



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

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

LOCATION

As authorized by Assembly Bill 361 allowing local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act, the meeting was conducted by videoconference only. Login information for the meeting was included in the publicly posted agenda for any members of the public who wished to attend.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:34 p.m.

2. Roll Call

Members Present

Mike Ostini, Chair

Gary Pickavet, Vice Chair

Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance while holding up a U.S. flag for attendees to see.

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

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held January 26, 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 three Santa Barbara County schools had been recognized by the State Superintendent of Public Instruction for their arts education. She noted that one, Cold Spring School, is a school to which SBCEO provides special education services, and that a second, Los Berros Visual and Performing Arts Academy, is part of the Lompoc Unified School District, for which Commissioner Jaramillo works.

The Director also highlighted a few items from the Superintendent's newsletter: the Countywide Education Job Fairs hosted by SBCEO; a new superintendent joining Lompoc Unified; an educator in the Carpinteria Unified School District being named National Bilingual Teacher of the Year; the Local Solutions grant, which is administered by SBCEO's Credentials Manager, Tom Heiduk; and the Partners in Education Job Readiness Training & Internship Program, for which Human Resources provides one training session.

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 March 2, 2023****c. Position Announcements**

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

- i. Administrator, School Business Advisory Services (Senior Management – South)
- ii. Child Care Assistant (Open Continuous – North (Lompoc))
- iii. Finance Systems Supervisor (Dual – South)
- iv. Health Advocate (Dual – North (Lompoc))
- v. Paraeducator (Open Continuous – North)
- vi. Paraeducator (Open Continuous – South)

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

b. Classification of Positions — None**c. Job Description**

The Director, Human Resources recommended a revision to the job description for the existing classification of Maintenance and Operations Manager, including a revised title and change in salary range to management salary range 17.

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

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Revision of Merit System Rules – Presented for First 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. After discussion, no changes were suggested to the draft revisions.

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

Commissioner Pickavet asked why the format of the Employee Service Awards had changed. He also requested an updated organization chart for the Human Resources Department.

Commissioner Jaramillo reported that she is trying to keep up with the recruiting work at her district.

Commissioner Ostini reported that he attended the County Board of Education meeting on February 2; he noted that Superintendent Salcido introduced him and that Steve Torres, the new Associate Superintendent of Administrative Services, spoke. Commissioner Ostini stated that he was very impressed by the high school students on the Superintendent's new Student Advisory Council, and also by the Allan Hancock College Rising Scholars presentation.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that SBCEO expects very few classified layoffs for the 23-24 fiscal year. Where we do have some classrooms closing, we are confident that we have enough vacancies to provide a "soft landing" for affected employees.

The Director also reported that our Special Education preschool programs, which have historically operated four days per week, will be transitioning to five days per week in the 23-24 school year. Students and their families will receive an additional day of instruction and services each week. Staff will have increased time to help students achieve their learning goals, as well as the benefits of a higher FTE, including increased pay, greater retirement credit, and a greater contribution by SBCEO toward health benefits. We anticipate the additional hours and full SBCEO contribution toward benefits will make it easier to recruit for those positions as well. HR collaborated with Special Ed on the communication to employees about this change, and also gave CSEA an opportunity to preview the communication.

The Director reported that she and Mari Baptista attended Superintendent Salcido's installation ceremony at the County Board of Supervisors' meeting on February 7 (rescheduled from January 10, the day of the previous big storm).

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA. The Director, Human Resources reported that SBCEO had been informed that SBCEO would be getting a new CSEA field representative.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:40 p.m. The next regular meeting will be held on Thursday, March 23, 2023, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.



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

Feb 17, 2023 through Mar 17, 2023

| Position # | Position Information |
|-------------------|---|
| 2551 | Student Information Specialist • Transitional Youth • South County 40.00 hours per week • 12.00 months |
| 2552 | Administrative Assistant • Early Care and Education - Hope Center 3 • South County 40.00 hours per week • 12.00 months |

Santa Barbara County Board of Education

Classified Personnel Report

April 6, 2023

Appointments

Limited Term/Substitute

Hewitt, Stella March 14, 2023
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Johnson, Byanka March 14, 2023
 Child Care Assistant • Early Care and Education • Various Sites
 • Hourly as needed

Mennis, Phoebe February 27, 2023
 Student Worker Tutor • Partners In Education • Hope Center
 • Hourly as needed

Mumpower, Katherine March 13, 2023
 Student Worker/Tutor • Partners In Education • Hope
 • Hourly as needed

Williams, Shirley February 17, 2023
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Probationary

Escobedo Beas, Carlos February 21, 2023
 Program Associate • Transitional Youth Services • North County
 100% • 12 months

Espinosa, Adriana February 22, 2023
 Child Care Assistant • Early Care and Education • De Colores State Preschool
 75% • 10 months

Gallas, Mary-Beth March 20, 2023
 Director, Facilities • Internal Services • Operations Administration
 100% • 12 months

Keller, Melissa March 2, 2023
 Integrated Worker • Special Education • Integrated Special Education North
 12.5% • 12 months

Nguyen, Haylie
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months
March 13, 2023

Rubio, Emilio
Custodian/Maintenance Worker • Internal Services • Operations South
100% • 12 months
March 17, 2023

Williams, Kira
Student Information Specialist • Special Education • Special Education Support Staff, Santa Barbara
100% • 12 months
March 1, 2023

Changes

Anniversary Increase

Almodovar, Nelson
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months
March 1, 2023

Almquist, Brigitte
Administrative Analyst • Educational Services • Educational Services
100% • 12 months
March 1, 2023

Contreras, Nancy
Child Development Technician • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months
March 1, 2023

De La Cruz, Alejandro
Custodian/Maintenance Worker • Internal Services • Operations North
100% • 12 months
March 1, 2023

Delgado, Elvira
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months
March 1, 2023

Devaux, Gabriela
Paraeducator • Special Education • Speech/Language Services, Lompoc
75% • 10 months
March 1, 2023

Diaz, Evelin
Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE
100% • 10 months
March 1, 2023

| | |
|---|---------------|
| Hallberg, Jessica | March 1, 2023 |
| Payroll Supervisor • Internal Services • Payroll Administration 100% • 12 months | |
| Johnson, Kendra | March 1, 2023 |
| Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby 40% • 12 months | |
| Montgomery, Karyn | March 1, 2023 |
| Paraeducator • Special Education • Vision Services 75% • 10 months | |
| Morin, Jovonni | March 1, 2023 |
| Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 87.5% • 10 months | |
| Perez, Alexis | March 1, 2023 |
| Paraeducator • Special Education • Young Learners State Preschool, SPED 84.375% • 10 months | |
| Perez, Silvia | March 1, 2023 |
| Paraeducator • Special Education • Young Learners State Preschool, SPED 87.5% • 10 months | |
| Rios, Josefa | March 1, 2023 |
| Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County 100% • 12 months | |
| Rodriguez, Yenica | March 1, 2023 |
| Paraeducator • Special Education • Cuyama Elementary School 81.25% • 10 months | |
| Sherchan, Arlene | March 1, 2023 |
| Administrative Assistant, Superintendent's Office (Confidential) - Exempt • Superintendent • Cathedral Oaks 100% • 12 months | |
| Sherlock, Peter | March 1, 2023 |
| Computer/Network Technician, ITS • Information Technology Services • North County 100% • 12 months | |
| Zarate Uribe, Odaliss | March 1, 2023 |
| Paraeducator • Special Education • Allan Hancock Preschool 70% • 10 months | |

Differential - Add

Herrera, Wendy February 1, 2023
Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center 4
100% • 12 months
Bilingual

Longevity Increment

Trisler, Mary March 1, 2023
Paraeducator • Special Education • Preschool Assessment Team, Santa Barbara/Valley
25% • 10 months
30 years

Out of Classification/Return

Evans, Matthew April 1, 2022
Digital Media Resources Specialist, IMS • Educational Technology Services • Educational Technology Services
25% • 12 months

Evans, Matthew April 1, 2023
Reprographics Administrative Assistant • Communications • Reprographics
100% • 12 months

Probation to Permanent

Alvarado-Luna, Gabriela March 1, 2023
Paraeducator • Special Education • Tommie Kunst Junior High DHOH
50% • 10 months

Toro, Jasmine March 1, 2023
Paraeducator • Special Education • Cold Spring School
81.25% • 10 months

Reassignment

Olivas, Alleena March 20, 2023
Paraeducator • Special Education • Tommie Kunst Junior High DHOH
87.5% • 10 months
From Righetti High School DHOH

Separation

Retirement

Alarcon, Elvira July 7, 2023
Administrative Assistant • Special Education • Special Education Support Staff North
100% • 12 months

Trost, Shelley

April 28, 2023

Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center 3
100% • 12 months



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Accounting Assistant**

Full-Time, 100%, 40 hours/week • 12 months/year

Accounting - Fiscal Services
Santa Barbara

Salary: \$3,802 - \$4,825 per month (hiring range; current top step \$5,334 per month)

Initial placement is at one of the first ten steps of the salary range.

Apply by: 3-24-2023

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

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.

The position: This is an experienced-level classification in which incumbents perform a variety of routine to complex clerical accounting duties related to an assigned area of organization-wide responsibility such as accounts payable, or in support of a department or program. Incumbents ensure that financial transactions comply with established standards, policies, and procedures and perform routine to complex clerical work associated with the assigned function(s) or program. Incumbents work independently, although work is reviewed to ensure accuracy and adequate internal controls.

Specific duties and responsibilities: Verify, prepare, and process a variety of financial transactions such as purchase orders, reimbursements, requisitions, warrants, and invoices. Calculate and ensure accuracy of incoming and outgoing payments. Maintain a variety of financial records and files related to accounts, transactions, income, expenditures, and assigned activities. Using enterprise financial systems and a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed. Compare and reconcile statements, records, and other financial documents; identify errors and resolve discrepancies; ensure accurate fund accounting; review data for accuracy and completeness; make corrections as needed. Provide service and support to others for assigned accounting functions and/or in the use of enterprise financial systems or databases. Respond to inquiries and provide information concerning accounts, budgets, transactions, practices, policies, and procedures. Maintain confidential information, records, and files. Perform related duties as assigned.

REQUIREMENTS

Knowledge: Methods, procedures, and terminology used in clerical accounting. Financial record-keeping practices. Arithmetic, including percentages and fractions. Modern office practices, procedures, and equipment. Standard office productivity software applications. Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone and email etiquette.

Abilities: Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures related to assigned function(s) or program(s). Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office. 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 a variety of computerized accounting and enterprise financial systems, and other software programs and databases. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files and other sensitive material. Represent SBCEO effectively with external parties, such as vendors and school districts.

Education and experience: Possession of a high school diploma or GED. Completion of college coursework in accounting, business, or related field is preferred and two years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is preferred.

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.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: This examination has not yet been scheduled.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Administrative Assistant**

Full-Time, 100%, 40 hours/week • 12 months/year

Early Care and Education
Hope Center - Santa Barbara

Salary: \$4,341 - \$5,510 per month (hiring range; current top step \$6,088 per month)

Initial placement is at one of the first ten steps of the salary range.

Apply by: 3-15-2023

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

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.

The position: 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

Knowledge: 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.

Education and experience: Graduation from high school supplemented by evidence of business or office courses or administrative support experience and four years of increasingly responsible office experience.

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.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the

responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: This examination has not yet been scheduled.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Clerical Assistant**

Full-Time, 100%, 40 hours/week • 12 months/year

Early Care and Education
Santa Maria

Salary: \$3,399 - \$4,318 per month (hiring range; current top step \$4,768 per month)

Initial placement is at one of the first ten steps of the salary range.

Apply by: 3-29-2023

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

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.

The position: 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

Knowledge: 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.

Abilities: 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.

Education and experience: Possession of a high school diploma or GED. Completion of college coursework in business, public administration, education, or related field is preferred and two years of experience performing clerical duties. Experience working in a public education setting preferred.

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.

RECRUITMENT INFORMATION

Examination: The recruitment will be Open/Promotional, resulting in internal candidates being priority ranked according to final combined scores and external candidates being ranked secondary to internal candidates according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: This examination has not yet been scheduled.

Eligibility list: This position is open to current permanent employees and is open to the general public. All applicants shall meet minimum qualifications to be invited to the respective examination/s. Applicants shall be considered as a group in determining passing scores on the examination/s. As long as three ranks are available for work on the promotional list, all openings shall be filled from that list before utilizing the open list.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Finance Systems Supervisor**

Full-Time, 100%, 40 hours/week • 12 months/year

School Business Advisory Services
Santa Barbara

Salary: \$7,154 - \$9,089 per month (hiring range; current top step \$10,039 per month); pending 4% salary increase effective July 2023

Initial placement is at one of the first ten steps of the salary range.

Apply by: 3-30-2023

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a proactive, solutions-oriented professional who takes the initiative to elevate the leadership and services this office provides to our districts. You are a detailed-oriented and accurate finance professional with excellent communication skills. You have the ability to maintain focus and attention to detail in a business office environment with frequent interruptions. You earn the trust of colleagues and inspire others through your positive attitude and professional expertise. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You understand politically sensitive issues and handle yourself in a diplomatic and confidential manner. You conduct research, communicate effectively, and use a high degree of professional judgment to solve problems and collaborate with others in that pursuit. You mentor and train others in an ongoing effort to advance the organization. You advise, train, and collaborate with others in an ongoing effort to advance the organization. You lead by example and foster a team environment. You are committed to excellence in providing the best service possible.

The position: This individual oversees general ledger activity, accounts payable production, financial system management, and training for more than 20 external agencies, including the county education office, school districts, charter schools, and community colleges. The position also acts as a liaison between our districts and federal, state, county, and local agencies. Therefore, the consequence of error is high. This position supervises day-to-day finance operations and performs a wide range of research, planning, and analytical, interpretive and advisory tasks, as required, to provide financial services to external agencies. This individual works closely with the payroll systems supervisor to ensure seamless operations between the payroll and finance modules of the financial system.

This position requires the ability to understand unique district configurations within a complex, multi-module, fully integrated software system. It also requires using multiple solutions, rather than a one-size-fits-all approach, and being flexible in meeting the needs of individual district setups.

Specific duties and responsibilities: • Plan, schedule, and supervise day-to-day financial activities in the department and manage workload to meet deadlines

- Supervise, train, and evaluate financial services staff
- Advise internal staff and external agencies in all areas of accounting and assist in processing accounts payable, accounts receivable, budget revisions, journal entries, cash loans and transfers, accruals, general accounting, and year-end close processing
- Establish and implement internal procedures for financial services, reevaluate and refine processes and procedures to enhance the overall operation of the department
- Oversee functional operations, development, testing and maintenance of data systems
- Propose new programming specifications and test system upgrades to ensure integrity of data in functionality in finance and related modules
- Analyze system-generated reports for completeness, compliance and accuracy for the purpose of determining necessary system changes and modifications
- Develop training materials and present workshops on financial accounting topics including accounts receivable, accounts payable, Commercial Warrant Claims manual updates, deposits, fixed assets, requisitions, warehouse-stores-inventory, 1099 tax reporting, year-end close, and other topics
- Prepare a variety of reports, financial statements, correspondence, and external communications related to financial services
- Analyze and interpret proposed and adopted legislation related to financial governance and reporting for operational impact and compliance
- Monitor cash daily, review and analyze districts' cash flow, including temporary loans, and monitor cash solvency
- Explain and apply laws, rules, and regulations applicable to school business activities
- Organize, summarize, and express complex concepts or issues in concise terms to a variety of people with varying levels of experience and understanding; advise and train school business personnel on financial accounting techniques, policies and procedures, including the use of the financial system software
- Research and resolve help desk tickets related to the financial systems software, which requires an in-depth understanding of financial accounting concepts, techniques, regulations and policies; monitor and communicate the progress of the software changes and enhancements
- Oversee month-end close process, reconciliation of cash in district and county funds, auditing and posting journal entries, reconciling and disbursing state apportionments
- Oversee year-end close process, assist districts with accruals, property tax reconciliation, and verify beginning fund and cash balances for each district
- Assist districts with financial system software setup maintenance, including: workflow, vendors, chart of accounts, organization and department records
- Oversee activities and services related to external school finance departments for centralized accounts payable production, budget revisions, journal entries, cash loans and transfers, year-end processing, and countywide system software settings for a variety organizations with unique work flows and permissions
- Work with the county auditor-controller's office to maintain districts' bond interest and redemption funds including distribution and monitoring of annual budgets, posting of principal and interest to bond funds, and preparation of bonding capacity calculations
- Help districts with 1099-Misc tax reporting, vendor setup and maintenance, IRS guidelines and policies
- Coordinate the opening and closing of district funds at the county treasury
- Maintain and update the Commercial Warrant Claims manual, and monitor district compliance
- Supervise and assist in compiling data for the preparation of state financial reports, and maintain complex records, spreadsheets, reports, data, and review and make recommendations
- Participate in planning department goals and objectives, provide sustained leadership and coordination in all areas of responsibility
- Perform other related duties as assigned

REQUIREMENTS

Knowledge: • Knowledge of internal controls, accounting, and business practices, specifically in the areas of general ledger and accounts payable processing

- Knowledge of financial audit and review processes
- Ability to research and apply complex technical accounting and legal guidance
- Knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Audit Standards (GAAS), and Governmental Accounting Standards (GAS)
- Well-developed English language, written communication, and presentation skills
- Ability to convey personal and technical information to all levels of staff, manage and review performance, and solve complex problems
- Knowledge of California School Accounting Manual (CSAM) procedures, governmental accounting, and auditing

- Abilities:**
- Use a multi-module, highly complex, fully integrated software system
 - Analyze financial data and prepare clear, complete and concise financial records and reports
 - Independently establish, schedule, and sequence financial accounting activities to meet all deadlines
 - Prepare account adjustments and custom reports using PC based spreadsheets and relational databases
 - Facilitate upgrades to software modules affecting financial data and calculations to ending balances
 - Conduct technical research and prepare complex arithmetic computations
 - Present information clearly and in an organized manner
 - Supervise and lead staff in a manner that encourages efficiency and teamwork
 - Analyze situations and adopt effective solutions
 - Work in an office setting engaged in work of a primarily sedentary nature
 - Have sufficient ambulatory ability to use common office equipment and retrieve documents
 - Have hand-eye-arm coordination to use a computer keyboard and 10-key at an advanced rate
 - Have visual acuity to recognize letters and numbers
 - Have auditory ability to carry on conversations in person and over the phone
 - Perform all aspects of the position

Education and experience: Education: A bachelor’s degree in accounting, business, finance, or related field. An associate’s degree may be accepted along with additional applicable, and progressively responsible experience

Experience: Progressively responsible experience in the areas of business, finance, accounting, and auditing; in-depth experience working with financial software

Licenses and certificates: Valid California driver’s license

Working conditions: Work is performed indoors with minimal exposure to health and safety considerations.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: This examination has not yet been scheduled.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Health Advocate**

Full-Time, 100%, 40 hours/week • 12 months/year

Bilingual required; 242 work days per year; This position will serve students with mental health needs and provide connections to services and education in behavioral wellness. Requires travel to serve schools in the Santa Ynez Valley as needed.

Health Linkages

Lompoc

Salary: \$20.89 - \$26.55 per hour (hiring range; current top step \$29.31 per hour)

Apply by: 3-15-2023

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

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.

The position: 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.
- 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 promotora, 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

Knowledge:

- 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.

Abilities:

- 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.

Education and experience: 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 and 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.

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.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: This examination has not yet been scheduled.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Student Information Specialist**

Full-Time, 100%, 40 hours/week • 12 months/year

Transitional Youth Services
Hope Center - Santa Barbara

Salary: \$4,341 - \$5,510 per month (hiring range; current top step \$6,088 per month)

Initial placement is at one of the first ten steps of the salary range.

Apply by: 3-15-2023

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are able to perform specialized and complex administrative work in support of your program with considerable independence and close attention to detail. You are an effective communicator and take pride in providing great service. You are a skilled professional, a team player, and you consistently strive to do your best.

The position: Under general direction, perform a variety of specialized administrative work in support of assigned program, including but not limited to: serving as a lead in maintaining and supporting one or more assigned student information systems; administering a program or function, such as Workability, that involves external stakeholders; and coordinating programs or functions, such as MediCal administrative activities, to ensure availability of student services and sustainability of departmental funding.

Specific duties and responsibilities: Receive and enter data into a variety of student information systems and databases and enterprise systems used for departmental administration; verify accuracy and correct sequencing of information and compliance with state and federal regulations; maintain and verify electronic files of staff and student data and ensure that all necessary documents have been obtained and uploaded to the relevant databases; identify, investigate, and resolve data issues, errors, and discrepancies; inform staff of errors or out-of-compliance items; collaborate with SBCEO and direct service district colleagues to resolve discrepancies; edit and revise data after thorough reconciliation; certify the accuracy of data transmitted to the state on behalf of own department or direct service districts. Prepare data for submission in a variety of required local, state, and federal reports as requested or according to established timelines; document explanations for service delays and other issues that may be reflected in reports; depending on system, may upload reports for SBCEO and direct service districts, ensuring the accuracy of data; may write code to ensure proper upload of report to database. Extract and organize staff and student information from databases in order to produce statistics, reconcile internal data, or provide data to staff conducting assessments, audits, and statistical tests of levels of service, academic outcomes, and student demographics. Individually or as part of a team, develop

procedure manuals, flowcharts, PowerPoint presentations and other materials to help other users understand requirements, timelines, and data collection procedures of various databases; train staff on the use and implementation of various databases; attend training sessions on various databases and evolving state and federal regulations. Serve as a primary point of contact for families, staff, administrators, and other stakeholders with regard to student and SBCEO program data; process legal documents such as requests from parents, attorneys, state compliance agencies, courts, auditors, and districts; maintain the confidentiality of information, records, and files; represent SBCEO with representatives of state agencies and auditors. Resolve student information system software and data communication issues, and serve as liaison with software vendors for advanced troubleshooting. Administer assigned programs, including: collaborating with administrators and staff within own department and in local districts; reviewing documentation to ensure accuracy; conducting outreach to increase participation in program; monitoring student hours and other metrics to ensure program compliance with scope of work and other funder requirements. Coordinates programs and processes such as MediCal Random Moments to ensure staff participation and help secure appropriate MediCal reimbursement. Compose and prepare a variety of correspondence, memoranda, reports, and other documents from oral instructions or rough drafts. Prepare routine budget reports. Maintain and enhance division website by posting content and ensuring accessibility to users of all ability levels. Coordinate meetings and workshops to support program stakeholders. Participate in the inventory, distribution, and collection of state student testing materials. Perform related duties as assigned.

REQUIREMENTS

Knowledge: Modern office practices, procedures, and equipment, correct English usage, grammar, spelling, punctuation and vocabulary, telephone etiquette, e-mail etiquette, record-keeping practices, standard office productivity software applications, student and employee information systems and databases or comparable records-based information systems.

Abilities: Plan, organize, prioritize, and schedule work. Work independently and make sound decisions within appropriate limits of authority. Analyze available information and determine an appropriate course of action. Achieve proficiency in data control procedures, reporting requirements, and other aspects of administering assigned student information system or database. Develop new and revised work methods and procedures. Coordinate work of district or SBCEO partners over whom one has no supervisory authority. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Work with speed and accuracy. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files, records, and other sensitive material. Maintain records and prepare reports, using computerized databases or manual data collection. Perform arithmetic calculations. Learn operations, policies, practices, and objectives of County Education Office and assigned program. Learn state and federal data collection procedures.

Education and experience: Possession of a high school diploma or equivalent is required. Completion of 48 semester units or 72 quarter units of college coursework in education, business, information systems, or other related topics is desirable and two years of clerical or administrative experience working with databases, student information systems, or equivalent records-based information systems.

Licenses and certificates: Some positions may require a valid California driver's license.

Working conditions: 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 lifting and carrying heavy objects, crawling, or stooping - is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

RECRUITMENT INFORMATION

Examination: The recruitment will be Open/Promotional, resulting in internal candidates being priority ranked according to final combined scores and external candidates being ranked secondary to internal candidates according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: This examination has not yet been scheduled.

Eligibility list: This position is open to current permanent employees and is open to the general public. All applicants shall meet minimum qualifications to be invited to the respective examination/s. Applicants shall be considered as a group in determining passing scores on the examination/s. As long as three ranks are available for work on the promotional list, all openings shall be filled from that list before utilizing the open list.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



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

Dual Certification Eligibility List

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

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| 1 | 26392 | 07-11-2023 |
| 2 | 26195 | 08-27-2023 |
| 2 | 26293 | 08-27-2023 |
| 3 | 26305 | 08-27-2023 |

Number of applicants: 13

Number of applicants passed screening: 9

Number of performance/written exam attendees: 5

Number of oral exam attendees: N/A

02-27-2023



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Child Care Services Technician, Full-Time, 100%, 40 hours/week

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| 1 | 26191 | 09-02-2023 |
| 2 | 26020 | 09-02-2023 |
| 3 | 26010 | 09-02-2023 |
| 4 | 26228 | 09-02-2023 |
| 5 | 26164 | 09-02-2023 |

Number of applicants: 17

Number of applicants passed screening: 13

Number of performance/written exam attendees: 12

Number of oral exam attendees: 7

03-07-2023



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

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

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| 1 | 26333 | 04-19-2023 |



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Braille Transcriber, Full-Time

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| 1 | 26252 | 09-13-2023 |



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Health Advocate, Full-Time, 100%, 40 hours/week

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| 1 | 26166 | 09-17-2023 |
| 2 | 26330 | 09-17-2023 |

Number of applicants: 9

Number of applicants passed screening: 9

Number of performance/written exam attendees: 8

Number of oral exam attendees: 2

03-17-2023



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Benefits and Employee Relations Analyst, Full-Time, 100%, 40 hours/week

| Rank | Application Number | Date Eligibility Expires |
|------|--------------------|--------------------------|
| 1 | 25860 | 09-17-2023 |
| 1 | 25866 | 09-17-2023 |

Number of applicants: 6

Number of applicants passed screening: 3

Number of performance/written exam attendees: 2

Number of oral exam attendees: N/A

03-17-2023

SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

PHYSICAL THERAPIST

Basic Function

Provides physical therapy and services that includes assessment, development of IEP goals and plans, and directs therapy to assist students in acquiring functional and independent life skills. Works with special education teams and provides consultation and training to school personnel and families. The Physical Therapist is a professional health care provider requiring registration and state licensure. Works directly with identified special education students (ages birth to 22 years) and the educational team including parents.

Essential Duties and Responsibilities

- Provides physical therapy services to students by conducting assessments with the educational setting using an ecological model to determine level of need.
- Develops educationally relevant goals that are part of the student's educational program.
- Evaluates student progress on individual IEP goals and revises goals as needed. Prepares reports of assessments and progress.
- Consults with parents and staff on physical therapy interventions for students on site and through home programs. Attends Individualized Educational Plan (IEP) meetings as necessary to ensure that interventions blend with educational goals.
- Coordinates physical therapy services with student's educational team.
- Instructs multi disciplinary teams in physical therapy, treatment approach, and instructional support on understanding, interpreting, and implementing intervention procedures.
- Provides in-service training and continuing professional development to teachers and resource personnel. Promotes the need for physical therapy services to teachers and administrators. Develops up-to-date best practices for physical therapy services.
- Ensures the documentation of physical therapy services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies.
- Modifies and may design adaptive equipment that enhances students' ability to access learning and technology.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

The position requires: Specialized knowledge of the physical, sensory, intellectual, social, and emotional growth patterns of children including the developmental and educational needs of children with specific disabilities. Working knowledge of current theories and best practices in the application of physical therapy techniques including principles, methods of treatment, services and techniques, neuromuscular function and dysfunction, kinesiology, the modalities,

Physical Therapist

skeletal anatomy, basic pathology involved in neuromuscular and orthopedic disabilities, and objectives of physical therapy treatment for students with physical disabilities. Knowledge of state Education Code as it applies to the specific accountability of this position. Working knowledge of personal computer applications to use common office productivity software, internet, and specialized computer-aided programs supporting diagnostic assessment. Advanced math and interpretive skills to conduct and evaluate statistics. Sufficient human relations skills to achieve and maintain trust and cooperation with peers and students, to deliver formal discussion with classroom-sized groups, to resolve conflict, and to use advanced lines of inquiry to obtain personal information from students. Professional writing skills sufficient to write reports and correspondence that may be sensitive and have legal implications. Skills in preparation and techniques for leading group presentations and trainings.

Abilities

Ability to: Carry out the functions and objectives of the position. Work independently with little direction, to plan, organize, and manage various tasks concurrently, and initiate new projects for the department. Understand differences among children with various disabling conditions. Assess the development status and educational needs of children and the role of physical therapy. Learn, interpret, and apply SBCEO, State, and Federal requirements and objectives for academic achievement including Individualized Educational Plans. Work effectively with fellow professionals and paraprofessionals in carrying out recommended educational programs. Perform statistical analysis of quantitative and qualitative data. Relate well with students, parents, and all levels of staff. Present self in a professional manner to students, parents, and staff. Maintain confidentiality of private information. Optimize a work schedule that involves multiple locations and work independently.

Physical Abilities

Ability to: Function effectively in classroom and office environments, engaged in work of a moderately active nature. Engage in ambulatory movement to various classroom and meeting room settings. Frequently stoop, bend, kneel, crouch, and reach. Occasionally climb and balance. Use hand-arm motion ability and coordination to assist others with physical movements. Regularly lift, carry, push, and move students, supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) and heavy weight (under 75 pounds) without labor saving equipment on a frequent basis. Use hand-eye-arm coordination to use special diagnostic devices and a personal computer keyboard to access and record information. Visually recognize words, numbers, and non-verbal actions of people. Project voice and carry out conversations with individuals and small groups in person and over the phone.

Education and Experience

The position requires a Bachelor's degree in physical therapy or a related field from an accredited four-year college or university. Proof of continuing education is preferred.

Licenses and Certificates

Requires a valid California driver's license and insurance coverage required by law. Requires a valid Physical Therapy license to practice in California.

WORK CONDITIONS

Work is performed indoors and outdoors where some safety considerations exist due to physical effort. Incumbent will travel to different sites/locations within the county.

PHYSICAL THERAPIST

Basic Function

Reports to: Coordinator, Special Education

Division: Special Education

Our ideal candidate

You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and demonstrate professionalism and empathy at all times.

General description

Provides physical therapy and services that includes assessment, development of IEP goals and plans, and ~~directs~~directing therapy to assist students in acquiring functional and independent life skills. Works with special education teams and provides consultation and training to school ~~personnel and families. The Physical Therapist is a professional health care provider requiring registration and state licensure.~~staff and families. Works directly with identified special education students (ages birth to 22 years) and the educational team, including parents.

Essential Duties**Specific duties and Responsibilities****responsibilities**

- Provides physical therapy services to students by conducting assessments within the educational setting using an ecological model to determine level of need.
- Develops educationally relevant goals that are part of the student's educational program.
- Evaluates student progress on individual IEP goals and revises goals as needed. Prepares reports of assessments and progress.
- Consults with parents and staff on physical therapy interventions for students on site and through home programs. Attends Individualized Family Service Plan (IFSP) meetings and Individualized Educational Plan (IEP) meetings as necessary to ensure that interventions blend with educational goals.
- Coordinates physical therapy services with student's educational team.
- Instructs multi disciplinary teams in physical therapy, treatment approach, and instructional support on understanding, interpreting, and implementing intervention procedures.
- Provides in-service training and continuing professional development to teachers and resource personnel. Promotes the need for physical therapy services to teachers and administrators. Develops up-to-date best practices for physical therapy services.
- Ensures the documentation of physical therapy services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies.
- Fits adaptive equipment for students.
- Modifies and may design adaptive equipment that enhances students' ability to access learning and technology.
- Performs other duties as assigned that support the overall objective of the position.



SCHOOL PHYSICAL THERAPIST

Qualifications

Requirements

Education: Graduation from a professional degree program of an accredited postsecondary institution(s) approved by the Physical Therapy Board of California and completion of a professional education program including academic course work and clinical internship in physical therapy.

Experience: One year's experience in a school setting preferred.

Knowledge and Skills of:

- The position requires: Specialized knowledge of the physical, sensory, intellectual, social, and emotional growth patterns of children, including the developmental and educational needs of children with specific disabilities. Working knowledge of
- current theories and best practices in the application of physical therapy techniques including principles, methods of treatment, services and techniques, and modalities.
- neuromuscular function and dysfunction, kinesiology, the modalities, and skeletal anatomy,
- basic pathology involved in neuromuscular and orthopedic disabilities, and
- objectives of physical therapy treatment for students with physical disabilities. Knowledge of
- advanced math and statistics.
- standard state Education Code as it applies to the specific accountability of this position. Working knowledge of personal computer applications to use common office productivity software, internet, applications and specialized computer-aided programs supporting diagnostic assessment.

Ability to: Advanced math and interpretive skills to conduct and evaluate statistics. Sufficient human relations skills to

- achieve and maintain trust and cooperation with peers and students, to
- deliver formal discussion with classroom-sized groups, to
- resolve conflict, and to
- use advanced lines of inquiry to obtain personal information from students. Professional writing skills sufficient to write
- prepare reports and correspondence that may be sensitive and have legal implications. Skills in preparation and techniques for leading
- lead group presentations and trainings.

• Abilities work independently and as a member of a team

- plan and organize work to meet deadlines

understand

- Ability to: Carry out the functions and objectives of the position. Work independently with little direction, to plan, organize, and manage various tasks concurrently, and initiate new



SCHOOL PHYSICAL THERAPIST

~~projects for the department. Understand~~ differences among children with various disabling conditions. ~~Assess~~

- ~~assess~~ the development status and educational needs of children and the role of physical therapy. ~~Learn~~
 - ~~learn~~, interpret, and apply SBCEO, ~~Statestate~~, and ~~Federalfederal~~ requirements and objectives for academic achievement including Individualized Educational Plans. ~~Work effectively with fellow professionals and paraprofessionals in carrying out recommended educational programs.~~ ~~Perform~~
 - ~~perform~~ statistical analysis of quantitative and qualitative data. ~~Relate well~~
 - ~~interact effectively and professionally~~ with students, parents, and all levels of staff. ~~Present self in a professional manner to students, parents, and staff.~~ ~~Maintain~~
 - ~~maintain~~ confidentiality of private information. ~~Optimize a work schedule that involves multiple locations and work independently.~~
 - ~~operate a computer and other office equipment and related software programs.~~
- learn state Education Code as it applies to the specific accountability of this position.

Physical Abilities

- ~~Ability to:~~ Function effectively in

Licenses and certificates

- ~~Valid Physical Therapy license issued by the Physical Therapy Board of California.~~
- ~~Valid California driver's license and insurance coverage required by law.~~

Working conditions

~~School Physical Therapists function in both~~ classroom and office environments, ~~engaged in work of a moderately active nature. Engage in ambulatory movement to~~ ~~moving between~~ various classroom and meeting room settings. ~~Frequently stoop, bend, kneel, crouch, and reach. Occasionally climb and balance. Use~~ ~~They engage in work of a moderately active nature. Duties typically involve frequent stooping, bending, kneeling, crouching, and reaching; occasional climbing and balancing. School Physical Therapists use~~ hand-arm motion ability and coordination to assist others with physical movements. ~~Regularly~~ ~~They regularly~~ lift, carry, push, and move students, supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) and heavy weight (under 75 pounds) without labor-saving equipment on a frequent basis. ~~Use~~ ~~They use~~ hand-eye-arm coordination to use special diagnostic devices and a ~~personal~~ computer keyboard to access and record information. ~~Visually~~ ~~School Physical Therapists visually~~ recognize words, numbers, and non-verbal actions of people. ~~Project voice~~ ~~They project their voices~~ and carry out conversations with individuals and small groups in person and over the phone.

Education and Experience

~~The position requires a Bachelor's degree in physical therapy or a related field from an accredited four-year college or university. Proof of continuing education is preferred.~~

Licenses and Certificates



SCHOOL PHYSICAL THERAPIST

~~Requires a valid California driver's license and insurance coverage required by law. Requires a valid Physical Therapy license to practice in California.~~

WORK CONDITIONS

Work is performed indoors and outdoors where some safety considerations exist due to physical effort. ~~Incumbent will travel~~Travel to different ~~sites/locations~~ and school sites within the county is required.

~~PENDING APPROVAL BY PERSONNEL COMMISSION: FEBRUARY 28, 2013~~Series Healthcare

Salary range 99

Approved by the Personnel Commission:
Revised:

February 28, 2013
March 23, 2023 (pending approval)



SCHOOL PHYSICAL THERAPIST

Reports to: Coordinator, Special Education

Division: Special Education

Our ideal candidate

You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and demonstrate professionalism and empathy at all times.

General description

Provides physical therapy and services that includes assessment, development of IEP goals and plans, and directing therapy to assist students in acquiring functional and independent life skills. Works with special education teams and provides consultation and training to school staff and families. Works directly with identified special education students (ages birth to 22 years) and the educational team, including parents.

Specific duties and responsibilities

- Provides physical therapy services to students by conducting assessments in the educational setting using an ecological model to determine level of need.
- Develops educationally relevant goals that are part of the student's educational program.
- Evaluates student progress on individual IEP goals and revises goals as needed. Prepares reports of assessments and progress.
- Consults with parents and staff on physical therapy interventions for students on site and through home programs. Attends Individualized Family Service Plan (IFSP) meetings and Individualized Educational Plan (IEP) meetings as necessary to ensure that interventions blend with educational goals.
- Coordinates physical therapy services with student's educational team.
- Instructs multi disciplinary teams in physical therapy, treatment approach, and instructional support on understanding, interpreting, and implementing intervention procedures.
- Provides in-service training and continuing professional development to teachers and resource personnel. Promotes the need for physical therapy services to teachers and administrators. Develops up-to-date best practices for physical therapy services.
- Ensures the documentation of physical therapy services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies.
- Fits adaptive equipment for students.
- Modifies and may design adaptive equipment that enhances students' ability to access learning and technology.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Graduation from a professional degree program of an accredited postsecondary institution(s) approved by the Physical Therapy Board of California and completion of a professional education program including academic course work and clinical internship in physical therapy.

SCHOOL PHYSICAL THERAPIST

Experience: One year's experience in a school setting preferred.

Knowledge of:

- physical, sensory, intellectual, social, and emotional growth patterns of children, including the developmental and educational needs of children with specific disabilities.
- current theories and best practices in the application of physical therapy techniques including principles, methods of treatment, services and techniques, and modalities.
- neuromuscular function and dysfunction, kinesiology, and skeletal anatomy.
- basic pathology involved in neuromuscular and orthopedic disabilities.
- objectives of physical therapy treatment for students with physical disabilities.
- advanced math and statistics.
- standard office productivity software applications and specialized computer programs supporting diagnostic assessment.

Ability to:

- achieve and maintain trust and cooperation with peers and students.
- deliver formal discussion with classroom-sized groups.
- resolve conflict.
- use advanced lines of inquiry to obtain personal information from students.
- prepare reports and correspondence that may be sensitive and have legal implications.
- lead group presentations and trainings.
- work independently and as a member of a team
- plan and organize work to meet deadlines
- understand differences among children with various disabling conditions.
- assess the development status and educational needs of children and the role of physical therapy.
- learn, interpret, and apply SBCEO, state, and federal requirements and objectives for academic achievement including Individualized Educational Plans.
- perform statistical analysis of quantitative and qualitative data.
- interact effectively and professionally with students, parents, and all levels of staff.
- maintain confidentiality of private information.
- operate a computer and other office equipment and related software programs.
- learn state Education Code as it applies to the specific accountability of this position.

SCHOOL PHYSICAL THERAPIST

Licenses and certificates

- Valid Physical Therapy license issued by the Physical Therapy Board of California.
- Valid California driver's license and insurance coverage required by law.

Working conditions

School Physical Therapists function in both classroom and office environments, moving between various classroom and meeting room settings. They engage in work of a moderately active nature. Duties typically involve frequent stooping, bending, kneeling, crouching, and reaching; occasional climbing and balancing. School Physical Therapists use hand-arm motion ability and coordination to assist others with physical movements. They regularly lift, carry, push, and move students, supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) and heavy weight (under 75 pounds) without labor-saving equipment on a frequent basis. They use hand-eye-arm coordination to use special diagnostic devices and a computer keyboard to access and record information. School Physical Therapists visually recognize words, numbers, and non-verbal actions of people. They project their voices and carry out conversations with individuals and small groups in person and over the phone. Work is performed indoors and outdoors where some safety considerations exist due to physical effort. Travel to different locations and school sites within the county is required.

Series

Healthcare

Salary range 99

| | |
|--|--|
| <i>Approved by the Personnel Commission:</i> | February 28, 2013 |
| <i>Revised:</i> | March 23, 2023 (<i>pending approval</i>) |

- 4400 The Merit System
- 4410 Definitions and Preliminary Statements
- 4411 Definitions

The following terms when used in these rules shall have the meaning indicated below unless the context or prevailing law clearly indicates otherwise.

Abandonment of Position

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Allocation

The placement of a class at a particular range on the classified or management salary schedules.

Anniversary Date

The date an employee is granted an earned salary increment. This is the first day of the pay period next following completion of the required period of probationary service.

Appeal

A request for review by an employee or a recognized employee organization, to have complaints, protests, or points of disagreement heard after which a former decision may or may not be upheld by a hearing officer, the commission, or the superintendent/governing board.

Applicant

A person who has submitted a Santa Barbara County Education Office application to participate or compete in the Office's recruitment process.

Appointing Authority or Power

The County Superintendent of Schools or his/her designee, or the Personnel Commission when referring to Commission employees and positions.

Appointment

The official act by the appointing authority of offering employment to a person and the acceptance thereof.

Assignment

Placement of an appointee in a position. It also refers to the position to which the employee is placed.

Bargaining Unit Member

An employee whose position or class falls within a specified group that is represented in the collective bargaining process by an exclusive representative. Identification of such positions is established by the provision of the Educational Employment Relations Act, Government Code 3540, et seq.

Approved: September 17, 1975
Revised: April 29, 1982
May 28, 1992
January 23, 2014

Bumping or Displacement Rights

The right of a permanent employee, under certain conditions, to displace another employee with less seniority in a class.

Candidate

A person who participates or competes in one or more portions of the Office's recruitment process.

Cause

Those specific activities, behaviors, or events that are listed within these Rules as being subject to disciplinary action.

Certificated Service

Those persons filling positions that require by law the possession of a certificate issued by the California Commission on Teacher Credentialing.

Certification

The Personnel Director's submission of names of eligibles from an appropriate list to the appointing authority or to the authorized program/department head to make selections.

Class

(Also referred to as Classification) A group of positions sufficiently alike in respect to their duties and responsibilities to justify common treatment in selection, compensation and other employment processes and sufficiently different from positions of other classes to justify different treatment in one or more of these respects. While defined as a group of positions, class may sometimes consist of but one position where no others of the same kind exist in the service.

Classify or Classification

The action of the Personnel Commission approving a position into a Class.

Classified Service

All positions in the Santa Barbara County Education Office's service to which the Act applies and which are not exempt according to the Act.

Class Description

(Also referred to as Job Description or Class Specification) A written description, approved by the Personnel Commission, containing a statement of basic functions, the essential duties and responsibilities, working conditions, and the qualification requirements for employment in a Class.

Commission

The Personnel Commission, established pursuant to the Act for the Santa Barbara County Education Office.

Complaint

A statement concerning violations or alleged violations of the Personnel Commission Rules. This term does not apply to appeals from disciplinary actions, requests for classification study or salary review.

Continuous Examination

A method of recruiting applicants in which the last day for filing applications is not specified and examinations are conducted as needed based on the service required.

County Education Office

The Santa Barbara County Education Offices located in Santa Barbara and Santa Maria; may also be referred to as Office.

Approved: September 17, 1975
Revised: April 29, 1982
May 28, 1992
January 23, 2014

C.S.E.A

California School Employees Association. Chapter #817 is the exclusive representative for employees in certain designated classifications as approved by P.E.R.B.

Day

A day in which the County Education Offices are open as reflected in the central office calendar.

Demotion

A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower range on the salary schedules.

Differential or Differential Pay

A salary allowance in addition to the basic salary rate or schedule, based upon additional skills, responsibilities, qualifications, or specifically scheduled working hours.

Director

The Director, Classified Human Resources.

Discharge or Dismissal

Involuntary separation from the classified service for cause.

Dual Certification

Certification, in specified cases, from an open eligibility list and a promotional eligibility list, in accordance with the examination scores attained by the candidates.

Eligible

A person whose name appears on an eligibility list and who is legally qualified to be appointed.

Eligibility List

A rank ordered list of the names of persons who have qualified for possible employment in a competitive examination process.

Emergency Appointment

An appointment for a period not to exceed 15 working days to prevent stoppage of public business when persons on eligibility lists are not immediately available (Education Code Section 45290).

Employee

A person who is legally an incumbent of a position or one who is on authorized leave of absence.

Employment List

A list of names from which certification(s) may be made. Includes eligibility lists, reemployment lists, and lists of persons who wish to transfer, demote, be reinstated after resignation, be reemployed after layoff, or be restored after voluntary demotion or reduction to limited-term status.

Employment Status

The condition of an employee's present appointment indicating the degree of permanency with the Santa Barbara County Education Office.

Examination

The process of evaluating the fitness and qualifications of applicants.

Exempt Classified

Refers to those positions and employees exempt from the regular classified service as provided in the law. May also refer to types of classes or positions exempt from overtime provisions, e.g. supervisory, administrative, or executive (Education Code 45130).

Approved: September 17, 1975
Revised: April 29, 1982
May 28, 1992
January 23, 2014

Fiscal Year

July 1st of one year through June 30th of the following year.

Governing Board

The Santa Barbara County Board of Education.

Hearing

A formal review of evidence, in the presence of the parties involved, in connection with a disciplinary action affecting an employee and concerning an appeal that the employee, employee representative, or a bargaining unit representative has filed.

Hearing Officer

A qualified person appointed to hear and make recommendations on appeals of disciplinary actions.

Hire Date

Date of original or most recent employment with the Office.

Incumbent

An employee assigned to a particular position within a class.

Industrial Accident or Illness Leave

Absence because of injury or illness that arose out of and in the course of employment.

Job Analysis

A personnel job evaluation technique by which an analyst or designated party uses various combinations of resources not limited to job audit questionnaires, personal interviews, work site observations, and conversations, to collect data on the duties, tasks, and responsibilities of a position.

Job Description

See Class Description.

Job Interest Card

A documented record stating interest by an individual in a certain Classification. These documents are kept on file in the Human Resources Department and used to notify interested individuals of vacancies.

Job Series

A number of classes closely related in duties and responsibilities and arranged in hierarchical order to indicate occupational levels.

Layoff

Separation from a regular position because of lack of work and/or lack of funds. A layoff includes any reduction in hours or workdays of employment, or voluntary demotion in order to avoid interruption of employment.

Leave of Absence

An approved absence from duty, with or without pay, for a specified and approved period of time.

Limited Term (Also Short-Term)

A term used in the Education Code to designate employment for periods not to exceed six months or employment of a temporary employee during the authorized absence of a permanent employee. Limited term employees are exempt from the classified service (Education Code 45286).

Approved:

September 17, 1975

Revised:

April 29, 1982

May 28, 1992

January 23, 2014

Limited Term Employee (Also Short-Term Employee)

An employee who is serving as a substitute for an absent employee or in a position established for a period of six months or less.

Longevity Increment

An amount added to the base salary for employees who have completed a specified number of years of service with the Santa Barbara County Education Office.

Management Employee

An employee in a classification designated as management under the provisions and stipulations of Government Code 3540.1 and by the nature of the assigned duties.

Management Salary Schedule

The salary schedule for classified management employees, who are excluded from the provisions of the collective bargaining law.

Merging

The act of combining two or more eligibility lists, which were established not more than one year apart, in the rank order of the scores of the eligibles.

Merit System

A personnel system in which merit and fitness determines an individual's selection, progress, and retention in the classified service.

Open Competitive Examination

Employment examination in which all persons meeting the minimum qualifications for employment may compete.

Overtime

Hours worked in excess of eight per day or 40 per week. Some employees are exempt from Overtime provisions under the Fair Labor Standards Act, e.g. management, supervisors, and some high-level administrative clerical positions.

P.E.R.B

Public Employment Relations Board.

P.E.R.S

Public Employee Retirement System in California, or CalPERS.

Performance Evaluation

A formal written document of the quantity and quality of the work performed by a person employed in the County Education Office's classified service.

Permanent Employee

In reference to the Santa Barbara County Education Office employment status, an employee who has been hired and completed an initial probationary period of 130 days of paid status in a permanent position in a classification of the classified service; one year for positions designated as management. In reference to employment status in a specific class, an employee who has completed a probationary period for that class, or who entered the class by transfer, demotion, reinstatement, or reemployment without the requirement serving a probationary period.

Permanent Position

A position established for a continuing or indefinite period of time in excess of six months.

Approved: September 17, 1975
Revised: April 29, 1982
May 28, 1992
January 23, 2014

Personnel Commission

A three-member committee established pursuant to the requirements of the Merit System Act to administer the Merit System in the Office.

Personnel Commission Rules

Rules found herein that include procedures to be followed as they pertain to the classified service regarding all matters within the jurisdiction of the Personnel Commission in order to carry out the provisions and purposes of the Merit System (commencing with Education Code Section 45240).

Personnel Commission Staff

Those persons appointed by the Director, Classified Human Resources, and the Personnel Commission to carry out the day-to-day operations of the Personnel Commission.

Personnel Director

As used in this document, the Director, Classified Human Resources, refers to the person appointed by the Personnel Commission to act as its designated representative in administering and monitoring the application of the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission.

Position

A job identified as part of an approved Classification that includes a combination of duties and responsibilities assigned by the appointing authority requiring the full-time or part-time employment of one person on a permanent or limited-term basis.

Position Classification

The process of categorizing jobs by occupational group, series, class, and salary level, according to similarities and differences in duties, responsibilities and qualification requirements.

Probationary Employee

An employee serving the probationary period of 130 days in paid status in a permanent position following appointment from an eligibility list established by the Personnel Commission.

Probationary Period

The trial period, as established by the Personnel Commission pursuant to Education Code Section 45301, immediately following an original or promotional appointment to a permanent position from an eligibility list. The probationary period is 130 days of paid regular classified service or one year for positions designated as management.

Professional Expert

A person employed by the County Education Office in a professional capacity for a specific limited-term project. Such persons are excluded from the classified service.

Professional Growth Award

An amount of money added to the base salary based on approved and documented professional growth activities related to the employee's job classification and overall employment growth in the Office.

Promotion

A change in the assignment of an employee from a position in one class to a position in another class at a higher maximum salary range.

Promotional Examination

An examination for a higher classification that is limited to qualified permanent employees of the Office.

Promotional List

Approved: September 17, 1975
Revised: April 29, 1982
May 28, 1992
January 23, 2014

An eligibility list resulting from a promotional examination limited to qualified permanent employees of the Office.

Provisional Appointment

A temporary appointment made in the absence of an appropriate eligibility list, not to exceed 90 workdays except in specified circumstances (Education Code Sections 45287, 45288 and 45289).

Provisional Employee

A person employed under a provisional appointment.

Public Notice

Announcements of examinations, meetings, hearings, and other actions of the Personnel Commission or Human Resources Department on bulletin boards and through other appropriate channels of distribution.

Reallocation

Movement of a classification from one salary schedule or salary rate to another salary schedule or salary rate.

Reclassification

The assignment of a position, whether filled or vacant, from one class to another, whether new or existing, or the approval by the Personnel Commission of a new or updated classification because of significant change in class title, minimum qualifications, duties, or responsibilities. Reclassification may occur only through a gradual accretion or growth of duties. Reclassification may or may not be result in a change in salary rate and assignment.

Reemployment

Reappointment to duty of a former employee who was laid off.

Reemployment List

A list of names, in rank order of seniority, of persons who have separated from permanent positions because of layoff off from permanent positions by reason of a lack of work and/or lack of funds, abolishment or reclassification of positions, exhaustion of illness or accident leave privileges, or other reasons specified in the Rules and Regulations of the Personnel Commission. These individuals are eligible for reemployment without examination in their former class or classes within a period of 39 or 63 months depending on the circumstances of the layoff following the date of layoff. These individuals may also have rights to new classifications for which they apply and qualify while on the reemployment list over all outside applicants. (Education Code Sections 45192, 45195, 45298 and 45308; Tucker vs. Grossmont Union High School District 2008).

Regular Appointment

An appointment made from an eligibility list to fill a regular full-time or part-time position vacancy.

Regular Employee

An employee who has probationary or permanent status with the Office.

Regular Status

Probationary or permanent status with the Office.

Reinstatement

Reappointment at the discretion of the appointing authority, within 39 months after resignation, in regular or limited-term status, without examination, to a position in the employee's former class or related lower class if qualified; return to duty or specified status of an employee by order of the Personnel Commission following appeal of an administrative action.

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|-----------|--------------------|
| Approved: | September 17, 1975 |
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Related Class

Another job class that has similar duties, responsibilities and qualifications for employment. For example, Clerical Assistant I, Clerical Assistant II and Clerical Assistant III are related classes.

Resignation

A voluntary statement in writing from an employee requesting to be terminated from employment.

Restoration

The reinstatement to duty of an employee or former employee with all of the rights, benefits, and burdens held prior to the break in service. This term includes reemployment as well as reinstatement following demotion or dismissal when the Personnel Commission sustains an appeal.

Rule of Three

The scope of choice available to the appointing authority or power for making their selections from an eligibility list. Specifically, it refers to selection from the first three ranks of eligibles who are ready, willing, and able to accept appointment to a specific position.

Salary Range

The minimum, maximum and any intermediate pay rates authorized for a given class of employment.

Salary Rate

A specific amount of money paid for a specified period of service. For example, dollars per hour or month.

Salary Schedule

The complete list of salary ranges, steps and rates for all classes in the classified service.

Salary Step

A specific salary rate within a salary range, usually designated by letter or numeral. For example, C-Step, Step 2, etc. (Note: The salary range applicable to a class may change without affecting the step placement rights of employees.)

Senior Management

Positions designated by the Superintendent/County Board of Education that meet the requirements of Section 45108.5 of the Education Code.

Seniority

Status determined by date of hire in a job classification plus any higher job classifications.

Separation

Leaving employment of the Santa Barbara County Education Office. Includes but is not limited to resignation, dismissal, layoff, retirement, and leave exhaustion.

Series

(Sometimes referred to as Job Series or Related Class) A number of groups of classes closely related in an occupational hierarchy and arranged in a list in order to indicate occupational levels in each group.

Status

A document issued whenever a change occurs which may include but is not limited to probationary or permanent employment, salary range and step, current assignment, work shift, longevity, and differentials.

Step Advancement

Movement to a higher step on the salary schedule for a Class as a result of having served the required number of days or months in paid status (see also Anniversary Date).

Approved: September 17, 1975
Revised: April 29, 1982
May 28, 1992
January 23, 2014

Substitute Employee

An employee occupying a permanent position during the absence of the incumbent or when the position is vacant. Substitute employees are exempt from the classified service.

Suspension

An enforced absence of an employee with or without pay pending the outcome of an investigation of allegations that have been filed against an employee that may lead to disciplinary action.

Teleconference

A meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

Temporary

Employment on a basis other than permanent or probationary. For example, in limited-term or provisional status. Temporary employees are exempt from the classified service.

Transfer

The reassignment of an employee without examination from one position to another position in the same class or to a position in a similar or related class with the same salary range for which the employee is qualified.

Voluntary Demotion

A demotion requested by an employee in order to retain employment when layoff from the employee's positions is imminent or for other reasons, where the action is voluntary on the part of the employee.

Waiver

The voluntary relinquishment by an eligible of a right to be considered for appointment from an eligibility list to a certified eligibility list with one or more position locations, or for a specified period of time not to exceed the duration of the eligibility list.

Approved: September 17, 1975
Revised: April 29, 1982
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**AGENDA ITEM 12a -
proposed revision
(changes tracked)**

- 4400 The Merit System
- 4410 Definitions and Preliminary Statements
- 4411 Definitions

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Industrial Accident or Illness Leave

Absence because of injury or illness that arose out of and in the course of employment.

Job Analysis

A personnel job evaluation technique by which an analyst or designated party uses various combinations of resources not limited to job audit questionnaires, personal interviews, work site observations, and conversations, to collect data on the duties, tasks, and responsibilities of a position.

Job Description

See Class Description.

Job Interest Card

A documented record stating interest by an individual in a certain Classification. These documents are kept on file in the Human Resources Department and used to notify interested individuals of vacancies.

Job Series

A number of classes closely related in duties and responsibilities and arranged in hierarchical order to indicate occupational levels.

Layoff

Separation from a regular position because of lack of work and/or lack of funds. A layoff includes any reduction in hours or workdays of employment, or voluntary demotion in order to avoid interruption of employment.

Leave of Absence

An approved absence from duty, with or without pay, for a specified and approved period of time.

Limited Term (Also Short-Term)

A term used in the Education Code to designate employment for periods not to exceed six months or employment of a temporary employee during the authorized absence of a permanent employee. Limited term employees are exempt from the classified service (Education Code 45286).

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Limited Term Employee (Also Short-Term Employee)

An employee who is serving as a substitute for an absent employee or in a position established for a period of six months or less.

Longevity Increment

An amount added to the base salary for employees who have completed a specified number of years of service with the Santa Barbara County Education Office.

Management Employee

An employee in a classification designated as management under the provisions and stipulations of Government Code 3540.1 and by the nature of the assigned duties.

Management Salary Schedule

The salary schedule for classified management employees, who are excluded from the provisions of the collective bargaining law.

Merging

The act of combining two or more eligibility lists, which were established not more than one year apart, in the rank order of the scores of the eligibles.

Merit System

A personnel system in which merit and fitness determines an individual's selection, progress, and retention in the classified service.

Open Competitive Examination

Employment examination in which all persons meeting the minimum qualifications for employment may compete.

Overtime

Hours worked in excess of eight per day or 40 per week. Some employees are exempt from Overtime provisions under the Fair Labor Standards Act, e.g. management, supervisors, and some high-level administrative clerical positions.

P.E.R.B

Public Employment Relations Board.

P.E.R.S

Public Employee Retirement System in California, or CalPERS.

Performance Evaluation

A formal written document of the quantity and quality of the work performed by a person employed in the County Education Office's classified service.

Permanent Employee

In reference to the Santa Barbara County Education Office employment status, an employee who has been hired and completed an initial probationary period of 130 days of paid status in a permanent position in a classification of the classified service; one year for positions designated as management. In reference to employment status in a specific class, an employee who has completed a probationary period for that class, or who entered the class by transfer, demotion, reinstatement, or reemployment without the requirement serving a probationary period.

Permanent Position

A position established for a continuing or indefinite period of time in excess of six months.

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Personnel Commission

A three-member committee established pursuant to the requirements of the Merit System Act to administer the Merit System in the Office.

Personnel Commission Rules

Rules found herein that include procedures to be followed as they pertain to the classified service regarding all matters within the jurisdiction of the Personnel Commission in order to carry out the provisions and purposes of the Merit System (commencing with Education Code Section 45240).

Personnel Commission Staff

Those persons appointed by the Director, Classified Human Resources, and the Personnel Commission to carry out the day-to-day operations of the Personnel Commission.

Personnel Director

As used in this document, the Director, Classified Human Resources, refers to the person appointed by the Personnel Commission to act as its designated representative in administering and monitoring the application of the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission.

Position

A job identified as part of an approved Classification that includes a combination of duties and responsibilities assigned by the appointing authority requiring the full-time or part-time employment of one person on a permanent or limited-term basis.

Position Classification

The process of categorizing jobs by occupational group, series, class, and salary level, according to similarities and differences in duties, responsibilities and qualification requirements.

Probationary Employee

An employee serving the probationary period of 130 days in paid status in a permanent position following appointment from an eligibility list established by the Personnel Commission.

Probationary Period

The trial period, as established by the Personnel Commission pursuant to Education Code Section 45301, immediately following an original or promotional appointment to a permanent position from an eligibility list. The probationary period is 130 days of paid regular classified service or one year for positions designated as management.

Professional Expert

A person employed by the County Education Office in a professional capacity for a specific limited-term project. Such persons are excluded from the classified service.

Professional Growth Award

An amount of money added to the base salary based on approved and documented professional growth activities related to the employee's job classification and overall employment growth in the Office.

Promotion

A change in the assignment of an employee from a position in one class to a position in another class at a higher maximum salary range.

Promotional Examination

An examination for a higher classification that is limited to qualified permanent employees of the Office.

Promotional List

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An eligibility list resulting from a promotional examination limited to qualified permanent employees of the Office.

Provisional Appointment

A temporary appointment made in the absence of an appropriate eligibility list, not to exceed 90 workdays except in specified circumstances (Education Code Sections 45287, 45288 and 45289).

Provisional Employee

A person employed under a provisional appointment.

Public Notice

Announcements of examinations, meetings, hearings, and other actions of the Personnel Commission or Human Resources Department on bulletin boards and through other appropriate channels of distribution.

Reallocation

Movement of a classification from one salary schedule or salary rate to another salary schedule or salary rate.

Reassignment

Involuntary change of an employee's work location and/or program or department, initiated by the County Education Office. Reassignments may not result in changes to the employee's salary range, full time equivalency (FTE), anniversary date, or leave balances.

Reclassification

The assignment of a position, whether filled or vacant, from one class to another, whether new or existing, or the approval by the Personnel Commission of a new or updated classification because of significant change in class title, minimum qualifications, duties, or responsibilities. Reclassification may occur only through a gradual accretion or growth of duties. Reclassification may or may not be result in a change in salary rate and assignment.

Reemployment

Reappointment to duty of a former employee who was laid off.

Reemployment List

A list of names, in rank order of seniority, of persons who have separated from permanent positions because of layoff off from permanent positions by reason of a lack of work and/or lack of funds, abolishment or reclassification of positions, exhaustion of illness or accident leave privileges, or other reasons specified in the Rules and Regulations of the Personnel Commission. These individuals are eligible for reemployment without examination in their former class or classes within a period of 39 or 63 months depending on the circumstances of the layoff following the date of layoff. These individuals may also have rights to new classifications for which they apply and qualify while on the reemployment list over all outside applicants. (Education Code Sections 45192, 45195, 45298 and 45308; Tucker vs. Grossmont Union High School District 2008).

Regular Appointment

An appointment made from an eligibility list to fill a regular full-time or part-time position vacancy.

Regular Employee

An employee who has probationary or permanent status with the Office.

Regular Status

Probationary or permanent status with the Office.

Reinstatement

Reappointment at the discretion of the appointing authority, within 39 months after resignation, in regular or limited-term status, without examination, to a position in the employee's former class or related lower class if qualified; return to duty or specified status of an employee by order of the Personnel Commission

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following appeal of an administrative action.

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January 23, 2014

Related Class

Another job class that has similar duties, responsibilities and qualifications for employment. For example, Clerical Assistant I, Clerical Assistant II and Clerical Assistant III are related classes.

Resignation

A voluntary statement in writing from an employee requesting to be terminated from employment.

Restoration

The reinstatement to duty of an employee or former employee with all of the rights, benefits, and burdens held prior to the break in service. This term includes reemployment as well as reinstatement following demotion or dismissal when the Personnel Commission sustains an appeal.

Rule of Three

The scope of choice available to the appointing authority or power for making their selections from an eligibility list. Specifically, it refers to selection from the first three ranks of eligibles who are ready, willing, and able to accept appointment to a specific position.

Salary Range

The minimum, maximum and any intermediate pay rates authorized for a given class of employment.

Salary Rate

A specific amount of money paid for a specified period of service. For example, dollars per hour or month.

Salary Schedule

The complete list of salary ranges, steps and rates for all classes in the classified service.

Salary Step

A specific salary rate within a salary range, usually designated by letter or numeral. For example, C-Step, Step 2, etc. (Note: The salary range applicable to a class may change without affecting the step placement rights of employees.)

Senior Management

Positions designated by the Superintendent/County Board of Education that meet the requirements of Section 45108.5 of the Education Code.

Seniority

Status determined by date of hire in a job classification plus any higher job classifications.

Separation

Leaving employment of the Santa Barbara County Education Office. Includes but is not limited to resignation, dismissal, layoff, retirement, and leave exhaustion.

Series

(Sometimes referred to as Job Series or Related Class) A number of groups of classes closely related in an occupational hierarchy and arranged in a list in order to indicate occupational levels in each group.

Status

A document issued whenever a change occurs which may include but is not limited to probationary or permanent employment, salary range and step, current assignment, work shift, longevity, and differentials.

Step Advancement

Movement to a higher step on the salary schedule for a Class as a result of having served the required number of days or months in paid status (see also Anniversary Date).

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April 29, 1982
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January 23, 2014

Substitute Employee

An employee occupying a permanent position during the absence of the incumbent or when the position is vacant. Substitute employees are exempt from the classified service.

Suspension

An enforced absence of an employee with or without pay pending the outcome of an investigation of allegations that have been filed against an employee that may lead to disciplinary action.

Teleconference

A meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

Temporary

Employment on a basis other than permanent or probationary. For example, in limited-term or provisional status. Temporary employees are exempt from the classified service.

Transfer

~~The reassignment of an employee without examination from one position to another position in the same class or to a position in a similar or related class with the same salary range for which the employee is qualified.~~ Voluntary change of work location and/or program or department to another position in the employee's classification, initiated by the employee.

Voluntary Demotion

A demotion requested by an employee in order to retain employment when layoff from the employee's positions is imminent or for other reasons, where the action is voluntary on the part of the employee.

Waiver

The voluntary relinquishment by an eligible of a right to be considered for appointment from an eligibility list to a certified eligibility list with one or more position locations, or for a specified period of time not to exceed the duration of the eligibility list.

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September 17, 1975
April 29, 1982
May 28, 1992
May 22, 2014
March 23, 2023 (pending approval)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 CHANGES IN POSITION AND CLASS

4462.1 Transfers

DEFINITION OF TRANSFER:

- A. Transfer is the reassignment of an employee without examination from one position to another position within the same job classification in a different department or job site, or to a similar or related classification with the same salary range. The Director, Human Resources shall be responsible for determining similar or related classifications and the appropriateness of the transfer.

EMPLOYEE-INITIATED TRANSFERS:

- A. Transfer request shall be made in writing to the Director, Human Resources. The Director, Human Resources shall place the employee's name on the transfer list (s) for the appropriate classification (s). When appropriate, the Director, Human Resources will provide a list of openings for purposes of transfer requests.
- B. Any employee who has requested an appropriate transfer shall have the right to have his/her name certified along with the top three ranks on the employment list and the names of eligibles from other appropriate lists. Should an appointing authority wish to approve the transfer into his/her program, he/she shall first request clearance from the employee's current program manager.
- C. Should a transfer be mutually agreeable to all parties concerned, the release date shall be communicated to the Director, Human Resources.
- D. Should the employee's current program manager wish to disapprove the transfer, the decision shall be made by the county superintendent or designee. If requested by the employee, the reasons for the disapproval shall be provided to the employee. The decision of the county superintendent or designee shall be final.

ADMINISTRATIVE-INITIATED TRANSFERS:

- A. Transfers may be made within the classified service by the county Superintendent or designee upon recommendation of program manager for the good of the service and the approval or rejection shall be governed by consideration of student welfare and/or the overall effective functioning of the Santa Barbara County Education Office.
- B. Transfers shall be made from one position to another in the same classification at the discretion of the County Superintendent or designee or program manager (s) involved, provided that such action shall not be taken for punitive or preferential reasons. Reasons for any transfer which is not voluntary shall be discussed with the employee by his/her supervisor.

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Revised: February 25, 1988
June 23, 1993
March 23, 2017
October 26, 2017

4462.1 Transfers (continued)

- C. Transfers from a position in one classification to a position in another related classification must first be approved by the Director, Human Resources. Such approval may be given only when the transfer is either lateral or related class with the same salary range.
- D. Administrative-initiated transfers, whether lateral or to a related class, when effected for documented disciplinary reasons, shall be considered an involuntary action and the employee shall have a right to file an appeal with the Personnel Commission.

Reference:

Education Code Section 45260, 45261 and 45278

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4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 CHANGES IN POSITION AND CLASS

4462.1 Transfers and Reassignments – DRAFT REVISION

DEFINITION OF TRANSFER:

1. Transfers

~~A. Transfer is the reassignment of an employee without examination from one position to another position within the same job classification in a different department or job site. A transfer is a voluntary change of work location and/or program or department to another position in the employee's classification, or to a similar or related classification with the same salary range initiated by the employee. The Director, Human Resources shall be responsible for determining similar or related classifications and the appropriateness of the transfer.~~

~~A. B. To be eligible for a transfer, the employee must demonstrate satisfactory performance, as documented in the most recent evaluation with a rating of "Meets requirements" or better in each category, and must not have received documented counseling in the most recent evaluation period. An employee with a current performance improvement plan is not eligible for a transfer.~~

EMPLOYEE-INITIATED TRANSFERS:

~~A. All notices of vacancies shall be made available as transfer opportunities for not fewer than five (5) business days. Transfer opportunities shall be e-mailed to all employees at the employee's SBCEO e-mail address. A transfer opportunity notice shall include: the job title, location, any specialized qualifications required of the position, number of hours per day/week, and the deadline for filing. Transfer request shall be made in writing to the Director, Human Resources. The Director, Human Resources shall place the employee's name on the transfer list (s) for the appropriate classification (s). When appropriate, the Director, Human Resources will provide a list of openings for purposes of transfer requests.~~

~~B. C. Any employee who is eligible for a transfer and who has requested an appropriate transfer shall have the right to be considered for the vacancy. Upon certification of an eligibility list for the classification, the employee shall have his/her/their name certified along with in addition to the top three ranks on the employment-eligibility list and the names of eligibles from other appropriate lists. Should an appointing authority wish to approve the transfer into his/her program, he/she shall first request clearance from the employee's current program manager. All transfers are discretionary with the appointing authority.~~

~~B. Should a transfer be mutually agreeable to all parties concerned, the release date shall be communicated to the Director, Human Resources.~~

~~C. Should the employee's current program manager wish to disapprove the transfer, the decision shall be made by the county superintendent or designee. If requested by the employee, the reasons for the disapproval shall be provided to the employee. The decision of the county superintendent or designee shall be final.~~

ADMINISTRATIVE INITIATED TRANSFERS: 2. Reassignments

- A. A reassignment is an involuntary change of an employee's work location and/or program or department that is initiated by SBCEO. Transfers-Reassignments may be made within the classified service by the ~~county~~ County Superintendent or designee upon recommendation of the program manager for the good of the service, and the approval or rejection shall be governed by consideration of student welfare and/or the overall effective functioning of the Santa Barbara County Education Office. Reassignments shall be made without change to the employee's salary range, full time equivalency (FTE), anniversary date, or leave balances.
- B. ~~Transfers shall be made from one position to another in the same classification at the discretion of the County Superintendent or designee or program manager (s) involved, provided that such action shall not be taken for punitive or preferential reasons. Reasons for any transfer which is not voluntary shall be discussed with the employee by his/her supervisor. The employee shall receive written notice of reassignment, along with the reasons for the action. The reassignment shall not take effect until at least fifteen (15) workdays following written notice of the reassignment unless the employee waives the fifteen (15) workday period in writing.~~

Approved: ~~_____~~ Dec. 1, 1975
 Revised: ~~_____~~ February 25, 1988
 _____ June 23, 1993
 _____ March 23, 2017
 _____ October 26, 2017

4462.1 Transfers (continued)

- C. ~~Transfers from a position in one classification to a position in another related classification must first be approved by the Director, Human Resources. Such approval may be given only when the transfer is either lateral or related class with the same salary range.~~
- D.C. Administrative initiated transfers, whether lateral or to a related class, when ~~When a reassignment is made effected~~ for documented disciplinary reasons, it shall be considered an involuntary action and the employee shall have a right to file an appeal with the Personnel Commission, in accordance with Personnel Commission Rule 4472.1. In such circumstances, the written notice of reassignment shall constitute the Notice of Disciplinary Action.

Reference:
 Education Code Section 45260, 45261 and 45278

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 October 26, 2017
 _____ March 23, 2023 (pending approval)

AGENDA ITEM 12b - proposed revision (changes saved)

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 CHANGES IN POSITION AND CLASS

4462.1 Transfers and Reassignments – DRAFT REVISION

1. Transfers

- A. A transfer is a voluntary change of work location and/or program or department to another position in the employee's classification, initiated by the employee.
- B. To be eligible for a transfer, the employee must demonstrate satisfactory performance, as documented in the most recent evaluation with a rating of "Meets requirements" or better in each category, and must not have received documented counseling in the most recent evaluation period. An employee with a current performance improvement plan is not eligible for a transfer.

All notices of vacancies shall be made available as transfer opportunities for not fewer than five (5) business days. Transfer opportunities shall be e-mailed to all employees at the employee's SBCEO e-mail address. A transfer opportunity notice shall include: the job title, location, any specialized qualifications required of the position, number of hours per day/week, and the deadline for filing.

- C. Any employee who is eligible for a transfer and who has requested an appropriate transfer shall have the right to be considered for the vacancy. Upon certification of an eligibility list for the classification, the employee shall have their name certified in addition to the top three ranks on the eligibility list and the names of eligibles from other appropriate lists. All transfers are discretionary with the appointing authority.

2. Reassignments

- A. A reassignment is an involuntary change of an employee's work location and/or program or department that is initiated by the County Education Office. Reassignments may be made within the classified service by the County Superintendent or designee upon recommendation of the program manager for the good of the service, and the approval or rejection shall be governed by consideration of student welfare and/or the overall effective functioning of the Santa Barbara County Education Office. Reassignments may not result in changes to the employee's salary range, full time equivalency (FTE), anniversary date, or leave balances.
- B. The employee shall receive written notice of reassignment, along with the reasons for the action. The reassignment shall not take effect until at least fifteen (15) workdays following written notice of the reassignment unless the employee waives the fifteen (15) workday period in writing.
- C. When a reassignment is made for documented disciplinary reasons, it shall be considered an involuntary action and the employee shall have a right to file an appeal with the Personnel Commission, in accordance with Personnel Commission Rule 4472.1. In such circumstances, the written notice of reassignment shall constitute the Notice of Disciplinary Action.

Reference:
Education Code Section 45260, 45261 and 45278

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October 26, 2017
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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 13 - proposed revision (changes tracked)

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.2 Job Announcement ~~bulletin~~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 a bulletin announcing 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 announcement notice bulletin 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.
 3. Rate of pay.
 - 4.4. 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 filing 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. The types and duration of the eligibility list that will be established from the examination.
 - 6.8. Whether the examination is eligible for veterans' preference.
 7. 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~~
April 27, 2023 (pending approval)

**AGENDA ITEM 13 - proposed
revision (changes saved)**

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.2 Job Announcement Bulletin

- 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 a bulletin announcing an examination to establish an eligibility list. The job announcement bulletin 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.
 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. Type and duration of the eligibility list that will be established from the examination.
 8. Whether the examination is eligible for veterans' preference.

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)



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
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Susan C. Salcido, Superintendent of Schools

Resolution No. HR 2023-10

WHEREAS, the California Legislature has designated the third full week in May of each year as Classified School Employee Week; and

WHEREAS, existing laws provide for the employment of persons in the public schools in positions not requiring certification qualification as classified employees; and

WHEREAS, the Personnel Commission and staff of the Santa Barbara County Education Office recognize and appreciate the contributions of classified employees in providing quality education services and support for the schools in Santa Barbara County.

NOW, BE IT HEREBY RESOLVED, that the Personnel Commission and Director, Human Resources, reaffirm and support the designation of the third full week in May as Classified School Employee Week, which is May 21-27 this year; and

BE IT FURTHER RESOLVED, that we encourage and support the efforts of classified employees and the contributions they make to the educational community.

PASSED AND ADOPTED, by the Personnel Commission of the Santa Barbara County Education Office on March 23, 2023.

Mike Ostini
 Chair, Personnel Commission

Amy R. Ramos
 Director, Human Resources