



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
June 22, 2023 – 12:30 p.m.

AGENDA

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

Persons wishing to address the Personnel Commission 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:

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.