AGENDA

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

Persons wishing to address the Personnel Commission may complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the end of the public comment period. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. Speakers who need more time may submit written comments.

GENERAL FUNCTIONS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Changes to the Agenda
5. Introduction of Staff and Guests
6. Public Comment
7. Approval of Minutes of Regular Meeting Held May 25, 2023 (Attachment)

MOVED: SECONDED: VOTE:

8. Communications — None

9. Informational Items

a. Media Releases/Editorials
   Available for review from the County Superintendent of Schools.

b. Legislative Updates
   Available for review from the Director, Human Resources.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions
   (Attachment)

b. Classified Personnel Report dated July 6, 2023
   (Attachment)

c. Position Announcements
   (Attachments)

   i. Administrative Assistant (Dual – Santa Barbara)

   ii. Benefits and Employee Relations Analyst (Dual – Santa Barbara)

   iii. Computer/Network Technician, ITS (Dual – Santa Barbara)

   iv. Office Assistant (Dual – Lompoc)

   v. Teaching Assistant (Dual – Santa Maria)
11. Action Items

a. Ratification of Eligibility Lists
   (Attachments)
   i. Administrative Assistant (Dual – Santa Maria)
   ii. Administrator, School Business Advisory Services (Senior Management – Santa Barbara)
   iii. Paraeducator (Open Continuous – North)
   iv. Paraeducator (Open Continuous – Santa Barbara)

   MOVED:  SECONDED:  VOTE:

b. Classification of Positions
   i. Youth Outreach Mentor
      (Attachment)

      The Director, Human Resources recommends the establishment of the new classification of Youth Outreach Mentor at the classified salary range of 66 (proposed job description attached). This recommendation has the support of the Associate Superintendent, Student and Community Services (formerly Educational Services) and CSEA.

      MOVED:  SECONDED:  VOTE:

   ii. Audiovisual Specialist
       (Attachment)

       The Director, Human Resources recommends the establishment of the new classification of Audiovisual Specialist at the classified salary range of 92 (proposed job description attached). This recommendation has the support of the Associate Superintendent, Administrative Services.

       MOVED:  SECONDED:  VOTE:
iii. Mixed Media Specialist
(Attachments)

The Director, Human Resources recommends an adjustment to the salary for the classification of Mixed Media Specialist, from salary range 74 to range 77, with an effective date of 7/1/2023. A revised job description is also proposed. This study was undertaken by Human Resources at the request of the department and with the approval of the County Superintendent to review the salary compared to the external labor market, as part of Classified HR’s annual work plan of classification and compensation studies. The recommendation is based on a review of internal and external salary data and has the support of the Director, Communications and the County Superintendent of Schools.

MOVED: SECONDED: VOTE:

iv. Technology Support Administrative Assistant
(Attachments)

The Director, Human Resources recommends an adjustment to the salary for the classification of Technology Support Administrative Assistant, from salary range 73 to range 75, with an effective date of 7/1/2023. A revised job description is also proposed. This study was undertaken by Human Resources at the request of the department and with the approval of the County Superintendent to review the salary for internal equity, as part of Classified HR’s annual work plan of classification and compensation studies. The recommendation is based on a review of internal salary data and has the support of the Associate Superintendent, Administrative Services and the County Superintendent of Schools.

MOVED: SECONDED: VOTE:

v. Proposed reclassification of one position identified in the Clerical Series

The Director recommends that a single position currently classified as Inventory Specialist be reclassified to Accounting Technician, with an effective date of 7/1/2023. This study was undertaken by Human Resources at the request of the Special Education department and with the approval of the County Superintendent, as part of Classified HR’s annual work plan of classification and compensation studies. The recommendation is based on a job analysis, and has the support of the Associate Superintendent, Special Education.

MOVED: SECONDED: VOTE:
vi. Proposed reclassification of one position identified in the Administrative Support Series

The Director recommends that a single position currently classified as Office Assistant be reclassified to Administrative Assistant, with an effective date of 7/1/2023. This study was undertaken by Human Resources at the request of the Children and Family Resource Services program and with the approval of the County Superintendent, as part of Classified HR’s annual work plan of classification and compensation studies. The recommendation is based on a job analysis, and has the support of the Associate Superintendent, Student and Community Services.

MOVED: SECONDED: VOTE:

vii. Director, Children and Family Resource Services
Director, Children’s Creative Project
Director, Partners in Education

The Director, Human Resources recommends an adjustment to the salary range for these three classified management positions, from salary range 25 to range 28, with an effective date of 7/1/2023. This study was requested by the County Superintendent to review the equity of internal salary relationships. The recommendation is based on a review of internal salary data and has the support of the County Superintendent of Schools.

MOVED: SECONDED: VOTE:

viii. Director, Communications

The Director, Human Resources recommends an adjustment to the salary range for the classified management position listed above, from salary range 25 to range 28, with an effective date of 7/1/2023. This study was requested by the County Superintendent to review the equity of internal salary relationships. The recommendation is based on a review of internal salary data and has the support of the County Superintendent of Schools.

MOVED: SECONDED: VOTE:
c. Job Descriptions

i. Educational Interpreter, American Sign Language
   (Attachments)

   The Director, Human Resources recommends revisions to the job
description for the purposes of clarifying the minimum qualifications. No
change to the salary range is recommended. This recommendation has
the support of the Associate Superintendent, Special Education and
CSEA.

   MOVED: SECONDED: VOTE:

ii. Director, Partners in Education
    (Attachments)

   The Director, Human Resources recommends revisions to the job
description to reflect the requirement for participation in the DMV
Government Employer Pull Notice Program.

   MOVED: SECONDED: VOTE:

iii. Liaison/Clerk, Child Development and Child Care Food Program
     (Attachments)

   The Director, Human Resources recommends a revision in the job
description, title, and salary for this classification, with an effective date of
7/1/23. The proposed new title is Nutrition Program Specialist —
Bilingual; the proposed change in salary reflects the added requirement
of bilingual skills. The proposed changes have the support of the
Associate Superintendent, Student and Community Services.

   MOVED: SECONDED: VOTE:

UNFINISHED BUSINESS

12. Revision of Merit System Rule – Presented for Second Reading
    (Attachments)

   4493.1 Paid Holidays

   MOVED: SECONDED: VOTE:
NEW BUSINESS

13. Adoption of 2023-2024 Personnel Commission Budget
   (Attachments)

   Public Hearing — time certain 1:00 p.m.
   A public hearing will be conducted in accordance with the requirements of
   California Education Code Section 45253 for consideration of the Personnel
   Commission budget for fiscal year 23-24. This will allow members of the County
   Board of Education, SBCEO administration, and members of the public the
   opportunity to present their views on the proposed budget.

   MOVED: SECONDED: VOTE:

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

15. DIRECTOR, HUMAN RESOURCES REPORT

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, July 27, 2023, at 12:30 p.m. The
meeting will be held in the Santa Barbara County Education Office Board Room, Santa
Barbara and will also be available via videoconference at the Santa Barbara County
Education Office Board Room, Santa Maria.