



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
April 27, 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

Carmen Jaramillo led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Kaitelyn Kelly, Benefits and Employee Relations Analyst

Wendy Garcia, Certificated Human Resources Technician

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held March 23, 2023

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

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

The Director, Human Resources reported that Eduardo Gonzales-Ramos of the Santa Maria Joint Union High School District would be recognized with the SBCEO Bill Cirone Heart of Education Award.

The Director also highlighted a few items from the Superintendent's newsletter, including: SBCEO's significant participation in the upcoming State of Education event put on by the Santa Maria Valley Chamber of Commerce; Poetry Slam competition being hosted by SBCEO on May 4; the I Madonnari chalk painting festival hosted by SBCEO's Children's Creative Project over Memorial Day weekend as their major annual fundraiser; County Board of Education member Joe Howell being honored as a Santa Barbara Person of the Year by the Santa Barbara Foundation; and the Superintendent's Student Advisory Council members advocacy for increased support for student mental health.

b. Legislative Update

The Director, Human Resources had no legislative updates to share.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated May 4, 2023****c. Position Announcements**

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

- i. Accounting Assistant (Dual – Santa Barbara)
- ii. Administrative Assistant (Dual – Santa Barbara)
- iii. Computer/Network Technician II (Dual – SY Valley)
- iv. Paraeducator (Open Continuous – North)
- v. Paraeducator (Open Continuous – Santa Barbara)
- vi. School Occupational Therapist (Open Continuous – multiple locations)

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

b. Classification of Position — None**c. Job Descriptions — None****UNFINISHED BUSINESS****12. Revision of Merit System Rules – Presented for Second Reading****4441.2 Job Announcement Bulletin**

The Director, Human Resources presented additional proposed revisions made since the first reading. She presented this item in conjunction with item 13, which she proposed for deletion, the text of the rule having been incorporated into the proposed revision of PC Rule 4441.2.

There was a motion to vote on the revision of PC Rule 4441.2 and the deletion of PC Rule 4432.5 at the Personnel Commission's May meeting.

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

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

4432.5 Position Announcements

14. Quarterly Review of Personnel Commission Budget

This was presented as an information item.

15. Review Draft Personnel Commission Meeting Dates for 2023-24

There was discussion about the possibility of moving the December meeting a week earlier.

16. Classified School Employees of the Year Update

The Commissioners reviewed the draft of the letter to CSEY honorees and approved it.

MOVED: Gary Pickavet

SECONDED: Carmen Jaramillo VOTE: 3-0

REPORTS**15. PERSONNEL COMMISSIONER REPORTS**

Commissioners Jaramillo, Pickavet, and Ostini had no PC-related items to report.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that she and Mari Baptista had attended a conference put on by law firm AALRR. They attended different tracks – the Director went to the sessions on general HR management, which emphasized reasonable accommodation, discipline, and leave management. The Associate Superintendent attended the track on negotiations, since we're preparing for contract negotiations next year.

The Director reported that Human Resources is still working out some of the nuances of NeoEd, but we're very pleased with the system overall. Melissa Rodriguez finds that she is able to work much more efficiently and focus on high-value tasks like exam development.

Work has now begun on implementation of the Onboarding module, which we also purchased from NeoEd. The Director reported that the team is very excited about the possibilities this presents. Similar to how NeoEd improves the applicant experience, the Director predicted the Onboarding module will dramatically

improve the new hire experience and help set up our new hires for success from their first day, as well as a feeling of belonging.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:35 p.m. The next regular meeting will be held on Thursday, May 25, 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.



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

Apr 22, 2023 through May 19, 2023

Position #	Position Information
2562	Teaching Assistant • Peter B. Fitzgerald Community School • North County 35.00 hours per week • 10.00 months Bilingual required, 23/24 school year
2563	Clerical Assistant • Early Care and Education - Hope Center 4 • South 40.00 hours per week • 12.00 months
2564	Child Care Services Technician • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months Bilingual required
2565	Program Associate • Children's Creative Project • South County 40.00 hours per week • 12.00 months Starts 7/1/23
2566	Child Care Services Technician • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months Bilingual required
2567	Child Care Services Technician • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months
2568	Child Care Services Technician • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months Bilingual required
2569	Child Care Services Technician • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months
2570	Clerical Assistant • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months Bilingual required
2571	Manager, Maintenance and Project Planning • Operations Administration • South County 40.00 hours per week • 12.00 months
2572	Paraeducator • Manzanita Charter School 2 • North County 32.50 hours per week • 10.00 months 23/24 school year
2574	Computer/Network Technician, Information Technology Services • Network and Microcomputer Support • South County 40.00 hours per week • 12.00 months



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Susan C. Salcido, Superintendent of Schools

Apr 22, 2023 through May 19, 2023

Position #**Position Information**

2576

Administrative Assistant • Operations South • South County
40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

June 1, 2023

Appointments

Limited Term/Substitute

De La Mora, Dianna	May 15, 2023
Paraeducator • Special Education • Various Sites	
• Hourly as needed	
Najera, Kimberly	May 16, 2023
Student Worker • Children and Family Resource Services • Santa Barbara	
• Hourly as needed	
Sutton, Christina	May 8, 2023
Child Care Assistant • Early Care and Education • Various Sites	
• Hourly as needed	
Walker, Cameron	May 3, 2023
Paraeducator • Special Education • Various Sites	
• Hourly as needed	
Wallan, Jennifer	May 16, 2023
Paraeducator • Special Education • Various Sites	
• Hourly as needed	

Probationary

Croft, LeWanda	May 16, 2023
Manager, Maintenance and Project Planning • Internal Services • Operations Administration	
100% • 12 months	
Hurtado, Cecilia	May 1, 2023
Administrative Assistant • Human Resources • Human Resources Staff	
100% • 12 months	
Kelly, Kaitelyn	April 12, 2023
Benefits and Employee Relations Analyst • Human Resources • Benefits	
100% • 12 months	
Lopez, Lorena	April 24, 2023
Clerical Assistant • Early Care and Education • Hope Center	
100% • 12 months	

Perez del Campo, Chiara	April 27, 2023
Administrative Assistant • Early Care and Education • Hope Center	
100% • 12 months	
 Perez, Jasmin	 May 16, 2023
Child Care Assistant • Early Care and Education • Early Care and Education - Lompoc	
45% • 10 months	
 Rodriguez, Alejandra	 April 24, 2023
Accounting Assistant • Internal Services • Fiscal Services	
100% • 12 months	
 Valeriano, Ashley	 May 1, 2023
Accounting Assistant • Internal Services • Fiscal Services	
100% • 12 months	

Changes

Anniversary Increase

Bomer, Dyan	May 1, 2023
Senior Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center	
100% • 12 months	
 Carpio, Andrew	 May 1, 2023
Paraeducator • Special Education • Lenora Fillmore Preschool	
67.5% • 10 months	
 Figueroa, Nelson	 May 1, 2023
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2	
100% • 12 months	
 Gilmore, Joan	 May 1, 2023
Webmaster • Communications • Communications	
75% • 12 months	
 Herrera, Rosa	 May 1, 2023
Child Care Assistant • Early Care and Education • Just for Kids State Preschool Fillmore	
75% • 10 months	
 King, Barbara	 May 1, 2023
Paraeducator • Special Education • Arellanes Junior High School	
87.5% • 10 months	

Lopez, Jessica	May 1, 2023
Human Resources Supervisor • Human Resources • Certificated Human Resources Staff 100% • 12 months	
Martinez, Jennifer	May 1, 2023
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 100% • 12 months	
Martinez, Serena	May 1, 2023
Paraeducator • Special Education • Ralph Dunlap School DHOH 2 75% • 10 months	
Munar, Desiree	May 1, 2023
Paraeducator • Special Education • Battles State Preschool 67.5% • 10 months	
Olivas, Alleena	May 1, 2023
Paraeducator • Special Education • Tommie Kunst Junior High DHOH 87.5% • 10 months	
Quezada, Jacqueline	May 1, 2023
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2 100% • 12 months	
Rangel, Denae	May 1, 2023
Paraeducator • Special Education • Alice Shaw Elementary 77.5% • 10 months	
Robertson, Shawna	May 1, 2023
Paraeducator • Special Education • Infant Services, Lompoc 50% • 12 months 4%	
Torres, Liliana	May 1, 2023
Paraeducator • Special Education • Clarence Ruth Preschool 75% • 10 months	
<i>Probation to Permanent</i>	
Cervantes, Juan	May 1, 2023
Maintenance and Operations Supervisor • Internal Services • Operations South 100% • 12 months	

Gonzalez, Adelina Paraeducator • Special Education • Zaca Preschool 43.75% • Hourly as needed	May 1, 2023
Kerrutt-Dent, Erin Certificated Human Resources Specialist • Human Resources • Human Resources Staff 100% • 12 months	May 1, 2023
Lynch, Ryan School Occupational Therapist • Special Education • School Occupational Therapy Services 100% • 10 months	May 1, 2023
Patrick, Delaney Communications Specialist • Communications • Communications 100% • 12 months	May 1, 2023
Trigueros, Crystal Paraeducator • Special Education • Battles State Preschool 70% • 10 months	May 1, 2023

Separation

Released

Nguyen, Haylie Paraeducator • Special Education • Manzanita Charter School 81.25% • Hourly as needed Non completion of probation	May 2, 2023
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Resignation

Cadena Jr., Juan Senior Software Engineer • Information Technology Services • Information Technology Services 100% • 12 months	May 30, 2023
Hernandez, Vivian Office Assistant • Special Education • Special Education Support Staff, Lompoc 100% • 11 months	June 16, 2023
Rubio-Macias, Juana Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall 87.5% • 12 months	April 21, 2023

Retirement

Moore, Lauren Accounting Assistant • Internal Services • Fiscal Services - Budgeting 100% • 12 months	July 31, 2023
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SANTA BARBARA COUNTY EDUCATION OFFICE
invites applications for the position of:

Administrator, School Business Advisory Services

SALARY: \$67.54 - \$82.29 Hourly
\$11,751.17 - \$14,317.67 Monthly
\$141,014.00 - \$171,812.00 Annually

DIVISION: Administrative Services

DEPARTMENT: School Business Advisory Services

**OPENING
DATE:** 04/25/23

**CLOSING
DATE:** 05/15/23 11:59 PM

**SPECIFIC
LOCATION:** Santa Barbara

GENERAL DESCRIPTION:

Our ideal candidate

You are an excellent and visionary leader with many years of experience in roles of responsibility and independence, preferably in the field of accounting, school finance, or business administration. You take pride in the services you provide school districts and others and inspire your department to strive for excellence. You have a track record of success in fiscal and budget management and are technically oriented, proficient at improving systems, and an innovator. You handle and manage multiple projects simultaneously to meet deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You work well with a variety of people who are at varying levels. You lead, encourage, and assess employees well, with an eye toward their development and success. You are an excellent communicator, both orally and in writing.

General description

Under the direction of the Assistant Superintendent, Administrative Services, plan, organize, coordinate and manage the School Business Advisory Services Department and provide guidance and direction to unit managers, coordinators, and supervisors. Assess district fiscal solvency and direct the review, approval and monitoring of school district budgets for all school districts in Santa Barbara County under the authority of the Santa Barbara County Education Office. Formulate policies for budget review; serve as a policy and administrative resource to county school districts regarding all aspects of school finance; ensure that all districts and community colleges receive proper advice regarding all aspects of their fiscal responsibilities; direct the payroll, claims, accounting, and reporting functions of the department; and coordinate the activities and meetings of the County Committee on School District Organization and respond to related district organization issues as they occur, including working with districts on unification issues. Perform special projects as assigned by the Assistant Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Plan, organize, direct, and control the workflow of the department to assure that county school districts receive a consistently high level of service in keeping with their needs and that financial services are provided and operate in a high quality and reliable manner.
- Provide overall direction and technical expertise, information and assistance to SBCEO management and school districts regarding assigned functions; advise the Superintendent, Assistant Superintendent, and others of unusual trends or areas of concern and advise as needed including recommendation for appropriate correction action.
- Provide districts with detailed analysis of pending legislation that has financial impact on school districts; interpret legislation and summarize impact.
- Provide advice to districts regarding legal requirements in the area of school business, school claims, and retirement.
- Monitor the financial condition of school districts, interpret and review district revenue and expenditure projections and probable cash flow impact and provide independent projections as necessary in order to assist districts in remaining solvent.
- Work collaboratively with the Administrator, Information Technology Services, department managers and software vendor to fulfill financial system contract requirements; develop specifications, identify solutions for software bugs; Identify routine departmental, organizational, and districtwide activities for automation, to streamline processes and improve efficiency – then proceed to define requirements, create detail specifications and provide oversight to the development of the associated automated tools and solutions.
- Maintain contact with other county offices, the California Department of Education, and school districts to remain current on issues regarding school finance and fiscal solvency.
- Provide liaison between the Santa Barbara County Education Office and County of Santa Barbara.
- Coordinate activities and meetings of the County Committee on School District Organization; respond to related district organization or unification issues.
- Attend workshops and meetings in the areas of school business, finance, and school district organization, and as necessary or requested, provide the staff of the Santa Barbara County Education Office with reports and interpretations of such meetings.
- Serve as a consultant in such matters as school finance, special education finance, and other categorical funding.
- Supervise the design and implementation of training programs and activities directed toward the development of skills and knowledge of school district business personnel.
- Prepare statistical data related to the fiscal operation of school districts; prepare a variety of reports, correspondence and memoranda; conduct studies and surveys as necessary.
- Select, train, supervise, and evaluate assigned personnel, providing sustained leadership and coordination for the staff of the department.
- Prepare and monitor the department's annual budget and related documents.
- Participate in developing division goals, objectives and planning; acquire specialized and varied knowledge as assigned by the Assistant Superintendent.
- Perform other essential job-related duties as assigned.

REQUIREMENTS:

Education: A bachelor's degree from an accredited college or university with a major in accounting, business administration, public administration, or related field with significant coursework in accounting. Preferred: Master's degree and/or CASBO Chief Business Official Certification or equivalent.

Experience: Five years of increasingly responsible professional experience in accounting, auditing, budget analysis, business management, supervising, including two years of experience at a management level, preferably in a school or governmental setting.

Knowledge of:

- Business and management principles and techniques.

- Principles and practices of governmental budgeting, accounting, and auditing, especially applicable to school finance.
- County, district, state, and federal rules, regulations, policies and laws affecting school district financial activities and school district organization.
- The California School Accounting Manual.
- Information Technologies and financial systems are desirable.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Modern office practices, procedures and equipment and devices, including computers , mobile devices, integrated computerized business systems, financial spreadsheets, presentation software, word processing programs, and other related business office software systems.

Ability to:

- Interpret, apply, and explain laws, rules, and regulations as they apply to school district financial operations.
- Develop and implement new or revised business, financial or data processing methods and procedures.
- Interpret complex financial and statistical reports, documents, and accounting records.
- Perform professional accounting work.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Train and supervise personnel.
- Work confidentially with discretion and political sensitivity.
- Communicate effectively both orally and in writing.
- Maintain leadership techniques, effective interpersonal relationships and good public relations.
- Assemble and analyze complex data, identify alternative solutions and make appropriate recommendations.
- Function under pressure.
- Motivate teamwork.
- Use sound independent judgment and diplomatic techniques.
- Express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.

Licenses and certificates

Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office.

Working conditions

Typical office environment; subject to driving to a variety of locations to conduct work.

SUPPLEMENTAL INFORMATION:

Classified Management salary ranges have 9 steps (A-I). Initial salary placement for new hires may be at any step of the range, 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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sbceo.org>

4400 Cathedral Oaks Rd
Santa Barbara, CA 93110
8059644711x5225

MRodriguez@sbceo.org

Position #442
ADMINISTRATOR, SCHOOL BUSINESS ADVISORY
SERVICES
MR

Administrator, School Business Advisory Services Supplemental Questionnaire

- * 1. Describe your experience and knowledge with integrated financial and payroll systems.
- * 2. Describe your experience with auditing and multi-year budget projections.
- 3. Describe your experience in positions of leadership and supervision.
- * Required Question



SANTA BARBARA COUNTY EDUCATION OFFICE
invites applications for the position of:

Educational Interpreter, American Sign Language, Certified

SALARY: \$34.08 - \$43.30 Hourly

DIVISION: Special Education

OPENING DATE: 04/25/23

CLOSING DATE: Continuous

SPECIFIC LOCATION: Santa Maria

GENERAL DESCRIPTION:

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:

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

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
- 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.

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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sbceo.org>

4400 Cathedral Oaks Rd
Santa Barbara, CA 93110
8059644711x5225

MRodriguez@sbceo.org

Position #2023-00016
EDUCATIONAL INTERPRETER, AMERICAN SIGN
LANGUAGE, CERTIFIED
MR



Santa Barbara County Education Office Program Associate

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	2023-00017
DIVISION	Educational Services	DEPARTMENT	Children's Creative Project
OPENING DATE	05/01/2023	CLOSING DATE	5/22/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our Ideal Candidate

You have excellent organization, communication, and interpersonal skills as well as the ability to manage multiple projects and deadlines. You possess the ability to establish and maintain cooperative, effective, and collaborative working relationships with others. You are proficient in utilizing a computer and can create and maintain data systems. You are a strong team player and have the proven ability of promoting and developing projects, including the coordination of volunteers, participants, and/or contractors to ensure successful outcomes of events, volunteer and/or contractor placements, and initiatives. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General Description

Under the supervision of the assigned manager, responsible for creating and implementing community outreach, fundraising, volunteer and participant recruitment, fostering school-community relations, assisting with the implementation of educational programs, and other activities and initiatives to support multiple programs within the Santa Barbara County Education Office.

Specific Duties and Responsibilities

- Provide support for fundraising and volunteer, participant, and/or contractor recruitment and coordination of programs to include but not limited to data entry, creating and processing of direct mail, database management, outreach to donors, volunteers, program participants, and/or contractors including direct verbal and written solicitations
- Follow-up, track, train, and schedule volunteer, participant, and/or contractor into school- and community- based activities that support students and schools
- Responsible for creation, implementation and maintenance of fundraising, donor, volunteer, participant, and/or contractor databases

- Maintain positive and ongoing relationships with school sites and staff
- Responsible for event coordination, scheduling and preparing staff and volunteers, participants, and/or contractors for meetings, maintaining calendars, and making travel and entertainment arrangements
- Prepare electronic presentations and present to both large and small groups
- Identify partnerships with community organizations and non-profits that can support students and schools
- Recruit, schedule, place, and support volunteers, participants, and/or contractors and community resources into activities that support school sites and non-profits
- Assist with project monitoring and fidelity and track progress of projects until completed
- Perform site visits to ensure the professional development of the program participants
- Assist with planning and maintaining a working budget
- Prepare sophisticated reports, letters, and memoranda that contain complex and sensitive information about individuals and organizations involved in the program
- May perform a variety of clerical accounting duties in support of assigned SBCEO accounts and functions including processing various financial forms and documents, verifying accuracy and completeness, and reviewing and correcting account errors
- May assist with the preparation and processing of various financial forms including deposits, purchase orders, reimbursements and payments for program expenditures
- May assist with the creation of marketing materials to include but not limited to brochures, videos, flyers, and pamphlets
- May act as a representative for the Office and/or liaison at various community events, schools, and college and/or job fairs
- Research grant opportunities and assist with the completion of grant applications
- Be responsible for prompt responses for requests from donors, members of the community, SBCEO staff, volunteers, and/or contractors
- Other duties as assigned as it pertains to the essential functions of the job

Requirements

Education: High school diploma and two years of college level instruction

Experience: four years experience in a responsible administrative or program support position, including one year of experience working with locally based foundations, non-profits, businesses, schools, and/or community organizations

Knowledge and skills

- Role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- School and community demographics and needs
- Structure and processes of public education system and community resources
- Sufficient human relation skills to make formal presentations, facilitate group processes, and review contractor, volunteer and/or participant performance
- Field of philanthropy and charitable giving
- Grant making process
- Local nonprofit and/or business community
- Excellent computer skills to include industry standard software applications and familiarity with databases
- Advanced administrative assistant methods and responsibilities
- Modern administrative office practices, procedures, and equipment
- Excellent telephone techniques and etiquette

- Excellent report writing techniques
- Excellent English usage, grammar, spelling, punctuation and vocabulary
- Exceptional verbal and written communication skills and interpersonal skills that foster positive relationships with diverse populations
- Conflict management capabilities
- Video filming and editing
- Demonstrate keyboarding skills and speed as required by the assignment
- Interpersonal relations using tact, patience, and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Organize, plan, and control work assignments and projects involving a multiplicity of components and individuals providing support to achieve goals and objectives
- Perform varied, complex tasks
- Compose correspondence and written materials independently with edits and proofreading
- Work independently
- Maintain strict confidentiality in all aspects of work
- Prioritize duties and achieve planned goals for complex programs meeting schedules and timelines
- Establish and maintain effective cooperative working relationships with various staff, volunteers, program participants, contractors, community members and organizations
- Timely decision making and problem solving
- Identify opportunities and implement strategies for continuous improvement
-

Licenses and certificates

As incumbent will travel to different sites and locations within the county, this classification requires a valid California 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. Requires travel and participation at events in a variety of school districts and the community.

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.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711x5225

Website

<http://www.sbceo.org>

Program Associate Supplemental Questionnaire

*QUESTION 1

This position has an expected start date of Monday, July 3, 2023. Knowing this information, I am:

- ☐ interested in this position
- ☐ no longer interested in this position

* Required Question



Santa Barbara County Education Office

Senior Software Engineer

SALARY	\$46.61 - \$59.21 Hourly \$8,111.00 - \$10,303.00 Monthly \$97,332.00 - \$123,636.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00019
DIVISION	Administrative Services	DEPARTMENT	Information Technology Services
OPENING DATE	05/15/2023	CLOSING DATE	6/5/2023 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 earning the trust of colleagues and end users because of your attitude and results. You are good with people and explain complex technical issues in layman's terms. You are an excellent problem-solver, highly responsible, and take ownership of all responsibilities. You conduct research, apply new technologies as appropriate, communicate effectively, collaborate with other colleagues, and develop automated solutions to solve problems without jumping to conclusions or leaving the solutions to others. You mentor and train others, giving credit where it is due. You are solutions-oriented, avoid micromanaging, and you lead by example. You are committed to providing the best service possible.

General description

Responsible for maintaining and enhancing computer software systems; providing systems integration services; implementing and monitoring security and performance of hardware and software on mission-critical financial management information system. Role requires senior-level systems and database administration, performing the most complex activities within the scope of the department. Incumbent has broad architectural responsibilities, typically specializes in overlapping technology platforms, and may lead multiple projects while administering production system applications, infrastructure and databases.

Specific Duties and Responsibilities

- **Policy duties:** Provide technical input to policy and standards development related to technology use; maintain quality service by establishing standards.
- **Software development duties:** Perform complex technical work in design, development, installation, and maintenance of computer system software and utility programs; develop, maintain and enhance enterprise-wide computer software on a variety of platforms in the areas of payroll, finance, human resources, office administration, and other specialized programs.

- Analyze and design application systems and databases requiring innovative and diversified approaches to resolve issues in data collection, data coding, system controls, connectivity, auditing, processing cycles and reporting.

- Sort, organize, format and report a variety of complex data; develop application program test data, test programs and analyze test results to ensure all work meets expectations.

- Design, develop, and maintain new programs and modify existing programs to meet changing needs and provide enhancements; create and maintain detailed system documentation.

- **Systems integration duties:** Design and provide systems integration of specialized software programs; develop back-end database interfaces to web applications; design and code business and specialized application and data interfaces for efficiency, including automated data transfer among applications and secure electronic transmission of data to and from local, state, and federal agencies; work with network and software engineers to assess and test hardware and software interaction.

- **Systems administration duties:** Maintain enterprise systems ensuring security, high availability, good performance, and reliability of information; oversee and maintain mission-critical application systems such as financial management information system.

- Provide effective provisioning, installation/configuration, operation, monitoring, and maintenance of application systems and related infrastructure; plan and perform major upgrades of operating system, diagnostic tools, and application software; install system software, patches, fixes, and upgrades; document configurations.

- Install and administer web (IIS) and SQL servers; manage database systems to ensure maximum up-time of servers and proper integration with other systems; manage, configure, and maintain servers in virtual and traditional environments; diagnose and resolve complex software, server, and networking issues.

- Apply principles and techniques of systems management, including SQL and Active Directory; provide systems level programming.

- **Database administration duties:** Perform database administration, and database performance tuning, ensuring current versions of Microsoft SQL Server, FileMaker Pro, and other databases as appropriate; develop and maintain database structures for storage and retrieval in the form of reports, queries, and scripts; perform database and web server builds.

- Maintain and update schematics and documentation of data structures while safeguarding information against accidental or unauthorized damage, modification, or disclosure; maintain daily database jobs and stored procedure library; maintain replication environments for business systems.

- Support database functions by designing and coding utilities; implement processes to ensure data accuracy and security.

- **Performance duties:** Analyze situations for performance tuning, capacity planning, and recovery; coordinate, evaluate, implement and test systems functionality and tuning for performance; monitor systems and database performance.

- Use tools that yield network, storage, processing time and data transmission analytics to continually fine-tune systems; configure, operate, and monitor performance of server hardware and software, including operating systems, applications, and patches to support efficient and effective operation; manage multiple servers, virtual and physical.

- **Backup and recovery duties:** Coordinate system backups and recovery with network engineers; maintain backups of data for archival retrieval and data analysis.

- **Security duties:** Recommend and reinforce security measures as needed; integrate application security with Active Directory and other LDAP based services; evaluate security risks of current and planned databases.

- Participate in planning and maintenance of security infrastructure and procedures; perform systems administration, testing and application of security patches.

- Support infrastructure, upgrades, account maintenance, and authentication for network and application access; protect user privacy by following best practices.

- **Problem-solving duties:** Diagnose and resolve complex software, server and networking issues; maintain technical knowledge by reviewing professional publications, establishing professional networks, and attending workshops and conferences as required; troubleshoot and resolve problems reported by end users, including district technical staff.

- **Systems analysis duties:** Research and develop new processes to address emerging requirements; provide information by answering questions and conducting trainings.

—Meet with users to determine information systems needs and answer questions regarding software systems; document system specifications and develop custom systems or implement pre-packaged systems as appropriate; evaluate new software applications and alternative solutions; develop requirements, functional specifications and standards for software purchase and development; design solutions to ensure optimum performance.

—Interpret and apply federal, state, and local laws, codes and regulations.

- **Project management/technical leadership duties:** Coordinate work with staff to develop project timelines, work distribution, and timely completion of projects; provide implementation oversight of new application systems and software features for users; provide leadership to a team, technical guidance, and recommendations concerning computer programs and systems; proactively seek out help when needed to accomplish project goals.
- **Operations duties:** Operate desktop workstations, laptops, system consoles, virtual and physical servers, security appliances, network hardware, peripheral equipment and software.

- Perform related duties as assigned.

Requirements

Education: Any combination of degree and/or experience equivalent to a Bachelor's degree in computer science, management information systems, accounting or finance preferred, and five years increasingly responsible experience designing, developing, programming and maintaining automated business systems.

Knowledge of:

- All areas necessary to perform specific duties listed above
- Recent trends in software development, maintenance and enhancements, including web-based technologies and object-oriented development methodologies
- Principles of enterprise business systems; analysis, design, build, test, and deploy

Abilities:

- Take direction from supervisor and management, and work independently with little direction while managing time and requests effectively
- All skills required to perform duties listed above
- Provide leadership, technical guidance, and recommendations concerning computer programs and systems
- Research, upgrade, monitor, and recommend new system software and hardware;
- Apply principles and techniques of systems management
- Architect automated solutions for systems integration of disparate technologies; analyze data in terms of simultaneous occurrences of multiple processes; apply technology for improvements in organizational efficiency and effectiveness
- Develop and maintain database standards and naming conventions; install, research, test, and verify proper functioning of software patches and fixes; design and maintain normalized data structures; debug and code complex systems
- Listen to user requirements; understand the big picture at a systems level to provide the best solution; analyze alternatives and develop effective solutions; prepare development estimates for alternatives; design and develop the selected solution.
- Deal with multiple variables in situations where only limited standardization exists
- Train non-technical system users
- Interpret instructions furnished in written, oral, diagram, or schedule format

- Analyze and interpret data; draw conclusions; think critically; evaluate information and claims analytically and logically; choose optimal courses of action in a timely manner
- Develop and maintain cooperative working relationships with staff and user community
- Respond positively to change and modify behavior as the situation requires
- Be attentive to detail; focus on work content, work steps, and final work products
- Be innovative; devise new and better ways of doing things
- Maintain professional integrity and ethics; maintain trust through honesty, adherence to principles and personal accountability
- Self-manage; demonstrate personal organization, self-discipline, and dependability
- Be customer focused; attend to the needs and expectations of customers
- Meet schedules and timelines
- Communicate effectively both orally and in writing
- Have dexterity to operate a computer keyboard, lift moderately heavy objects, sit for extended periods of time

Licenses and certificates: A valid California driver's license and insurance coverage as required by state law.

Working conditions: Data processing environment, noise from computer equipment operation. Travel from site to site.

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.

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RECRUITMENT INFORMATION:

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- The examination process may include one or more of the following: written, oral, and performance examination.
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- 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.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

Website



Santa Barbara County Education Office

Teaching Assistant (Bilingual Required)

SALARY	\$20.89 - \$26.55 Hourly	LOCATION	Santa Maria - Orcutt
JOB TYPE	Part-Time	JOB NUMBER	2023-00018
DIVISION	Educational Services	DEPARTMENT	Juvenile Courts and Community Schools
OPENING DATE	05/02/2023	CLOSING DATE	5/22/2023 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

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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RECRUITMENT INFORMATION:

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- 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.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone**Website**

Teaching 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.

* Required Question



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

Open/Promotional Certification Eligibility List

Job Class: Clerical Assistant, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	26677	05-03-2024
2	26682	05-03-2024
3	26680	05-03-2024
3	26690	11-03-2023
4	26625	11-03-2023
5	26653	11-03-2023
5	26573	11-03-2023
5	26623	11-03-2023
6	26564	11-03-2023
6	26679	11-03-2023
6	26681	11-03-2023
6	26694	11-03-2023

Number of applicants: 39

Number of applicants passed screening: 31

Number of performance/written exam attendees: 22

Number of oral exam attendees: 14

05-09-2023

Applicant Flow Report

Clerical Assistant (Bilingual Required)

Step		Start	Passed	Failed	Pass Rate
1.Application Received	Total:	13	13	0	100.00%
2.Supplemental Questionnaire	Total:	13	13	0	100.00%
3.Written Exam	Total:	13	5	3	62.50%
4.Oral Exam	Total:	5	3	0	100.00%
Eligibles Referred	Total:	3	3	0	100.00%
Referred Hired	Total:	1	0	0	33.33%
Exam Overall	Total:	0	0	0	N/A

Dual Certification Eligibility List

Total Rank Sequential	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	50823911	11/03/2023	Eligible	Full-Time	1.0	40 hours/week
2	50778292	11/03/2023	Eligible	Full-Time	1.0	40 hours/week
3	49509256	11/03/2023	Eligible	Full-Time	1.0	40 hours/week



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Finance Systems Supervisor, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	26673	10-18-2023
2	26698	08-09-2023
2	26697	08-09-2023
3	26696	08-09-2023

Number of applicants: 5

Number of applicants passed screening: 4

Number of performance/written exam attendees: 4

Number of oral exam attendees: 1

04-24-2023



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

Open Continuous Certification Eligibility List

Job Class: Paraeducator, Part-Time (South County)

Rank	Application Number	Date Eligibility Expires
1	26659	10-25-2023
2	25849	10-25-2023

Applicant Flow Report

School Occupational Therapist

Step		Start	Passed	Failed	Pass Rate
1.Application Received	Total:	1	1	0	100.00%
Eligibles Referred	Total:	1	1	0	100.00%
Referred Hired	Total:	1	1	0	100.00%
Exam Overall	Total:	0	0	0	N/A

Open Continuous Eligibility List

Total Rank Sequential	Person ID	Expires	Status	Job Type	FTE	Number of Hours per Week
1	53348727	10/06/2023	Hired	Part-Time	0.4	16 hours/week

Applicant Flow Report

School Occupational Therapist (South)

Step		Start	Passed	Failed	Pass Rate
1.Application Received	Total:	1	1	0	100.00%
2.Supplemental Questionnaire	Total:	1	1	0	100.00%
Eligibles Referred	Total:	1	0	1	0.00%
Referred Hired	Total:	0	0	0	N/A
Exam Overall	Total:	0	0	0	N/A

Open Continuous Eligibility List

Total Rank Sequential	Person ID	Expires	Status	Job Type	FTE	Number of Hours per Week
1	13754447	11/05/2023	Eligible	Full-Time	0.60	24 hours/week



Personnel Commission

JOB DESCRIPTION

HEALTH ADVOCATE — BILINGUAL

Reports to: ~~Health Linkages Program Coordinator~~ Manager, Health Linkages Programs

Division: Educational Services

Our ideal candidate

You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player and someone who can communicate effectively with others including staff, partners, and Spanish-speaking families. You feel comfortable working in a fast-paced environment, are able to multi-task, and demonstrate flexibility. You are highly organized in record-keeping and data tracking.

General description

Under general supervision, participate in the coordination and implementation of health promotion, identification, and access-to-care programs; may be assigned to support children and families in one or more areas of health, such as behavioral wellness or oral health. Help prevent health and wellness issues from escalating to a severe level by performing health and wellness screenings; providing direct services such as fluoride varnish; providing children and their families with referrals to program and community resources and services; and supporting children and their families in overcoming obstacles to accessing care. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

Specific duties and responsibilities

- Assist in coordinating and implementing culturally and linguistically appropriate health education programs for children and families.
- Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs.
- Promote program services in the school community by attending school events, activities, and meetings (in person or virtually); educate students and families about resources available to help them overcome health and wellness challenges; advocate for students who are seeking or utilizing support services; respond to questions from parents, teachers, and community members relating to health issues, providing linguistically and culturally appropriate relevant information and/or making appropriate referrals.
- Prepare and distribute written information in Spanish and English to parents and students on health and safety topics.
- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.

HEALTH ADVOCATE — BILINGUAL

- With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services.
- Arrange health screenings and education for program participants with dental and medical practitioners.
- Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are linguistically, age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information; distributing information; and initiating contact for follow-up.
- Support health case management for children and families with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs and other services and resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations in Spanish and English
- ~~• May serve as a lead promotor(a), or community health worker, by recruiting, training, supporting, and delegating assignments to community health workers (promotoras) who assist with health promotion activities in a culturally and linguistically appropriate manner.~~
- Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs), ~~Coalition in Support of Promotoras de Salud of Santa Barbara County~~, and other groups.
- Perform other related duties as assigned.

Requirements

Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Possession of an associate's degree in a health-related field is desirable.

HEALTH ADVOCATE — BILINGUAL

Experience: One year of experience performing community health or related activities, such as health promotion or outreach, community resource and referral, or related field. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

Knowledge of

- Principles and practices of health education for children, youth, and families.
- ~~Promotores movement and model of community work.~~
- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.

Skill in

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

Ability to

- Learn, understand, and apply policies, procedures, and rules governing health and safety in assigned programs.
- Recognize signs and symptoms of common communicable diseases.
- Learn and understand basic medical terminology related to physical and behavioral health.
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.



HEALTH ADVOCATE — BILINGUAL

Licenses and certificates

- Possession of a valid California Class C driver's license and the use of a dependable automobile are required.
- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

Salary range 64

Series

Instructional

Approved by the Personnel Commission:

March 24, 2011

Revised:

September 26, 2019

Revised:

October 22, 2020

Revised:

May 25, 2023 (pending approval)

INFORMATION TECHNOLOGY SUPPORT SPECIALIST—BILINGUAL

Reports to: Director, Partners in Education

Division: Partners in Education

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 are solutions-oriented. You are committed to providing the best service available to the Santa Barbara County Education office and the school districts and families it serves.

General description

Responsible for the technical operation, design, implementation and administration of Computer for Families (CFF) local and wide area network systems including refurbishing, filtering content, ensuring security, and protecting student data privacy to comply with federal and state regulations. Also provide high-level technical support, supervise and train Computers for Families participants in English and Spanish, manage assigned projects, and provide leadership in technology usage. This bilingual individual acts as a liaison, interpreter, trainer and translator for participating CFF families.

Specific duties and responsibilities

- Refurbish donated computers-- Assess condition of donated equipment through comprehensive testing, and make informed decisions on usability; refurbish computers by installing necessary operating systems, hardware, and software on computer systems donated to the Computers for Families (CFF) program.
- Design, implement and administer Computers for Families OPEN DNS server (content filtering)
- Conduct technical training and support for participating parents -- Provide customer service, technical support (including Internet connectivity), and follow-up over the phone and in person as necessary in both English and Spanish; provide written/spoken translation assistance in both English and Spanish.
- Train families on basic computer setup and operation during distribution events
- Pick up donated computers from various locations and distribute donations and refurbished equipment to appropriate locations
- Organize refurbishment operations including recycling computers for usable equipment, organizing usable parts of equipment, maintaining deliver schedule of computers and making recommendations for equipment and parts purchases; train volunteers on how to refurbish computers
- Design, implement and administer CFF's network
- Ensure security and protection of student data
- Manage and monitor firewall and receive alerts if something unusual happens on the network, 24 hours per day, seven days per week

INFORMATION TECHNOLOGY SUPPORT SPECIALIST—BILINGUAL

- Oversee encryption of student databases
- Advise management on new federal and state regulations including CIPA, COPPA, FERPA
- Use excellent communication skills – ask questions and listen to customers to identify the issue, explain the problem in a clear and understandable way, and provide options for repair or replacement
- Oversee and ensure the efficient and smooth running of all computer systems.
- Write and implement policies to govern CFF's network environment and the systems connected to it
- Add, remove, or update user account information and reset passwords
- Secure network by developing network access, monitoring, control, and evaluation; maintain documentation of a network map
- Find security gaps by performing routine audits of hardware and software entities on the network and fix those deficiencies
- Apply operating system updates, patches, and make configuration changes to enhance security
- Protect the network from malicious entities such as hackers, viruses, and spyware.
- Ensure the security of all traffic that passes through the network
- Ensure the physical security of the network
- Maintain an inventory of [computers](#), servers, terminals, [modems](#) and other access devices that access the network
- Manage, assign, and maintain the list of all network addresses
- Upgrade, manage, and maintain firewalls, routers, and other network equipment
- Other duties as assigned

Requirements

Education: High school diploma

Experience: Three years of experience with computer operating systems installation, refurbishment and cross-platform applications

~~Knowledge and skills:~~ Knowledge of:

- SBCEO organization operations, goals, and services
- Computer networks, Internet protocol, and computer troubleshooting processes
- Industry-standard word processing, spreadsheets, and database programs
- Current hardware, Windows and Linux operating systems, peripherals, security devices, related applications and support software
- Windows and Linux security and productivity applications
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Correct Spanish and English speaking and writing conventions
- Record keeping techniques
- Telephone techniques and etiquette
- California Department of Motor Vehicle Code regulations for driving

INFORMATION TECHNOLOGY SUPPORT SPECIALIST—BILINGUAL

Ability to:

- Use hands to manipulate computer parts
- Diagnose, repair and test computer problems as they arise
- Quickly define source of computer malfunctions, and make assessments of equipment damage and usability
- Perform research, analysis, and evaluations of computer hardware, software, and related technologies
- Maintain current knowledge on trends and resources in the technology field
- Organize, establish, and maintain a data management storage and retrieval system for recycled computer parts
- Maintain high level of organization within office, and with computer equipment
- Receive complaints and take steps to facilitate resolution
- Analyze situations accurately and adopt an effective course of action
- Prioritize, schedule, and coordinate large workloads
- Meet schedules, timelines, and deadlines
- Effectively present information on technical aspects of CFF program to supervisors
- Represent the CFF program in a professional manner to the general public and community agencies
- Communicate effectively orally and in writing
- Speak fluently in both English and Spanish using terms related to computers
- Establish and maintain effective working relationships with co-workers, supervisors, volunteers, and donation recipients
- Lift and move computer equipment weighing up to 50 pounds on a frequent basis
- Contribute to department-wide duties and events
- Work independently and within a team environment
- Work confidentially with discretion

Licenses and certificates

Valid California driver's license, safe driving record, 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

Typical modern office environment, working around dusty, heavy, and delicate computer equipment

Series

[Information Technology](#)

Salary range 88

Approved by the Personnel Commission:

May 24, 2007

June 23, 2016

[May 25, 2023 \(pending approval\)](#)



Personnel Commission

JOB DESCRIPTION

PROGRAM ASSOCIATE

Reports to:— Varies according to assignment

Division:— Varies according to assignment

Our ideal candidate

You have excellent organization, communication, and interpersonal skills as well as the ability to manage multiple projects and deadlines. You possess the ability to establish and maintain cooperative, effective, and collaborative working relationships with others. You are proficient in utilizing a computer and can create and maintain data systems. You are a strong team player and have the proven ability of promoting and developing projects, including the coordination of volunteers, participants, and/or contractors to ensure successful outcomes of events, volunteer and/or contractor placements, and initiatives. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Under the supervision of the assigned manager, responsible for creating and implementing community and school outreach, fundraising, volunteer, participant, and/or contractor recruitment, fostering school-community relations, as well as the implementation of educational programs, and other activities and initiatives to support multiple programs within the Santa Barbara County Education Office.

Specific duties and responsibilities

- Provide support for fundraising and volunteer, participant, and/or contractor recruitment and coordination of programs to include but not limited to data entry, creating and processing of direct mail, database management, outreach to donors, volunteers, program participants, and/or contractors including direct verbal and written solicitations
- Follow-up, track, train, and schedule volunteer, participant, and/or contractor into school- and community- based activities that support students and schools
- Responsible for creation, implementation and maintenance of fundraising, donor, volunteer, participant, and/or contractor databases
- Maintain positive and ongoing relationships with school sites and staff
- Responsible for event coordination, scheduling and preparing staff and volunteers, participants, and/or contractors for meetings, maintaining calendars, and making travel and entertainment arrangements
- Prepare electronic presentations and present to both large and small groups
- Identify partnerships with community organizations and non-profits that can support students and schools
- Recruit, schedule, place, and support volunteers, participants, and/or contractors and community resources into activities that support school sites and non-profits
- Assist with project monitoring and fidelity and track progress of projects until completed
- Perform site visits to ensure the professional development of the program participants
- Assist with planning and maintaining a working budget
- Prepare sophisticated reports, letters, and memoranda that contain complex and sensitive

PROGRAM ASSOCIATE

information about individuals and organizations involved in the program

- May perform a variety of clerical accounting duties in support of assigned SBCEO accounts and functions including processing various financial forms and documents, verifying accuracy and completeness, and reviewing and correcting account errors
- May assist with the preparation and processing of various financial forms including deposits, purchase orders, reimbursements and payments for program expenditures
- May assist with the creation of marketing materials to include but not limited to brochures, videos, flyers, and pamphlets
- May act as a representative for the Office and/or liaison at various community events, schools, and college and/or job fairs
- Research grant opportunities and assist with the completion of grant applications
- Be responsible for prompt responses for requests from donors, members of the community, SBCEO staff, volunteers, and/or contractors
- Other duties as assigned as it pertains to the essential functions of the job

Requirements

Education: High school diploma and two years of college level instruction

Experience: four years experience in a responsible administrative or program support position, including one year of experience working with locally based foundations, non-profits, businesses, schools, and/or community organizations

Knowledge and skills

- Role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- School and community demographics and needs
- Structure and processes of public education system and community resources
- Sufficient human relation skills to make formal presentations, facilitate group processes, and review contractor, volunteer and/or participant performance
- Field of philanthropy and charitable giving
- Grant making process
- Local nonprofit and/or business community
- Excellent computer skills to include industry standard software applications and familiarity with databases
- Advanced administrative assistant methods and responsibilities
- Modern administrative office practices, procedures, and equipment
- Excellent telephone techniques and etiquette
- Excellent report writing techniques
- Excellent English usage, grammar, spelling, punctuation and vocabulary
- Exceptional verbal and written communication skills and interpersonal skills that foster positive relationships with diverse populations

PROGRAM ASSOCIATE

- Conflict management capabilities
- Video filming and editing
- Demonstrate keyboarding skills and speed as required by the assignment
- Interpersonal relations using tact, patience, and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Organize, plan, and control work assignments and projects involving a multiplicity of components and individuals providing support to achieve goals and objectives
- Perform varied, complex tasks
- Compose correspondence and written materials independently with edits and proofreading
- Work independently
- Maintain strict confidentiality in all aspects of work
- Prioritize duties and achieve planned goals for complex programs meeting schedules and timelines
- Establish and maintain effective cooperative working relationships with various staff, volunteers, program participants, contractors, community members and organizations
- Timely decision making and problem solving
- Identify opportunities and implement strategies for continuous improvement

Licenses and certificates

~~As incumbent will travel to different sites and locations within the county, this classification requires a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.~~

Some positions in this classification may require:

- 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

Work is performed indoors with minimal exposure to health and safety hazards. Requires travel and participation at events in a variety of school districts and the community.

Series

Administrative Support



PROGRAM ASSOCIATE

Salary range 72

Approved by the Personnel Commission:

March 23, 2008

Revised:

July 24, 2008

November 21, 2013

October 27, 2016

June 28, 2018

May 25, 2023 (pending approval)



Personnel Commission

JOB DESCRIPTION

PROGRAM SERVICES MANAGER

Reports to: Director, Partners in Education

Division: Partners in Education

Our ideal candidate

Ideally, you are an excellent communicator, both orally and in writing. You take initiative and have a big-picture approach, always looking for ways to foster collaboration. You can work effectively with a variety of people in varying roles, and earn the trust of those around you through a thoughtful approach to difficult decision-making. You are diplomatic and professional and lead by example, working to support your team members while pushing them to excel. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are extremely organized, flexible, and cool under pressure.

General description

Responsible for providing direct support to the executive director in carrying out organization goals and special projects. This will entail managing Partners in Education programming, including the Countywide Volunteer Program, the Paid Student Internship Program, and Computers for Families, creating cohesive messaging and clear objectives for the programs, and crafting strategies to reach those goals.

Specific duties and responsibilities

- Support the executive director and organizational objectives
- Work with executive director to set goals and create strategies to achieve them
- Act as organization representative, carrying out pre-determined initiatives and messages, and representing the program at volunteer and community events
- Act as trusted advisor on decisions regarding topics that vary in levels of importance and confidentiality
- Create regular reports for use in grants, presentations, board meetings and staff meetings; support grant writing and submissions
- Lead small-scale fundraising for individual programs, while also supporting organization-wide fundraising efforts
- Act as countywide liaison between business and education communities, while interacting with people of different roles and backgrounds
- Continually improve program operations and systems, act as project manager for projects as assigned
- Supervise and develop program staff and support them in achieving goals
- Develop and maintain efficient systems for tracking program data. Prepare clear and helpful documents that represent the program and its mission
- Oversee volunteer and student data collection through an internally managed database; enforce data collection protocols
- Hold regular one-on-one meetings with staff, tracking goals and providing clear feedback; provide professional growth opportunities for staff and hold staff accountable for goals and objectives
- Coordinate and facilitate a variety of meetings, including those for committees, task forces, and staff members

PROGRAM SERVICES MANAGER

- Develop and lead internal volunteer support programs and regularly implement improvements
- Support staff directly supervising volunteers and interns
- Maintain partnerships with other agencies and service providers countywide including volunteer screening sites at clinics and police departments
- Lead large-scale event planning
- Maintain program web pages
- Create marketing materials including videos, brochures, flyers, and social media posts.
- Continually improve program operations and systems
- Other duties as assigned

Requirements

Education: The position requires a college degree in a related or applicable field

Experience: Five years of relevant experience and responsibilities

Knowledge and Skills

- SBCEO organization operations, goals, and services
- Educational systems and working with educators
- Record-keeping techniques
- Telephone techniques and etiquette
- Challenges that low-income populations face
- Child labor laws
- Protocols and best practices for collecting and storing student, volunteer, and donor data
- Nonprofit management
- Fundraising strategies
- Social media
- Working analytical skills and ability to solve issues without a clear solution
- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills, using tact, patience and courtesy

Abilities

- Deal with people at all levels
- Work with members of the community and earn their trust and respect
- Solve problems, knowing that a one-size-fits-all approach will not work
- Organize and maintain reports
- Maintain a website
- Maintain effective working relationships with co-workers, management, volunteers, and members of the community
- Communicate effectively orally and in writing
- Work independently and within a team environment
- Work confidentially and with discretion

PROGRAM SERVICES MANAGER

Licenses and certificates

- Valid California driver's license, safe driving record, 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

Work is performed indoors in a typical modern office environment with minimal exposure to health and safety considerations.

Management salary range 13

Approved by the Personnel Commission:

Revised:

July 28, 2016

May 25 2023 (pending approval)

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.2 Job Announcement bulletin

A. Whenever it is necessary to fill existing or anticipated vacancies in the classified service and an appropriate eligibility list does not exist, as determined by the Director, Human Resources, the Commission shall direct the holding of an examination to provide eligibles. At least ten working days advance public notice shall be given, except in the case of the “open continuous” examinations. The job announcement notice shall contain the following facts:

1. Information concerning the location of employment, the expected number of vacancies, and other conditions of employment.
2. Description of the scope of duties and responsibilities of the position and the classification title.
3. Minimum qualifications required.
4. The salary.
5. The last date for filling an application.
6. The subject about which the competitors may be examined and the weights of the various parts of the examination.
7. The types and duration of the eligibility list established.
8. Such other information as will assist the applicants and the public in fully understanding the nature of the employment and procedures necessary to participate in the examination process.

B. The Director, Human Resources shall establish procedures for the maintenance of employee requests for transfers, change of location, change of assignment and notification of forthcoming examinations.

Reference:

Education Code Sections 45278 and 45292

Approved:	August 26, 1982
Revised:	August 31, 1992
Pending Approval:	October 23, 2014

AGENDA ITEM 12a - proposed revision, changes tracked

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.2 ~~Job-Position~~ Announcements ~~bulletin~~

A. ~~Whenever it is necessary to fill existing or anticipated vacancies~~ When a current or anticipated vacancy in the classified service is authorized to be filled by examination and an appropriate eligibility list does not exist, ~~as determined by the Director, Human Resources, the Commission~~ shall direct the posting of an announcement ~~holding~~ of an examination to ~~provide eligibles~~ establish an eligibility list. ~~At least ten working days advance public notice shall be given, except in the case of the "open continuous" examinations.~~ The job-position announcement notice shall contain the following ~~facts~~ information:

1. Classification title and a description of the scope of duties and responsibilities of the position.
2. Minimum qualifications required, including special qualifications such as (but not limited to): the ability to speak, read, or write a language in addition to English; or possession of a valid driver's license.
3. Rate of pay.
4. Information concerning the location ~~General location of employment assignment, the expected number of vacancies, and other conditions of employment.~~
5. Categories of applicants who are eligible to apply for the position (i.e. SBCEO classified employees who have achieved permanency or all applicants).
2. ~~Description of the scope of duties and responsibilities of the position and the classification title.~~
3. ~~The salary.~~
4. 6. ~~The last date~~ Deadline for filling an application, if applicable.
5. ~~The subject about which the competitors may be examined and the weights of the various parts of the examination.~~
7. General information about the examination process.
8. ~~The types and duration of the eligibility list~~ that will be established from the examination.
9. Whether the examination is eligible for veterans' preference.
10. Non-discrimination statement, consistent with SBCEO Board Policy.
6. _____

Such other information as will assist ~~the applicants and the public~~ in fully understanding the nature of the employment position and procedures necessary to participate in the examination ~~the application and selection~~ process may also be included, at the discretion of the Director, Human Resources.

B. ~~The Director, Human Resources shall establish procedures for the maintenance of employee requests for transfers, change of location, change of assignment and notification~~

| ~~of forthcoming examinations.~~

Reference:

Education Code Sections 45278 and 45292

Approved: August 26, 1982

Revised: August 31, 1992

| ~~Pending Approval: October 23, 2014~~

May 25, 2023 (pending approval)

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.2 Position Announcements

- A. When a current or anticipated vacancy in the classified service is authorized to be filled by examination and an appropriate eligibility list does not exist, the Director, Human Resources shall direct the posting of an announcement of an examination to establish an eligibility list. The position announcement shall contain the following information:
1. Classification title and a description of the scope of duties and responsibilities of the position.
 2. Minimum qualifications required, including special qualifications such as (but not limited to): the ability to speak, read, or write a language in addition to English; or possession of a valid driver's license.
 3. Rate of pay.
 4. General location of assignment.
 5. Categories of applicants who are eligible to apply for the position (i.e. SBCEO classified employees who have achieved permanency or all applicants).
 6. Deadline for filing an application, if applicable.
 7. General information about the examination process.
 8. Type and duration of the eligibility list that will be established from the examination.
 9. Whether the examination is eligible for veterans' preference.
 10. Non-discrimination statement, consistent with SBCEO Board Policy.

Such other information as will assist applicants in fully understanding the nature of the position and the application and selection process may also be included, at the discretion of the Director, Human Resources.

Reference:

Education Code Sections 45278 and 45292

Approved:	August 26, 1982
Revised:	August 31, 1992
	May 25, 2023 (pending approval)

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4432 General Classification Rules

4432.5 Position Announcements

- A. When the ability to speak, read, or write a language in addition to English, or possession of a valid driver's license is a requirement of the position to be filled, the Position Announcement shall so indicate.

Reference:

Education Code 4527

Approved: July 24, 2014
Revised: August 8, 2018

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 13 - 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. ~~in~~ 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. one 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.

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~~ 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)

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)

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			157,932
PER COM,Class Admin Sal,Clas Pers,Undistri			
1	Salary	157,931.05	
01- 0000- 0- 0000- 7460- 2400- 000- 1490- 0000			161,022
PER COM,Cler/Office Sal,Clas Pers,Undistri			
4	Manual	1,440.00	
6	Salary	159,582.00	
01- 0000- 0- 0000- 7460- 2430- 000- 1490- 0000			3,000
PER COM,Extra Hours/OT,Clas Pers,Undistri			
1	Manual	3,000.00	
01- 0000- 0- 0000- 7460- 2440- 000- 1490- 0000			3,000
PER COM,Substitutes,Clas Pers,Undistri			
1	Manual	3,000.00	
01- 0000- 0- 0000- 7460- 3202- 000- 1490- 0000			87,349
PER COM,PERS2,Clas Pers,Undistri			
2	Manual	1,620.00	
5	Salary	85,728.52	
01- 0000- 0- 0000- 7460- 3302- 000- 1490- 0000			162
PER COM,OasdMed2,Clas Pers,Undistri			
1	Salary	66.07	
2	Manual	95.83	
01- 0000- 0- 0000- 7460- 3304- 000- 1490- 0000			4,703
PER COM,Medi Class,Clas Pers,Undistri			
6	Manual	123.33	
6	Salary	4,579.02	
01- 0000- 0- 0000- 7460- 3402- 000- 1490- 0000			106,846
PER COM,H&W2 Class,Clas Pers,Undistri			
1	Manual	1,065.60	
2	Benefit	6,702.40-	
14	Salary	112,482.00	
01- 0000- 0- 0000- 7460- 3502- 000- 1490- 0000			642
PER COM,Unempl2 Class,Clas Pers,Undistri			
2	Manual	12.00	
5	Salary	629.45	
01- 0000- 0- 0000- 7460- 3602- 000- 1490- 0000			5,056
PER COM,WrkComp2 Class,Clas Pers,Undistri			
6	Manual	132.59	
6	Salary	4,923.24	
01- 0000- 0- 0000- 7460- 4300- 000- 1490- 0000			200
PER COM,Supplies,Clas Pers,Undistri			
1	Other	200.00	
01- 0000- 0- 0000- 7460- 4340- 000- 1490- 0000			400
PER COM,Compter Exps,Clas Pers,Undistri			
1	Other	400.00	
01- 0000- 0- 0000- 7460- 4350- 000- 1490- 0000			3,000
PER COM,Office Supply,Clas Pers,Undistri			
1	Other	3,000.00	
01- 0000- 0- 0000- 7460- 5200- 000- 1490- 0000			2,100
PER COM,Travel,Clas Pers,Undistri			

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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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				4,000
PER COM,Out of Cnty Trv,Clas Pers,Undistri				
1	Other	4,000.00		
01 - 0000 - 0 - 0000 - 7460 - 5300 - 000 - 1490 - 0000				3,336
PER COM,Dues/Membership,Clas Pers,Undistri				
2	Other	3,336.00		
01 - 0000 - 0 - 0000 - 7460 - 5610 - 000 - 1490 - 0000				1,675
PER COM,Rntl Les w/o Op,Clas Pers,Undistri				
1	Other	1,675.00		
01 - 0000 - 0 - 0000 - 7460 - 5630 - 000 - 1490 - 0000				200
PER COM,Repairs,Clas Pers,Undistri				
1	Other	200.00		
01 - 0000 - 0 - 0000 - 7460 - 5640 - 000 - 1490 - 0000				500
PER COM,Computer Repr,Clas Pers,Undistri				
1	Other	500.00		
01 - 0000 - 0 - 0000 - 7460 - 5650 - 000 - 1490 - 0000				1,249
PER COM,Maint Agreemnts,Clas Pers,Undistri				
1	Other	1,249.00		
01 - 0000 - 0 - 0000 - 7460 - 5715 - 000 - 1490 - 0000				400
PER COM,PhotoCopies,Clas Pers,Undistri				
1	Other	400.00		
01 - 0000 - 0 - 0000 - 7460 - 5720 - 000 - 1490 - 0000				50
PER COM,Postage,Clas Pers,Undistri				
1	Other	50.00		
01 - 0000 - 0 - 0000 - 7460 - 5730 - 000 - 1490 - 0000				1,025
PER COM,Printing/Dupl,Clas Pers,Undistri				
1	Other	1,025.00		
01 - 0000 - 0 - 0000 - 7460 - 5745 - 000 - 1490 - 0000				300
PER COM,Vehicle Use,Clas Pers,Undistri				
1	Other	300.00		
01 - 0000 - 0 - 0000 - 7460 - 5800 - 000 - 1490 - 0000				12,774
PER COM,Prof Consulting,Clas Pers,Undistri				
2	Other	12,774.00		
01 - 0000 - 0 - 0000 - 7460 - 5830 - 000 - 1490 - 0000				10,301
PER COM,Advertisement,Clas Pers,Undistri				
1	Other	10,301.00		
01 - 0000 - 0 - 0000 - 7460 - 5930 - 000 - 1490 - 0000				40
PER COM,Postge,Rfl Mtrs,Clas Pers,Undistri				
1	Other	40.00		
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	



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

DRAFT

Personnel Commission Meetings
 2023/2024

Date & Time

Location

Thursday, July 27, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, August 24, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, September 28, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, October 26, 2023 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, November 16, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, December 14, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, January 25, 2024 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, February 22, 2024 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, March 28, 2024 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, April 25, 2024 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, May 23, 2024 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, June 27, 2024 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South

Meetings are typically held the fourth Thursday of each month starting at 12:30 p.m. at the Santa Barbara County Education Office Board Room, located at 4400 Cathedral Oaks Road, Santa Barbara and video conference in the North County Board Room, located at 402 Farnel Road, Santa Maria.

*** The October, March, and June Personnel Commission meetings are typically held at the Santa Barbara County Education North Office Board Room, 402 Farnel Road, Santa Maria, starting at 12:30 p.m.**