



**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.

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 April 27, 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 June 1, 2023

(Attachment)

c. Position Announcements

(Attachments)

- i. Administrator, School Business Advisory Services (Dual – Santa Barbara)
- ii. Educational Interpreter, American Sign Language (Dual – Santa Maria)
- iii. Program Associate (Dual – Santa Barbara)
- iv. Senior Software Engineer (Dual – Santa Barbara)
- v. Teaching Assistant (Dual – Santa Maria)

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

(Attachments)

- 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:

SECONDED:

VOTE:

b. Classification of Positions

- i. The Director recommends that two positions currently 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. These positions are in the Health Linkages program, and this recommendation has the support of the Associate Superintendent, Educational Services and CSEA.

MOVED:

SECONDED:

VOTE:

- ii. The Director recommends that a position currently classified as Health Advocate be reclassified to Health Advocate – Bilingual. Both classifications are in the Instructional Series and are used in the Health Linkages program. This recommendation has the support of the Associate Superintendent, Educational Services and CSEA.

MOVED:

SECONDED:

VOTE:

c. Job Descriptions
(Attachments)

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

MOVED: SECONDED: VOTE:

- ii. The Director, Human Resources recommends 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: SECONDED: VOTE:

UNFINISHED BUSINESS

12. Revision of Merit System Rules – Presented for Subsequent Readings
(Attachments)

- a. Revision of PC Rule 4441.2 Job Announcement Bulletin

MOVED: SECONDED: VOTE:

- b. Deletion of PC Rule 4432.5 Position Announcements

MOVED: SECONDED: VOTE:

NEW BUSINESS

13. Revision of Merit System Rule – Presented for First Reading
(Attachments)

4493.1 Paid Holidays

14. Review of Proposed 2023-2024 Personnel Commission Budget
(Attachments)

This is an information item. A public hearing on the proposed budget will be scheduled concurrently with the regularly scheduled June Personnel Commission meeting.

15. Approve Personnel Commission Meeting Dates for 2023-24
(Attachment)

MOVED:

SECONDED:

VOTE:

REPORTS

16. PERSONNEL COMMISSIONER REPORTS

17. DIRECTOR, HUMAN RESOURCES REPORT

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION

Evaluation of Director, Human Resources

The Personnel Commission will meet with Associate Superintendent Mari Baptista to begin the 2022-23 evaluation process for the Director, Human Resources.

ADJOURNMENT

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 Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.