licenses and certificates

May require a valid California driver's license and insurance coverage required by law.

Working conditions

Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist.

Salary range

Non-certified: **82**

Certified: **86**

Approved by the Personnel Commission:

Sept. 27, 2007

Revised:

Dec. 14, 2017

EDUCATIONAL INTERPRETER, AMERICAN SIGN LANGUAGE

Reports to: Coordinator, Special Education

Division: Special Education

Our ideal candidate

We seek experienced self-starting candidates who are professional, flexible, have excellent oral communication skills, and enjoy working and collaborating in a variety of elementary and high school settings with a variety of students, parents and staff. We seek individuals who have experience with technology and can learn and interpret academic vocabulary throughout the grade span. We count on our interpreters to provide the necessary access of our students who are deaf or hard of hearing to educational experiences throughout a school day.

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- Interprets and provides instruction as needed to individuals or small groups of students who are deaf or hard of hearing; reinforce instruction as directed by the teacher
- Follows professional conduct guidelines to guard against the development of inappropriate personal relationships with students
- Performs other duties as assigned that support the overall objective of the position

EDUCATIONAL INTERPRETER, AMERICAN SIGN LANGUAGE

Requirements

Education: ~~The position typically requires Possession of an Associate's-associate's degree in American Sign Language Interpreting, Deaf Studies, Deaf Education or related field is preferred. Required certifications are noted below.~~

- ~~— Registry of Interpreters for the Deaf (RID)~~
- ~~— American Consortium of Certified Interpreters (ACCI) level 4 or above~~
- ~~— NAD certification, level 4 or above~~
- ~~— Educational Signs Skills Evaluation Interpreter (ESSE-1), level 4 or above~~
- ~~— Educational Interpreter Performance Evaluation (EIPA), level 4 or above~~
- ~~— Interpreters who have not yet obtained the required certification must be eligible for a certification waiver from the California Department of Education~~

Experience: ~~One or more years~~At least one year of experience providing instructional support in an educational setting is preferred.

Knowledge and Skills:

- Specialized knowledge of expressive and receptive forms of sign language systems, which may include American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English
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- Perform all aspects of the position

Licenses and certificates

To qualify for the certified Interpreter, applicant must possess one of the following certifications:

- Educational Interpreter Performance Evaluation (EIPA), level 4 or above
- Registry of Interpreters for the Deaf (RID)
- American Consortium of Certified Interpreters (ACC1), level 4 or above
- NAD certification, level 4 or above
- Educational Signs Skills Evaluation Interpreter (ESSE-1), level 4 or above

Interpreters who have not yet obtained the required certification must be eligible for a certification waiver from the California Department of Education and must fulfill one of the following requirements in order to be placed on the eligibility list:

- provide proof of having taken one of the certification exams listed above, along with the score achieved
- complete the Boys Town National Research Hospital Prescreening Assessment, administered by SBCEO or by an organization recognized by SBCEO.

May require a valid California driver's license and insurance coverage required by law.

Working conditions

Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist.

Series

Instructional

Salary range

Non-certified: 82

Certified: 86

Approved by the Personnel Commission:

Revised:

Sept. 27, 2007

Dec. 14, 2017

June 22, 2023

(pending approval)

EDUCATIONAL INTERPRETER, AMERICAN SIGN LANGUAGE

Reports to: Coordinator, Special Education

Division: Special Education

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- Follows professional conduct guidelines to guard against the development of inappropriate personal relationships with students
- Performs other duties as assigned that support the overall objective of the position

EDUCATIONAL INTERPRETER, AMERICAN SIGN LANGUAGE

Requirements

Education: Possession of an associate's degree in American Sign Language Interpreting, Deaf Studies, Deaf Education or related field is preferred.

Experience: At least one year of experience providing instructional support in an educational setting is preferred.

Knowledge and Skills:

- Specialized knowledge of expressive and receptive forms of sign language systems, which may include American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English
- Interpreting strategies and techniques necessary to accommodate individual needs of students in a variety of educational settings
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Series

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Salary range

Non-certified: **82**

Certified: **86**

Approved by the Personnel Commission:

Sept. 27, 2007

Revised:

Dec. 14, 2017

June 22, 2023

(pending approval)



**SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission**

Director, Partners in Education

Basic Function

Under the direction of the Deputy Superintendent of Schools, coordinate the activities of Partners in Education. Responsibilities include: liaison between the Superintendent and community agencies; encourage development of community-related projects; programs and grants; represent the Superintendent in the community; assist school districts utilizing community resources and supervision of staff as needed.

Essential Duties and Responsibilities

- Represent the Superintendent and the Santa Barbara County Education Office in a professional and collegial manner.
- Foster business-education partnerships to maximize the use of community resources.
- Manage and structure internal committees and the Partners in Education board.
- Serve as office representative on external community committees, advisory boards, and coalitions as appropriate.
- Provide community resource information to county staff, districts, parents and students.
- Prepare and monitor the annual budgets and financial transactions.
- Oversee the collection and analysis of data for purposes of budget, program, and sponsorships.
- Direct and monitor fundraising, grant-writing, and corporate sponsorships.
- Coordinate collaboratively with external programs and with internally shared staff and resources.
- Supervise and evaluate all assigned staff, volunteers, and interns; monitor consultants as needed.
- Perform other related duties as assigned.

Qualifications

- **Knowledge and Skills**
Working knowledge of: County Office organization, operations, policies and objectives; services and programs of the Office as they relate to school districts, community agencies, local government agencies and the California Department of Education. Knowledge of: the Santa Barbara community, community resources, and community education; best practices in public relations and public speaking; grant writing procedures and fund raising techniques; best practices in group facilitation techniques and strategies; effective supervision strategies and techniques; different socio-economic groups and cultures. Skills in: conflict mediation; correct English usage, grammar, spelling, punctuation and vocabulary; operation of office machines including computer equipment and software; clear and precise oral and written communication.

- **Abilities**

Ability to: identify and develop linkages and partnerships with community agencies and resources; multitask performing varied and complex administrative duties; utilize resources in gathering and summarizing complex data and research information; initiate, plan, and implement projects; make public presentations to a wide variety of stakeholders; formulate and articulate complex ideas and concepts to a variety of audiences; work independently; work cooperatively and maintain effective working relationships with school districts, community, business/industry partners and co-workers; consistently meet timelines; assess the needs for the community, district schools, Partners in Education, and partnership programs.

- **Physical Abilities**

Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience. Requires sufficient hand-arm-eye coordination to use a personal computer keyboard.

Education and Experience

Bachelors degree and two years experience in a highly responsible administrative position, including one year experience working with locally-based foundations, nonprofits and/or community organizations OR Associates Degree in a communications, business, education, management related or related field and four years of required experience.

Licenses and Certificates

As incumbent may 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; frequent evenings and weekends attending events and meetings.

APPROVED BY THE PERSONNEL COMMISSION:

March 24, 2005

REVISED BY THE PERSONNEL COMMISSION:

May 26, 2005

June 23, 2005

September 25, 2014

DIRECTOR, PARTNERS IN EDUCATION - DRAFT

Reports to: County Superintendent of Schools

Division: Superintendent's Office

Our ideal candidate

You are an outstanding leader with strong ties to the business community and experience in nonprofit management, preferably in the field of education or public-private partnerships. You take pride in your programs and strive for excellence. You have a track record of success in management, marketing, fund development, and community outreach. You handle and manage multiple projects to meet timelines and deadlines. You operate with considerable independence and exercise a high level of discretion. You are an exceptional communicator, both orally and in writing.

General description

Under the direction of the ~~Deputy County~~ Superintendent of Schools, coordinate the activities of Partners in Education. Responsibilities include: liaison between the Superintendent and community agencies; encourage development of community-related projects; programs and grants; represent the Superintendent in the community; assist school districts utilizing community resources and supervision of staff as needed.

Specific duties and responsibilities

- Represent the Superintendent and the Santa Barbara County Education Office in a professional and collegial manner
- Foster business-education partnerships to maximize the use of community resources
- Manage and structure internal committees and the Partners in Education board
- Serve as office representative on external community committees, advisory boards, and coalitions as appropriate
- Provide community resource information to county staff, districts, parents and students
- Prepare and monitor the annual budgets and financial transactions
- Oversee the collection and analysis of data for purposes of budget, program, and sponsorships
- Direct and monitor fundraising, grant-writing, and corporate sponsorships
- Coordinate collaboratively with external programs and with internally shared staff and resources
- Supervise and evaluate all assigned staff, volunteers, and interns; monitor consultants as needed
- Perform other related duties as assigned

Requirements

Education and Experience: Bachelor's degree in communications, business, education, management or related field and two years of experience in a highly responsible administrative position, including one year of experience working with locally-based foundations, nonprofits and/or community organizations OR Associate's ~~Degree-degree~~ Degree-degree in a communications, business,

DIRECTOR, PARTNERS IN EDUCATION - DRAFT

education, management ~~related~~ or related field and four years of ~~required~~ experience in a highly responsible administrative position, including one year of experience working with locally-based foundations, nonprofits and/or community organizations.

Knowledge and Skills:

- County Office organization, operations, policies and objectives
- Services and programs of the Office as they relate to school districts, community agencies, local government agencies and the California Department of Education
- The Santa Barbara community, community resources, and community education
- Best practices in public relations and public speaking
- Grant writing procedures and fund raising techniques
- Best practices in group facilitation techniques and strategies
- Effective supervision strategies and techniques
- Different socio-economic groups and cultures
- Conflict mediation
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of office machines including computer equipment and software
- Clear and precise oral and written communication

Abilities:

- Identify and develop linkages and partnerships with community agencies and resources
- Multitask performing varied and complex administrative duties
- Utilize resources in gathering and summarizing complex data and research information
- Initiate, plan, and implement projects
- Make public presentations to a wide variety of stakeholders
- Formulate and articulate complex ideas and concepts to a variety of audiences
- Work independently
- Work cooperatively and maintain effective working relationships with school districts, community, business/industry partners and co-workers
- Consistently meet timelines
- Assess the needs for the community, district schools, Partners in Education, and partnership programs

Licenses and certificates

- Valid California Class C Driver's License and insurance coverage as required by law, and the use of a dependable automobile.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

~~As incumbent may 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.~~



DIRECTOR, PARTNERS IN EDUCATION - DRAFT

Working conditions

Office environment where minimal safety considerations exist; frequent evenings and weekends attending events and meetings.

Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience. Requires sufficient hand-arm-eye coordination to use a personal computer keyboard.

Management sSalary range 258

Approved by the Personnel Commission:

Revised:

March 24, 2005

May 26, 2005

June 23, 2005

September 25, 2014

June 22, 2023 (pending approval)

DIRECTOR, PARTNERS IN EDUCATION - DRAFT

Reports to: County Superintendent of Schools

Division: Superintendent's Office

Our ideal candidate

You are an outstanding leader with strong ties to the business community and experience in nonprofit management, preferably in the field of education or public-private partnerships. You take pride in your programs and strive for excellence. You have a track record of success in management, marketing, fund development, and community outreach. You handle and manage multiple projects to meet timelines and deadlines. You operate with considerable independence and exercise a high level of discretion. You are an exceptional communicator, both orally and in writing.

General description

Under the direction of the County Superintendent of Schools, coordinate the activities of Partners in Education. Responsibilities include: liaison between the Superintendent and community agencies; encourage development of community-related projects; programs and grants; represent the Superintendent in the community; assist school districts utilizing community resources and supervision of staff as needed.

Specific duties and responsibilities

- Represent the Superintendent and the Santa Barbara County Education Office in a professional and collegial manner
- Foster business-education partnerships to maximize the use of community resources
- Manage and structure internal committees and the Partners in Education board
- Serve as office representative on external community committees, advisory boards, and coalitions as appropriate
- Provide community resource information to county staff, districts, parents and students
- Prepare and monitor the annual budgets and financial transactions
- Oversee the collection and analysis of data for purposes of budget, program, and sponsorships
- Direct and monitor fundraising, grant-writing, and corporate sponsorships
- Coordinate collaboratively with external programs and with internally shared staff and resources
- Supervise and evaluate all assigned staff, volunteers, and interns; monitor consultants as needed
- Perform other related duties as assigned

Requirements

Education and Experience: Bachelor's degree in communications, business, education, management or related field and two years of experience in a highly responsible administrative position, including one year of experience working with locally-based foundations, nonprofits and/or community organizations OR Associate's degree in communications, business, education, management or related field and four years of experience in a highly responsible administrative

DIRECTOR, PARTNERS IN EDUCATION - DRAFT

position, including one year of experience working with locally-based foundations, nonprofits and/or community organizations.

Knowledge and Skills:

- County Office organization, operations, policies and objectives
- Services and programs of the Office as they relate to school districts, community agencies, local government agencies and the California Department of Education
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- Best practices in group facilitation techniques and strategies
- Effective supervision strategies and techniques
- Different socio-economic groups and cultures
- Conflict mediation
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of office machines including computer equipment and software
- Clear and precise oral and written communication

Abilities:

- Identify and develop linkages and partnerships with community agencies and resources
- Multitask performing varied and complex administrative duties
- Utilize resources in gathering and summarizing complex data and research information
- Initiate, plan, and implement projects
- Make public presentations to a wide variety of stakeholders
- Formulate and articulate complex ideas and concepts to a variety of audiences
- Work independently
- Work cooperatively and maintain effective working relationships with school districts, community, business/industry partners and co-workers
- Consistently meet timelines
- Assess the needs for the community, district schools, Partners in Education, and partnership programs

Licenses and certificates

- Valid California Class C Driver's License and insurance coverage as required by law, and the use of a dependable automobile.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

Working conditions

Office environment where minimal safety considerations exist; frequent evenings and weekends attending events and meetings.



DIRECTOR, PARTNERS IN EDUCATION - DRAFT

Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience. Requires sufficient hand-arm-eye coordination to use a personal computer keyboard.

Management salary range 28

Approved by the Personnel Commission:

Revised:

March 24, 2005

May 26, 2005

June 23, 2005

September 25, 2014

June 22, 2023 (pending
approval)

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission
Liaison/Clerk, Child Development and Child Care Food Program

Basic Function Under the direction of the Program Director, establish eligibility for parent participation in subsidized child care in accordance with established funding guidelines. Recruit and monitor participation of Family Home Child Care Providers in the Child Care Food Program. Conduct site-monitoring visits to state preschools and CalSAFE centers for compliance with Child Care Food Program (CCFP) regulations. Perform a variety of responsible and technical clerical duties.

Distinguishing Characteristics

The Liaison/Clerk, Child Development and Child Care Food Program , is responsible for engaging in activities that support the operation and administration of the child care and adult food programs.

Representative Duties

- Establish and monitor eligibility for parent and provider participation in subsidized child care or Child Care Food Program in accordance with funding guidelines.
- Establish and maintain a variety of records, files, and reports, including parent and providers files. Compute parent fees.
-
- Re-certify eligibility for continued parent or provider participation periodically or as needed and/or as eligibility changes; meet with parents or providers to review records. Under the direction of the program director, assist with reports and data collection.
- Schedule appointments and meet with parents and providers. Conduct regular provider training visits and site monitoring visits with providers, state preschools and CalSAFE sites.
- Receive and respond to telephone requests for program information and procedures. Operate standard office equipment.
- Complete attendance and Child Care Food Program reports. Review attendance records for accuracy and completeness; contact parents and/or providers as needed to document attendance.
- Recruit providers to participate in Child Care Food Program. Maintain a participation level of 55 providers per month.
- Participate in staff meetings, professional development opportunities; attend meetings, workshops or conferences.
- Monitor provider and center menus for compliance with Child Care food Program nutrition standards. Provide nutrition education to providers and center staff.
- Maintain confidentiality of information.

- Perform other job-related duties as assigned.

QUALIFICATIONS

Knowledge and Skills

Knowledge of the operation and administration of the child care and adult food programs ; modern office practices, procedures and equipment; operation of the office machines, including computer equipment and specified software; telephone techniques and etiquette; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal relations skills using tact, patience and courtesy

Abilities

Ability to analyze and comprehend policies, laws, regulations and procedures relating to various child development programs; analyze situations accurately and adopt an effective course of action; make arithmetic calculations accurately; perform administrative tasks and clerical duties; plan and organize workload to effectively meet schedules and timelines; operate a variety of office machines including typewriter, calculator, copiers; operate office machines including a computer and applicable software; understand and follow oral and written directions; communicate effectively both orally and in writing;

obtain information for a variety of sources and compile, maintain and submit accurate and complex records and reports; Establish and maintain effective relationships with others; work confidentially with discretion.

Physical Abilities

Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient near visual acuity to recognize words and numbers and read a variety of materials, records, reports, and a computer screen. Bending at the waist, kneeling or crouching to file and retrieve materials. Reaching overhead, above the shoulders and horizontally to file and retrieve materials. Must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires hearing and speech ability for ordinary and telephonic conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

Education and Experience

Graduation from high school or General Education Diploma, including demonstration of responsible clerical experience and two years experience involving independent judgment and public contact.

Licenses and Certificates

May require a valid California driver's license and insurance coverage required by law.

Working Conditions

Office environment subject to constant interruptions with minimal exposure to safety hazards, yet some exposure to communicable diseases. Driving may be required from site to site to conduct work.

Approved by the Personnel Commission:	November 14, 1986
Revised:	October 28, 1993
Revised:	December 19, 2002

Proposed revision:

January 28, 2016



Personnel Commission

JOB DESCRIPTION

NUTRITION PROGRAM SPECIALIST – BILINGUAL (DRAFT)

SANTA BARBARA COUNTY EDUCATION OFFICE

Personnel Commission

Liaison/Clerk, Reports to: Financial Services Manager, Early Care and Education

Division: Student and Community Services

Our ideal candidate

You are a dependable, punctual, caring professional. You can communicate effectively with staff, partners, and Spanish-speaking families. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and partners.

General description

The Nutrition Program Specialist performs a variety of technical clerical duties to support the operation and administration of the ~~Child Development~~ and ChildAdult ~~Care Food Program~~

~~Basic Function~~ Under the direction of the ~~Program Director~~ Financial Services Manager, establish eligibility for ~~parent participation in subsidized child care in accordance with established~~ Licensed Family Day Care Home providers participating in Child and Adult Care Food Program according to funding guidelines. ~~Recruit Family Day Care Home providers and monitor participation of Family Home Child Care Providers in the Child Care Food Program. Conduct site-monitoring visits to state preschools and CalSAFE centers for their compliance with the Child and Adult Care Food Program (CCFP) regulations. Perform a variety of responsible and technical clerical duties.~~

Distinguishing Characteristics

~~The Liaison/Clerk, Child Development and Child Care Food Program, is responsible for engaging in activities that support the operation and administration of the child care and adult food programs.~~

Representative Duties

Specific duties and responsibilities



Personnel Commission

JOB DESCRIPTION

NUTRITION PROGRAM SPECIALIST – BILINGUAL (DRAFT)

- Recruit providers for the Child and Adult Care Food Program to maintain required monthly participation level.
- Establish and monitor eligibility for ~~parent and provider participation~~ providers participating in subsidized child care or the Child and Adult Care Food Program in accordance with funding guidelines.
- Establish and maintain a variety of records, ~~files, and~~ reports, ~~including parent and providers files. Compute parent fees and~~ management bulletins. Maintain provider files for all providers participating in the Child and Adult Care Food Program with corresponding documentation/records. Assist with data collection for reports.
- ~~Re-certify eligibility for continued parent or provider participation periodically or as needed and/or as eligibility changes; meet with parents or providers to review records. Under the direction of the program director, assist with reports and data collection.~~
- ~~Schedule appointments and meet with parents and providers.~~ Conduct regular provider training visits and center trainings and site monitoring visits ~~with providers, state preschools and CalSAFE sites.~~
- Receive and respond to telephone or email requests for program information and procedures. ~~Operate standard office equipment.~~
- ~~Complete~~ Monitor provider and center menus for compliance with Child and Adult Care Food Program nutrition standards. Provide program information, nutrition trainings, program requirements, updated policies and educational nutrition information to all providers and center staff.
- Audit attendance ~~and Child Care Food Program reports. Review attendance, menu, and meal count~~ records for accuracy and completeness; contact parents and/or providers as needed to document attendance.
- ~~Recruit providers to participate in Child Care Food Program. Maintain a participation level of 55 providers per month.~~
- Participate in staff meetings, professional development opportunities; ~~attend meetings,~~



Personnel Commission

JOB DESCRIPTION

NUTRITION PROGRAM SPECIALIST – BILINGUAL (DRAFT)

workshops ~~or, and~~ conferences.

- ~~• Monitor provider and center menus for compliance with Child Care food Program nutrition standards. Provide nutrition education to providers and center staff.~~
- ~~• Maintain confidentiality of information.~~
- Perform other ~~job~~-related duties as assigned.

QUALIFICATIONS

Requirements

Education: Possession of a high school diploma or GED. Completion of college coursework in nutrition or dietetics is desirable.

Experience: Two years of experience that included clerical duties, public contact, and independent decision-making. Experience in a human services or educational setting is preferred.

Knowledge ~~and Skills~~of:

- ~~• Knowledge of the operation and administration of the child care and adult food programs;~~
modernModern office practices, procedures, and equipment; ~~operation.~~
- ~~• Operation of the~~ office machines, including computer equipment and specified software;
telephone techniques.
- ~~• Telephone and email etiquette; record.~~
- ~~• Record-keeping techniques; correct~~practices.
- ~~• Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary; oral and~~
written communication skills; interpersonal relations skills using tact, patience and courtesy.

Abilities

Ability to ~~analyze and comprehend:~~

- Learn the operation and administration of the Child Care and Adult Food Program.



Personnel Commission

JOB DESCRIPTION

NUTRITION PROGRAM SPECIALIST – BILINGUAL (DRAFT)

- Learn and apply policies, laws, regulations, and procedures relating to ~~various child development~~ a variety of early care and education programs; ~~analyze.~~
- Analyze situations accurately and adopt an effective course of action; ~~make.~~
- Make arithmetic calculations accurately; ~~perform administrative tasks and clerical duties; plan.~~
- Plan and organize workload to effectively meet schedules and timelines; ~~operate.~~
- Operate a ~~variety~~ varitey of office machines including ~~typewriter~~ a computer, calculator, ~~copiers;~~ operate office machines including a computer copier, and applicable software; ~~understand.~~
- Understand and follow oral and written directions; ~~communicate.~~
- Communicate effectively both orally and in writing; ~~in Spanish and English.~~
- ~~obtain~~ Obtain information ~~for from~~ a variety of sources ~~and compile~~
- Compile, maintain, and submit accurate and complex records and reports; ~~.~~
- Establish and maintain effective relationships with others; ~~work confidentially with discretion.~~

Physical Abilities

~~Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient near visual acuity to recognize words and numbers and read a variety of materials, records, reports, and a computer screen. Bending at the waist, kneeling or crouching to file and retrieve materials. Reaching overhead, above the shoulders and horizontally to file and retrieve materials. Must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires hearing and speech ability for ordinary and telephonic conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.~~

Education and Experience

~~Graduation from high school or General Education Diploma, including demonstration of responsible clerical experience and two years experience involving independent judgment and public contact.~~

- Demonstrate tact, patience, and courtesy.
- Maintain confidentiality of files, records, and other sensitive material.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.

Licenses and Certificates

~~May require a valid~~ Valid California driver's license, use of a dependable vehicle, and automobile insurance coverage required by law.



Personnel Commission

JOB DESCRIPTION

NUTRITION PROGRAM SPECIALIST – BILINGUAL (DRAFT)

Working Conditions

~~Office environment subject to constant interruptions with minimal exposure to safety hazards, yet some exposure to communicable diseases. Driving may be required from site to site to conduct work.~~

~~Approved by the Personnel Commission: November 14, 1986~~

~~Revised: October 28, 1993~~

~~Revised: December 19, 2002~~

~~Proposed revision: January 28, 2016~~

~~Positions in this classification are considered generally sedentary. Many duties are performed while sitting at a desk and usually involve extensive use of computers, telephones, and other office equipment; interruptions may be frequent. 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. Visits to child care sites may expose the employee to common childhood diseases and other communicable diseases.~~

~~Local travel by car to a variety of locations countywide, in order to conduct monitoring visits, is required.~~

Salary range 63

Series

Clerical

Approved by the Personnel Commission:

Revised:

November 14, 1986

October 28, 1993

December 19, 2002

January 28, 2016

June 22, 2023 (pending approval)



Personnel Commission

JOB DESCRIPTION

NUTRITION PROGRAM SPECIALIST – BILINGUAL (DRAFT)

Reports to: Financial Services Manager, Early Care and Education
Division: Student and Community Services

Our ideal candidate

You are a dependable, punctual, caring professional. You can communicate effectively with staff, partners, and Spanish-speaking families. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and partners.

General description

The Nutrition Program Specialist performs a variety of technical clerical duties to support the operation and administration of the Child and Adult Care Food Program. Under the direction of the Financial Services Manager, establish eligibility for Licensed Family Day Care Home providers participating in Child and Adult Care Food Program according to funding guidelines. Recruit Family Day Care Home providers and monitor their compliance with the Child and Adult Care Food Program regulations.

Specific duties and responsibilities

- Recruit providers for the Child and Adult Care Food Program to maintain required monthly participation level.
- Establish and monitor eligibility for providers participating in the Child and Adult Care Food Program in accordance with funding guidelines.
- Establish and maintain a variety of records, reports, and management bulletins. Maintain provider files for all providers participating in the Child and Adult Care Food Program with corresponding documentation/records. Assist with data collection for reports.
- Re-certify eligibility for provider participation periodically or as needed and/or as eligibility changes.
- Conduct regular provider and center trainings and site monitoring visits.
- Receive and respond to telephone or email requests for program information and procedures.
- Monitor provider and center menus for compliance with Child and Adult Care Food Program nutrition standards. Provide program information, nutrition trainings, program requirements, updated policies and educational nutrition information to all providers and center staff.
- Audit attendance, menu, and meal count records for accuracy and completeness; contact parents and/or providers as needed to document attendance.
- Participate in staff meetings, professional development opportunities, workshops, and conferences.
- Perform other related duties as assigned.



Personnel Commission

JOB DESCRIPTION

NUTRITION PROGRAM SPECIALIST – BILINGUAL (DRAFT)

Requirements

Education: Possession of a high school diploma or GED. Completion of college coursework in nutrition or dietetics is desirable.

Experience: Two years of experience that included clerical duties, public contact, and independent decision-making. Experience in a human services or educational setting is preferred.

Knowledge of:

- Modern office practices, procedures, and equipment.
- Operation of office machines, including computer equipment and specified software.
- Telephone and email etiquette.
- Record-keeping practices.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Learn the operation and administration of the Child Care and Adult Food Program.
- Learn and apply policies, laws, regulations, and procedures relating to a variety of early care and education programs.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations accurately.
- Plan and organize workload to effectively meet schedules and timelines.
- Operate a variety of office machines including a computer, calculator, copier, and applicable software.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing, in Spanish and English.
- Obtain information from a variety of sources
- Compile, maintain, and submit accurate and complex records and reports.
- Establish and maintain effective relationships with others.
- Demonstrate tact, patience, and courtesy.
- Maintain confidentiality of files, records, and other sensitive material.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.

Licenses and Certificates

Valid California driver's license, use of a dependable vehicle, and automobile insurance required by law.



Personnel Commission

JOB DESCRIPTION

NUTRITION PROGRAM SPECIALIST – BILINGUAL (DRAFT)

Working Conditions

Positions in this classification are considered generally sedentary. Many duties are performed while sitting at a desk and usually involve extensive use of computers, telephones, and other office equipment; interruptions may be frequent. 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. Visits to child care sites may expose the employee to common childhood diseases and other communicable diseases.

Local travel by car to a variety of locations countywide, in order to conduct monitoring visits, is required.

Salary range 63

Series

Clerical

Approved by the Personnel Commission:

Revised:

November 14, 1986

October 28, 1993

December 19, 2002

January 28, 2016

June 22, 2023 (pending approval)

PERSONNEL - Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4493 HOLIDAY PAY
- 4493.1 Paid Holidays**

- A. In accordance with legal statutes and as provided by the County Superintendent/County Board of Education, all probationary or permanent classified employees shall be entitled to the following holidays: New Year's Day, workday preceding New Year's Day, Dr. Martin Luther King Jr. Day, Lincoln Day, Washington Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday following Thanksgiving Day, the workday preceding December 25, December 31 and one additional workday during the week of December 24 or December 25 which will provide for at least a three-day weekend (in lieu of Admission Day).
- B. All probationary and permanent classified employees shall be entitled to the above-noted paid holidays provided they are in a paid status during any portion of their working day immediately preceding or succeeding the holiday. Holidays which occur before or after a person is employed by the County Education Office shall not be considered as paid holidays for such individuals.
- C. Probationary and permanent classified employees of the County Education Office who are not normally assigned to duty during the school holidays of December 25, January 1, or any Board declared holidays during the winter recess shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.
- D. When a holiday listed in this section falls on a Sunday, the following Monday shall be deemed to be the holiday lieu of the day observed. When a holiday listed in this section falls on a Saturday, the preceding Friday shall be deemed to be the holiday lieu of the day observed.
- E. When a probationary or permanent classified employee is required to work on any of these holidays, he/she shall be paid compensation, or given compensation time off for such work, in addition to the regular pay received for the holiday, at the rate of one and one-half times the employee's regular rate of pay.

Reference:

Education Code Sections 1318, 37220, 45203-45206.5
Santa Barbara County Counsel Opinion dated April 27, 1983

Date Approved: January 12, 1976
Date (s) Revised: May 26, 1983
May 26, 1994
May 28, 1998
October 26, 2017

AGENDA ITEM 12 - proposed revision, changes tracked

PERSONNEL - Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4493 HOLIDAY PAY
- 4493.1 Paid Holidays**

A. In accordance with legal statutes and as provided by the County Superintendent⁴ and County Board of Education, all probationary or permanent classified employees shall be entitled to the following holidays:

1. New Year's Day (January 1)
2. Dr. ~~m~~Martin Luther King Jr. Day (third Monday in January, or Monday or Friday in the week in which January 15 occurs)
~~, workday preceding New Year's Day, Dr. martin Luther King Jr. Day,~~
3. Lincoln Day~~,-~~ (Monday or Friday of the week in which February 12 occurs)
4. Washington Day~~,-~~ (third Monday in February)
5. Memorial ~~day~~Day~~,-~~ (last Monday in May)
6. Juneteenth (June 19)
7. Independence Day~~,-~~ (July 4)
8. Labor Day~~,-~~ (first Monday in September)
9. Veteran's Day~~,-~~ (November 11)
10. Thanksgiving Day~~,-the~~ (fourth Thursday in November)
11. Friday following Thanksgiving Day~~,-the workday-~~
12. Workday preceding ~~December 25~~Christmas Day~~,-~~
13. Christmas Day (December ~~35-25~~)and-
14. oneOne additional workday during the week of December 24 or December 25 which will provide for at least a three-day weekend (in lieu of Admission Day)
- ~~15.~~ Workday preceding New Year's Day.

A.B. All probationary and permanent classified employees shall be entitled to the above-noted paid holidays provided they are in a paid status during any portion of their working day immediately preceding or succeeding the holiday. Holidays which occur before or after a person is employed by the County Education Office shall not be considered as paid holidays for such individuals.

B.C. Probationary and permanent classified employees of the County Education Office who are not normally assigned to duty during the school holidays of December 25, January 1, or any Board declared holidays during the winter recess shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

C.D. When a holiday listed in ~~this section~~paragraph A above falls on a Sunday, the following Monday shall be ~~deemed to be the holiday lieu of the day the~~ observed holiday. When a holiday listed in ~~this section~~paragraph A above falls on a Saturday, the preceding Friday shall be ~~deemed to be the holiday lieu of the day the~~ observed holiday.

D.E. When a probationary or permanent classified employee is required to work on any of these holidays, ~~he/she~~the employee shall either: (1) be paid compensation, at the rate of one and one-half times the employee's regular rate of pay, in addition to the holiday pay received; or (2) ~~given~~accrue compensatory~~on~~ time off for such work, at the accrual rate of one and one-half times the actual hours worked on the holiday, in addition to the holiday pay received. ~~regular pay received for the holiday, at the rate of one and on-half times the employee's regular rate of pay.~~

Reference:

Education Code Sections 1318, 37220, 45203-45206.5
Santa Barbara County Counsel Opinion dated April 27, 1983

Date Approved: January 12, 1976

Date (s) Revised: May 26, 1983

May 26, 1994

May 28, 1998

October 26, 2017

June 22, 2023 (pending approval)

**AGENDA ITEM 12 - proposed revision,
changes saved**

PERSONNEL - Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4493 HOLIDAY PAY

4493.1 Paid Holidays

- A. In accordance with legal statutes and as provided by the County Superintendent and County Board of Education, all probationary or permanent classified employees shall be entitled to the following holidays:
1. New Year's Day (January 1)
 2. Dr. Martin Luther King Jr. Day (third Monday in January, or Monday or Friday in the week in which January 15 occurs)
 3. Lincoln Day (Monday or Friday of the week in which February 12 occurs)
 4. Washington Day (third Monday in February)
 5. Memorial Day (last Monday in May)
 6. Juneteenth (June 19)
 7. Independence Day (July 4)
 8. Labor Day (first Monday in September)
 9. Veteran's Day (November 11)
 10. Thanksgiving Day (fourth Thursday in November)
 11. Friday following Thanksgiving Day
 12. Workday preceding Christmas Day
 13. Christmas Day (December 25)
 14. One additional workday during the week of December 24 or December 25 which will provide for at least a three-day weekend (in lieu of Admission Day)
 15. Workday preceding New Year's Day.
- B. All probationary and permanent classified employees shall be entitled to the above-noted paid holidays provided they are in a paid status during any portion of their working day immediately preceding or succeeding the holiday. Holidays which occur before or after a person is employed by the County Education Office shall not be considered as paid holidays for such individuals.
- C. Probationary and permanent classified employees of the County Education Office who are not normally assigned to duty during the school holidays of December 25, January 1, or any Board declared holidays during the winter recess shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.
- D. When a holiday listed in paragraph A above falls on a Sunday, the following Monday shall be the observed holiday. When a holiday listed in paragraph A above falls on a Saturday, the preceding Friday shall be the observed holiday.
- E. When a probationary or permanent classified employee is required to work on any of these holidays, the employee shall either: (1) be paid compensation, at the rate of one and one-half times the employee's regular rate of pay, in addition to the holiday pay received; or (2) accrue compensatory time off for such work, at the accrual rate of one and one-half times the actual hours worked on the holiday, in addition to the holiday pay received.

Reference:

Education Code Sections 1318, 37220, 45203-45206.5
Santa Barbara County Counsel Opinion dated April 27, 1983

Date Approved: January 12, 1976

Date (s) Revised: May 26, 1983

May 26, 1994

May 28, 1998

October 26, 2017
June 22, 2023 (pending approval)



Personnel Commission Public Hearing

A public hearing on the fiscal year 23-24
Personnel Commission budget will be held.

Thursday, June 22, 2023

Time Certain: 1:00 p.m.

The hearing will be conducted at the following location:

Santa Barbara County Education Office
Board Room
402 Farnel Road
Santa Maria, California

The hearing will also be available through videoconference at:

Santa Barbara County Education Office
Board Room
4400 Cathedral Oaks Road
Santa Barbara, California

Budget04c

Budget Detail by Account, Type Summary

Model OB24-17 Personnel Comm 14xx			Fiscal Year 2023/24
# 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			157,932
1	Salary	157,931.05	
01- 0000- 0- 0000- 7460- 2400- 000- 1490- 0000 PER COM,Cler/Office Sal,Clas Pers,Undistri			161,022
4	Manual	1,440.00	
6	Salary	159,582.00	
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			87,349
2	Manual	1,620.00	
5	Salary	85,728.52	
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			4,703
6	Manual	123.33	
6	Salary	4,579.02	
01- 0000- 0- 0000- 7460- 3402- 000- 1490- 0000 PER COM,H&W2 Class,Clas Pers,Undistri			106,846
1	Manual	1,065.60	
2	Benefit	6,702.40-	
14	Salary	112,482.00	
01- 0000- 0- 0000- 7460- 3502- 000- 1490- 0000 PER COM,Unempl2 Class,Clas Pers,Undistri			642
2	Manual	12.00	
5	Salary	629.45	
01- 0000- 0- 0000- 7460- 3602- 000- 1490- 0000 PER COM,WrkComp2 Class,Clas Pers,Undistri			5,056
6	Manual	132.59	
6	Salary	4,923.24	
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			3,000
1	Other	3,000.00	
01- 0000- 0- 0000- 7460- 5200- 000- 1490- 0000 PER COM,Travel.Clas Pers.Undistri			2,100

E denotes edited in BAE

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

ESCAPE ONLINE
Page 1 of 2

Model OB24-17 Personnel Comm 14xx			Fiscal Year 2023/24	
# of Items	Item Type	Item Amount	Account Amount	
Fund 01 - General Fund/County School Ser (continued)				
Expenditure (continued)				
01 - 0000 - 0 - 0000 - 7460 - 5200 - 000 - 1490 - 0000				
PER COM,Travel,Clas Pers,Undistri (Continued)				
1	Other	2,100.00		
01 - 0000 - 0 - 0000 - 7460 - 5201 - 000 - 1490 - 0000				
PER COM,Out of Cnty Trv,Clas Pers,Undistri				
1	Other	4,000.00	4,000	
01 - 0000 - 0 - 0000 - 7460 - 5300 - 000 - 1490 - 0000				
PER COM,Dues/Membership,Clas Pers,Undistri				
2	Other	3,336.00	3,336	
01 - 0000 - 0 - 0000 - 7460 - 5610 - 000 - 1490 - 0000				
PER COM,Rntl Les w/o Op,Clas Pers,Undistri				
1	Other	1,675.00	1,675	
01 - 0000 - 0 - 0000 - 7460 - 5630 - 000 - 1490 - 0000				
PER COM,Repairs,Clas Pers,Undistri				
1	Other	200.00	200	
01 - 0000 - 0 - 0000 - 7460 - 5640 - 000 - 1490 - 0000				
PER COM,Computer Repr,Clas Pers,Undistri				
1	Other	500.00	500	
01 - 0000 - 0 - 0000 - 7460 - 5650 - 000 - 1490 - 0000				
PER COM,Maint Agreemnts,Clas Pers,Undistri				
1	Other	1,249.00	1,249	
01 - 0000 - 0 - 0000 - 7460 - 5715 - 000 - 1490 - 0000				
PER COM,PhotoCopies,Clas Pers,Undistri				
1	Other	400.00	400	
01 - 0000 - 0 - 0000 - 7460 - 5720 - 000 - 1490 - 0000				
PER COM,Postage,Clas Pers,Undistri				
1	Other	50.00	50	
01 - 0000 - 0 - 0000 - 7460 - 5730 - 000 - 1490 - 0000				
PER COM,Printing/Dupl,Clas Pers,Undistri				
1	Other	1,025.00	1,025	
01 - 0000 - 0 - 0000 - 7460 - 5745 - 000 - 1490 - 0000				
PER COM,Vehicle Use,Clas Pers,Undistri				
1	Other	300.00	300	
01 - 0000 - 0 - 0000 - 7460 - 5800 - 000 - 1490 - 0000				
PER COM,Prof Consulting,Clas Pers,Undistri				
2	Other	12,774.00	12,774	
01 - 0000 - 0 - 0000 - 7460 - 5830 - 000 - 1490 - 0000				
PER COM,Advertisement,Clas Pers,Undistri				
1	Other	10,301.00	10,301	
01 - 0000 - 0 - 0000 - 7460 - 5930 - 000 - 1490 - 0000				
PER COM,Postge,Rfl Mtrs,Clas Pers,Undistri				
1	Other	40.00	40	
Total for Org 061 , Fund 01 and Expenditure accounts			571,262	

E denotes edited in BAE

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

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Comparative Object Summary

Account Object Code	2022/23 Adopted Budget	2022/23 Revised Budget	2022/23 Actuals with Encum	2023/24 Adopted Budget	2023/24 Adopted/ Revised	2023/24 Adopted- Revised	Comment
Management 1490 - PERSONNEL COMMISSION							
Expense							
2300 Class Admin Sal	142,455	148,154	148,153	157,932	106.60 %	9,778	
2400 Cler/Office Sal	160,557	141,560	141,800	161,022	113.75 %	19,462	
2430 Extra Hours/OT	3,000	3,000	52	3,000	100.00 %		
2440 Substitutes	3,000	3,000		3,000	100.00 %		
2470 Vacation Payoff		1,131	1,130			1,131-	
Total for Object 2000	309,012	296,845	291,135	324,954		28,109	
3202 PERS2	78,124	74,658	73,135	87,349	117.00 %	12,691	
3302 OasdMed2	96	103	101	162	157.28 %	59	
3304 Medi Class	4,451	4,282	4,199	4,703	109.83 %	421	
3402 H&W2 Class	103,489	91,455	93,403	106,846	116.83 %	15,391	
3502 Unempl2 Class	1,525	1,464	1,434	642	43.85 %	822-	
3602 WrkComp2 Class	4,776	4,557	4,468	5,056	110.95 %	499	
Total for Object 3000	192,461	176,519	176,739	204,758		28,239	
4300 Supplies	200	200		200	100.00 %		
4340 Tangible Dev	400	400		400	100.00 %		
4350 Office Supply	3,140	3,140	1,233	3,000	95.54 %	140-	
Total for Object 4000	3,740	3,740	1,233	3,600		140-	
5200 Travel	2,000	2,174	2,209	2,100	96.60 %	74-	
5201 Out of Cnty Trv	4,000	4,000	3,359	4,000	100.00 %		
5300 Dues/Membership	9,950	6,257	3,156	3,336	53.32 %	2,921-	
5610 Rntl Les w/o Op	1,675	1,675	1,675	1,675	100.00 %		
5630 Repairs	200	200		200	100.00 %		
5640 Computer Repr	500	500		500	100.00 %		
5650 Maint Agreemnts	1,249	1,249	1,249	1,249	100.00 %		
5715 PhotoCopies	400	400		400	100.00 %		
5720 Postage	50	50	3	50	100.00 %		
5730 Printing/Dupl	1,025	605	15	1,025	169.42 %	420	
5740 Computer Suppt	160						

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2024, Restricted? = Y, Management = 1490,
Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

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Account Object Code	2022/23 Adopted Budget	2022/23 Revised Budget	2022/23 Actuals with Encum	2023/24 Adopted Budget	2023/24 Adopted/ Revised	2023/24 Adopted- Revised	Comment
Management 1490 - PERSONNEL COMMISSION (continued)							
Expense (continued)							
5745 Vehicle Use	300	300	161	300	100.00 %		
5800 Prof Consulting	6,000	10,070	10,206	12,774	126.85 %	2,704	
5810 Contract Servs		13,554	13,553			13,554-	
5830 Advertisement	10,301	10,301	8,818	10,301	100.00 %		
5930 Postge,Rfl Mtrs		29	28	40	137.93 %	11	
Total for Object 5000	37,810	51,364	44,433	37,950		13,414-	
Total for Org 061, Management 1490 and Expense accounts	543,023	528,468	513,540	571,262		42,794	