



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
March 23, 2023 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:31 p.m.

2. Roll Call

Members Present

Mike Ostini, Chair

Gary Pickavet, Vice Chair

Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance.

4. Changes to the Agenda

The Director, Human Resources noted that agenda item 12 would require a vote, while agenda item 13 involved discussion only.

5. Introduction of Staff and Guests

Staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Wendy Garcia, Certificated Human Resources Technician

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held February 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 Dos Pueblos High School placed second at Mock Trial State Finals, and the team's defense attorney won the top individual award.

The Director also highlighted a few items from the Superintendent's newsletter, including: SBCEO's Juvenile Court and Community Schools earned accreditation; the recently issued CDC report on teen mental health, and how SBCEO's programs are addressing this crisis; revised guidance from the California Department of Public Health on COVID isolation and quarantine; and the Superintendent's Student Advisory Council member, Angel Pineda Santana, who addressed the March 2 County Board of Education meeting.

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 April 6, 2023****c. Position Announcements**

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

- i. Accounting Assistant (Dual – South)
- ii. Child Care Services Technician (Dual – South)
- iii. Paraeducator (Open Continuous – North)
- iv. Braille Transcriber (Open Continuous – North)
- v. Health Advocate (Dual – South)
- vi. Benefits and Employee Relations Analyst (Dual – South)

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

b. Classification of Position

The Director, Human Resources recommended the establishment of the classification of School Physical Therapist at the classified salary range of 99. This recommendation has the support of the Associate Superintendent, Special Education.

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

c. Job Descriptions — None**UNFINISHED BUSINESS****12. Revision of Merit System Rules – Presented for Second Reading**

- a. 4411, Definitions (proposed addition of a definition of Reassignment, proposed revision to the definition of Transfer)
- b. 4462.1, Transfers

The Director, Human Resources recommended revisions to the PC Rule on Transfers, distinguishing transfers from reassignments. She recommended accompanying revisions to the Definitions section of the Rules: clarifying the definition of transfers and adding a definition of reassignments.

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

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

4441.2 Job Announcement Bulletin

The Director summarized the proposed revisions and rationale for them. The discussion included a suggestion that position announcements include SBCEO's Title IX non-discrimination language. The Commission also asked the Director to determine whether Lompoc Unified, the other merit system school district in Santa Barbara County, had similar language in their PC Rules regarding a minimum of ten days' advance notice of an examination.

14. Adoption of Resolution for Classified School Employee Week, 2023

The Director, Human Resources noted that the nomination period was open and that nominations must be submitted to HR by April 3.

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 SBCEO hosted the North County edition of our Countywide Education Job Fairs on February 25. The event was well executed but unfortunately, there were not very many attendees (34).

The Director noted that it was nice to see Commissioner Ostini at the service awards ceremony on February 28 and hear him speak a few words on behalf of the Commission and classified employees.

The Director reported that she and Associate Superintendent of Human Resources Mari Baptista made a presentation to the Board at their March 2 meeting about the state of the education workforce in our county.

The Director was pleased to report that Classified Human Resources Analyst Melissa Rodriguez had earned a scholarship to attend the Merit Academy.

Finally, the Director reported that on March 16, HR had gone live with NeoEd, our new applicant tracking system for classified recruiting. She showed the interface and noted several highlights of the system, as well as HR's expectation

that it would dramatically improve the applicant experience and enhance our classified recruiting efforts.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA. The Director, Human Resources reported that SBCEO had been informed that Carlos Lopez would continue as our CSEA field representative after all.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:44 p.m. The next regular meeting will be held on Thursday, April 27, 2023, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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

Mar 18, 2023 through Apr 21, 2023

Position #	Position Information
2556	Administrative Assistant • Human Resources Staff • South 40.00 hours per week • 12.00 months Bilingual required
2557	Clerical Assistant • Early Care and Education - Hope Center 4 • South 40.00 hours per week • 12.00 months Bilingual required
2558	Teaching Assistant • Peter B. Fitzgerald Community School • North County 35.00 hours per week • 10.00 months Bilingual required
2560	Administrative Assistant • Transitional Youth • South County 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

May 4, 2023

Appointments

Limited Term/Substitute

Ambrocio Campos, Maria Eugenia Paraeducator • Special Education • Various Sites • Hourly as needed	March 29, 2023
Gonzalez, Zuliana Paraeducator • Special Education • Various Sites • Hourly as needed	April 18, 2023
Ross, Samantha Student Worker Tutor • Partners In Education • Hope Center • Hourly as needed	March 29, 2023
Sloan, Katherine Paraeducator • Special Education • Various Sites • Hourly as needed	April 20, 2023
Yousefivand, Alexandra Paraeducator • Special Education • Various Sites • Hourly as needed	April 17, 2023

Probationary

Hsu, Rebeca Sofia Health Advocate • Children and Family Resource Services • Health Linkages - South County 100% • 12 months	April 17, 2023
Luevanos, Nataly Paraeducator • Special Education • New Horizons Preschool 70% • 10 months	March 28, 2023

Changes

Anniversary Increase

Barcos, Lydia Accounting Technician • School Business Advisory Services • School Business Advisory Services 50% • 12 months	April 1, 2023
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<p>Bluem, Denice</p> <p>Educational Interpreter, American Sign Language, Certified • Special Education • Dunlap School DHOH</p> <p>75% • 10 months</p>	<p>April 1, 2023</p>
<p>Catalan Pineda, Zurisaday</p> <p>Paraeducator • Special Education • Clarence Ruth Preschool</p> <p>75% • 10 months</p>	<p>April 1, 2023</p>
<p>Consolascio, Sherry</p> <p>Food Service Worker • Early Care and Education • Santa Maria Cal-SAFE</p> <p>100% • 10 months</p>	<p>April 1, 2023</p>
<p>Davis, Eli</p> <p>Inventory Specialist • Special Education • Special Education Accounting</p> <p>100% • 12 months</p>	<p>April 1, 2023</p>
<p>Earle, Rosangel</p> <p>Paraeducator • Special Education • Speech/Language Services, Lompoc</p> <p>75% • 10 months</p>	<p>April 1, 2023</p>
<p>Estrada, Jacqueline</p> <p>Accounting Assistant • Internal Services • Accounting - Fiscal Services</p> <p>100% • 12 months</p>	<p>April 1, 2023</p>
<p>Gadler Bell, Marilee</p> <p>School Occupational Therapist • Special Education • School Occupational Therapy Services</p> <p>100% • 12 months</p>	<p>April 1, 2023</p>
<p>Garcia Mendoza, Adriana</p> <p>Child Care Assistant • Early Care and Education • Learning Place State Preschool</p> <p>75% • 10 months</p>	<p>April 1, 2023</p>
<p>Gonzalez, Esther</p> <p>Paraeducator • Special Education • Speech/Language Services, Dunlap</p> <p>75% • 10 months</p>	<p>April 1, 2023</p>
<p>Hernandez, Vivian</p> <p>Office Assistant • Special Education • Special Education Support Staff, Lompoc</p> <p>100% • 11 months</p>	<p>April 1, 2023</p>
<p>Howard, Diane</p> <p>Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 4</p> <p>100% • 12 months</p>	<p>April 1, 2023</p>

Huitron, Alejandra	April 1, 2023
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County	
100% • 12 months	
 Kerns, Heather	 April 1, 2023
Paraeducator • Special Education • Vision Services	
75% • 10 months	
 Lemos, Lisa	 April 1, 2023
Paraeducator • Special Education • Alice Shaw Elementary	
77.5% • 10 months	
 Maldonado, Liliana	 April 1, 2023
Paraeducator • Special Education • Cold Spring School	
81.25% • 10 months	
 Maquinalez, Jodi	 April 1, 2023
Paraeducator • Special Education • Orientation and Mobility Specialist	
75% • 10 months	
 Marble, Margaret	 April 1, 2023
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
 Martinez, Veronica	 April 1, 2023
Paraeducator • Special Education • Speech/Language Services, McClelland	
75% • 10 months	
 Moreno Covarrubias, Blanca	 April 1, 2023
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
 Muhr, Joan	 April 1, 2023
Office Assistant • Information Technology Services • Information Technology Services	
30% • 12 months	
 Muniz, Alicia	 April 1, 2023
Paraeducator • Special Education • Cuyama Elementary School	
81.25% • 10 months	
 Ramirez, Norma	 April 1, 2023
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	

Remick, Cory	April 1, 2023
Senior Software Engineer • Information Technology Services • Information Technology Services	
100% • 12 months	
 Rodriguez, Isabel	 April 1, 2023
Paraeducator • Special Education • Manzanita Charter School	
81.25% • 10 months	
 Sprague, Lynette	 April 1, 2023
Paraeducator • Special Education • Hollister School Elementary	
81.25% • 10 months	
 Teran, Ruby	 April 1, 2023
Paraeducator • Special Education • Dos Puertas School	
84.375% • 12 months	
 Valadez, Patricia	 April 1, 2023
Accounting Technician, Senior • Internal Services • Accounting	
100% • 12 months	
 Velazquez, Ricardo	 April 1, 2023
Paraeducator • Special Education • Infant Services, Santa Maria	
50% • 10 months	
 Watson, Clarissa	 April 1, 2023
Paraeducator • Special Education • Los Robles High School	
68.75% • 12 months	
 Wells, Brittany	 April 1, 2023
Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE	
100% • 10 months	
 Wheeler, William	 April 1, 2023
Computer/Network Technician, Information Technology Services • ITS • Network/ Microcomputer Support	
100% • 12 months	
 Wold, Kristen	 April 1, 2023
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	

Differential - Add

Lopez-DelaCruz, Guadalupe March 16, 2023
Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 4
100% • 12 months
Bilingual

Increased Time (Voluntary)

Dal Bon, Darnyl April 17, 2023
Office Assistant • Children and Family Resource Services • Health Linkages Administration
100% • 12 months
From .75

Sawyer, Erin Lane April 10, 2023
Program Associate • Children's Creative Project • Children's Creative Project
100% • Hourly as needed
From .75

Probation to Permanent

Cortez, Heidi April 1, 2023
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Leon, Monica April 1, 2023
Child Care Services Technician • Early Care and Education • Early Care and Education - Lompoc 2
100% • 12 months

Leonard, Julie April 1, 2023
Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Lompoc
75% • 10 months

Lopez-DelaCruz, Guadalupe April 1, 2023
Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 4
100% • 12 months

Pacheco, Gabrielle April 1, 2023
Child Care Assistant • Early Care and Education • Young Learners State Preschool
75% • 10 months

Rivera, Fabiola April 1, 2023
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Rodriguez, Melissa
Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff
100% • 12 months
April 1, 2023

Promotion

Lopez Heredia, Rodrigo
Accounting Technician • Internal Services • Accounting - Fiscal Services
100% • 12 months
April 10, 2023

Reassignment

Carroll, Jaime
Paraeducator • Special Education • Allan Hancock Preschool
67.5% • 10 months
From Orcutt Academy H.S. Preschool
March 21, 2023

Jasso, Gabriela
Paraeducator • Special Education • Ontiveros Preschool
75% • 10 months
From Preschool Specialist, McClelland
April 17, 2023

Lemos, Lisa
Paraeducator • Special Education • Olga Reed Elementary
77.5% • 10 months
From Alice Shaw School
April 4, 2023

Transfer

Estrada, Jacqueline
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months
April 1, 2023

Separation

Resignation

Gonzalez, Zuliana
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months
April 7, 2023

Montano, Amber
Paraeducator • Special Education • Ontiveros Preschool
75% • 10 months
April 21, 2023

Nolasco, Priscilla
Office Assistant • Human Resources • Human Resources Staff
50% • 12 months
June 9, 2023

Retirement

Cahill, Joan	July 10, 2023
Paraeducator • Special Education • Cabrillo High School	
81.25% • 10 months	
Gilmore, Joan	June 30, 2023
Webmaster • Communications • Communications	
75% • 12 months	
Hankins, Laurie	June 30, 2023
CalSTRS Retirement Benefits Counselor • Human Resources • STRS Counseling	
100% • 12 months	
Sprague, Lynette	July 7, 2023
Paraeducator • Special Education • Hollister School Elementary	
81.25% • 10 months	



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

Administrative Assistant (Bilingual Required)

SALARY:	\$24.95 - \$31.67 Hourly \$4,341.00 - \$5,510.00 Monthly \$52,092.00 - \$66,120.00 Annually
DIVISION:	Special Education
OPENING DATE:	03/22/23
CLOSING DATE:	04/11/23 11:59 PM
LOCATION:	Santa Maria

GENERAL DESCRIPTION:

Our ideal candidate

You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

General description

Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors
- Provide information where independent judgement, knowledge and interpretations are utilized
- Research and compile background material such as statistical and financial data and supporting information
- Compile and prepare comprehensive reports, records, surveys and other documents
- Coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates
- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action

- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of meetings
- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records
- May assist with ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- May assist with setting up and processing of numerous contracts for contractors
- Prepare and maintain calendar of activities, meetings, and events
- Schedule appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages or information for web pages
- Assist with online registration for numerous department workshops and events
- Assist with event coordination and setup and provide administrative support as needed
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- Perform other job related duties as assigned

REQUIREMENTS:

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

Experience: four years of increasingly responsible office experience

Knowledge and skills

- Modern office practices, procedures and equipment
- Basic administrative procedures
- Personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment
- Interpersonal skills using tact, patience and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Demonstrate keyboarding/typing skills and speed as required by the assignment
- Establish and maintain efficient office procedures, record keeping, and filing systems
- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative positive working relationships

- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and certificates

Some positions within this classification may require possession of a valid California driver's license and the use of a dependable automobile.

Working conditions

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

SUPPLEMENTAL INFORMATION:

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

Click here for an **Overview of Our Application & Selection Process**.

RECRUITMENT INFORMATION:

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

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sbceo.org>

4400 Cathedral Oaks Rd
Santa Barbara, CA 93110
8059644711x5225

mrodriguez@sbceo.org

Position #2023-00012
ADMINISTRATIVE ASSISTANT (BILINGUAL
REQUIRED)
MR

Administrative Assistant (Bilingual Required) Supplemental Questionnaire

- * 1. This position has an expected start date of Monday, June 26, 2023. Knowing this information, I am interested in being considered for:
 - ☐ this position
 - ☐ other Administrative Assistant positions that may become available
- * 2. This is a bilingual required position. Can you read, write and speak Spanish and English fluently?
 - ☐ Yes
 - ☐ No
- * Required Question



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

Clerical Assistant (Bilingual Required)

SALARY:	\$19.53 - \$24.82 Hourly \$3,399.00 - \$4,318.00 Monthly \$40,788.00 - \$51,816.00 Annually
DIVISION:	Educational Services
DEPARTMENT:	Early Childhood and Education
OPENING DATE:	03/22/23
CLOSING DATE:	04/11/23 11:59 PM
LOCATION:	Santa Barbara

GENERAL DESCRIPTION:

Our ideal candidate

You are a dependable, punctual, caring professional with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and vendors.

General description

This is an experienced-level classification in which incumbents perform a variety of clerical and related duties in support of the assigned program or office operations. Duties may include but are not limited to: word processing, data entry, reception activities, meeting support, room reservations, maintaining files and records in paper and/or electronic format, typing, scanning, and filing. Incumbents work independently, within established guidelines and procedures.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office
- Receive, screen, and route U.S. and interoffice mail or email sent to a general inbox
- Request, provide, or verify information by means of phone, email, electronic database, or paper forms
- Compose correspondence and email communications from oral instructions or rough drafts
- Using a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed
- Prepare and maintain files according to established procedures
- Prepare purchase orders, invoices, travel claims, and other transactions
- Schedule appointments and coordinate arrangements for meetings, workshops, or conferences
- Maintain confidential information, records and files
- Perform other related duties as assigned

REQUIREMENTS:

Education: Possession of a high school diploma or GED. Completion of college coursework in business, public administration, education, or related field is preferred.

Experience: Two years of experience performing clerical duties. Experience working in a public education setting preferred.

Knowledge of:

- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices
- Standard office productivity software applications
- Arithmetic, including percentages and fractions
- Operations, policies, practices, and objectives of County Education Office and assigned program

Ability to:

- Learn, apply, and explain rules, regulations, policies, and procedures related to assigned function(s) or program(s)
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Organize work and set priorities
- Work with speed and accuracy
- Identify errors and discrepancies in order to pursue correction and resolution
- Review information and make appropriate decisions, within limits of authority
- Make accurate arithmetical computations
- Attain proficiency in an enterprise financial system and other software programs and databases
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Maintain records and prepare reports, using computerized databases or manual data collection
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors

Licenses and Certificates

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

Working Conditions

Employees in this classification generally work in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Privacy may be limited, and interruptions may be frequent.

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

SUPPLEMENTAL INFORMATION:

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

Click here for an **Overview of Our Application & Selection Process**.

RECRUITMENT INFORMATION:

- 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>

Position #2023-00013
CLERICAL ASSISTANT (BILINGUAL REQUIRED)
MR

4400 Cathedral Oaks Rd
Santa Barbara, CA 93110
8059644711x5225

mrodriguez@sbceo.org

Clerical Assistant (Bilingual Required) Supplemental Questionnaire

1. This is a bilingual required position. Can you read, write and speak both Spanish and English fluently?

- ☐ Yes
☐ No



Santa Barbara County Education Office

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 Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	26550	09-30-2023
1	26589	09-30-2023
1	26661	09-30-2023
1	26662	09-30-2023
1	26663	09-30-2023
1	26669	09-30-2023
2	26528	09-30-2023
2	26655	09-30-2023
3	26666	09-30-2023

Number of applicants: 19

Number of applicants passed screening: 18

Number of performance/written exam attendees: 10

Number of oral exam attendees: N/A

03-31-2023



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Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	26477	09-30-2023
2	26634	09-30-2023
3	26448	09-30-2023
4	26436	09-30-2023
5	26595	09-30-2023

Number of applicants: 35

Number of applicants passed screening: 21

Number of performance/written exam attendees: 16

Number of oral exam attendees: 6

04-05-2023



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/Promotional Certification Eligibility List

Job Class: Computer/Network Technician II, Full-Time, 100%, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	25862	03-20-2024
1	25961	03-20-2024
2	25884	09-20-2023

Number of applicants: 9

Number of applicants passed screening: 7

Number of performance/written exam attendees: 5

Number of oral exam attendees: 3

03-22-2023



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Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	26355	10-11-2023
1	26676	10-11-2023
2	26341	10-11-2023



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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	26628	10-11-2023
2	26354	10-11-2023



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: School Occupational Therapist, Part-Time, 40% 16 hours/week

Rank	Application Number	Date Eligibility Expires
1	26387	10-06-2023

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

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.2 ~~Job-Position~~ Announcement ~~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.~~ 4. Information concerning the location-General location of employmentassignment, 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 dateDeadline 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 examinationthe 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~~

April 27, 2023 (pending approval)

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.2 Position Announcement

- 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
	April 27, 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

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Comparative Object Summary

Account Object Code	2022/23 Adopted Budget	2022/23 Revised Budget	2022/23 Actuals with Encum	2022/23 Rev Budget -Actuals	2022/23 Actuals /Rev Budge	
Fund 01 - General Fund/County School Ser						
Expense						
2300 Class Admin Sal	142,455	148,154	148,153	.92	100.00 %	
2400 Cler/Office Sal	160,557	141,560	141,720	159.99-	100.11 %	
2430 Extra Hours/OT	3,000	3,000		3,000.00		
2440 Substitutes	3,000	3,000		3,000.00		
2470 Vacation Payoff		1,131	1,130	.64	99.94 %	
Total for Object 2000	309,012	296,845	291,003	5,841.57		
3200	78,124	74,658	73,135	1,523.14	97.96 %	
3300	4,547	4,385	4,298	87.15	98.01 %	
3400	103,489	91,455	94,377	2,921.70-	103.19 %	
3500	1,525	1,464	1,434	30.10	97.94 %	
3600	4,776	4,557	4,466	90.89	98.01 %	
Total for Object 3000	192,461	176,519	177,709	1,190.42-		
4300 Supplies	200	200		200.00		
4340 Tangible Dev	400	400		400.00		
4350 Office Supply	3,140	3,140	1,066	2,074.28	33.94 %	
Total for Object 4000	3,740	3,740	1,066	2,674.28		
5200 Travel	6,000	6,079	5,309	770.06	87.33 %	
5300 Dues/Membership	9,950	6,257	3,011	3,246.00	48.12 %	
5610 Rntl Les w/o Op	1,675	1,675	1,675		100.00 %	
5630 Repairs	200	200		200.00		
5640 Computer Repr	500	500		500.00		
5650 Maint Agreemnts	1,249	1,249	1,249		100.00 %	
5710 Inter Prg Trans	400	400		400.00		
5720 Postage	50	50	3	47.15	5.70 %	
5730 Printing/Dupl	1,025	1,025	2	1,022.60	.23 %	
5740 Computer Suppt	460	300	161	138.87	53.71 %	
5800 Prof Consulting	6,000	9,745	2,835	6,909.79	29.09 %	
5810 Contract Servs		13,554	13,553	.74	99.99 %	
<div> <div>Selection</div> <div>Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2023, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)</div> </div> <div> <div>ESCAPE</div> <div>ONLINE</div> </div> <div>Page 1 of 2</div>						

Account Object Code	2022/23 Adopted Budget	2022/23 Revised Budget	2022/23 Actuals with Encum	2022/23 Rev Budget -Actuals	2022/23 Actuals /Rev Budge	
Fund 01 - General Fund/County School Ser (continued)						
Expense (continued)						
5830 Advertisement	10,301	10,301	6,920	3,381.00	67.18 %	
5930 Postge,Rfl Mtrs		29	28	.55	98.10 %	
Total for Object 5000	37,810	51,364	34,747	16,616.76		
Total for Org 061, Fund 01 and Expense accounts	543,023	528,468	504,526	23,942.19		



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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 21, 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.**



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Susan C. Salcido, Superintendent of Schools

Date

<<First Name>> <<Last Name>>

<<School District>>

<<School Address>>

Dear <<First Name>>,

We are delighted to congratulate you on your selection as the 2023 Santa Barbara County Classified School Employee of the Year in the _____ category.

California's Classified School Employees of the Year (CSEY) Program highlights the contributions of classified school employees who support the education of California's public school students in numerous ways, from facilitating schools' communication with families to providing engaging instructional support in the classroom to maintaining school buildings – all of which provide an environment conducive to learning. The CSEY Program pays tribute to the admirable efforts of our state's outstanding classified school employees in nine different categories.

Your nomination was submitted by your district, and a review committee selected your nomination for recognition by our County Board of Education. As one of Santa Barbara County's Classified School Employee of the Year honorees, you were also considered for state-level recognition as a Classified School Employee of the Year in the _____ category. The California Department of Education submits statewide honorees for consideration for a national award for classified employees, the Recognizing Inspiring School Employees (RISE) Award, sponsored by the U.S. Department of Education.

Along with those selected as honorees in the other categories, you will be recognized in a ceremony scheduled for the County Board of Education meeting on May 4, 2023.

Your dedication to students, enthusiasm for your work, and commitment to lifelong learning are an inspiration to your peers and the students you serve. Please accept our gratitude and appreciation for your contributions to your school, district, and county.

Very truly yours,

Mike Ostini
Personnel Commission Chair

Gary Pickavet
Personnel Commission Vice-Chair

Carmen Jaramillo
Personnel Commissioner

C: [District Superintendent]