



**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.

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 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