



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
June 22, 2023 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:30 p.m.

2. Roll Call

Members Present

Mike Ostini, Chair

Gary Pickavet, Vice Chair

Commissioner Carmen Jaramillo was absent.

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance.

4. Changes to the Agenda

The Director, Human Resources noted that item 11(b)(ii) had been pulled at the request of the Administrative Services Division.

5. Introduction of Staff and Guests

Staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Wendy Garcia, Certificated Human Resources Technician

Melissa Rodriguez, Classified Human Resources Analyst

Debbie Breck, Interim Administrator, School Business Advisory Services

Sharon VanGundy, Administrator, Information Technology Services

Steve Torres, Associate Superintendent, Administrative Services

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held May 25, 2023

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

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

The Director, Human Resources summarized a media release about the annual Math Super Bowl, of which SBCEO is one of the sponsors.

b. Legislative Update

The Director, Human Resources reported on a legislative update meeting she attended put on by PASSCo (Personnel Administrative Services Committee of CCSESA), where she learned that all bills that remain active for this legislative session have moved on to the second house of the legislature and are being heard in committees.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated July 6, 2023****c. Position Announcements****11. Action Items****a. Ratification of Eligibility Lists**

- i. Administrative Assistant (Dual – Santa Maria)
- ii. Administrator, School Business Advisory Services (Senior Management – Santa Barbara)
- iii. Paraeducator (Open Continuous – North)
- iv. Paraeducator (Open Continuous – Santa Barbara)

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

b. Classification of Positions

- i. The Director, Human Resources recommended the establishment of the new classification of Youth Outreach Mentor at the classified salary range of 66. This recommendation had the support of the Associate Superintendent, Student and Community Services (formerly Educational Services) and CSEA.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

- ii. This item was not heard.

- iii. The Director, Human Resources recommended a revision to the job description and an adjustment to the salary range for the classification of Mixed Media Specialist, from salary range 74 to range 77, with an effective date of 7/1/2023. The recommendation had the support of the Director, Communications and the County Superintendent of Schools.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

- iv. The Director, Human Resources recommended a revision to the job description and an adjustment to the salary range for the classification of Technology Support Administrative Assistant, from salary range 73 to range 75, with an effective date of 7/1/2023. The recommendation had the support of the Associate Superintendent, Administrative Services and the County Superintendent of Schools.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

- v. The Director recommended that a single position currently classified as Inventory Specialist be reclassified to Accounting Technician, with an effective date of 7/1/2023. The recommendation had the support of the Associate Superintendent, Special Education.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

- vi. The Director recommended that a single position currently classified as Office Assistant be reclassified to Administrative Assistant, with an effective date of 7/1/2023. The recommendation had the support of the Associate Superintendent, Student and Community Services.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

- vii. Director, Children and Family Resource Services
Director, Children’s Creative Project
Director, Partners in Education

The Director, Human Resources recommended an adjustment to the salary range for these three classified management positions, from management salary range 25 to range 28, with an effective date of 7/1/2023. The recommendation had the support of the County Superintendent of Schools.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

- viii. The Director, Human Resources recommended an adjustment to the salary range for the classified management position of Director, Communications, from management salary range 27 to range 28 [agenda incorrectly stated the current salary range was 25], with an effective date of 7/1/2023. The recommendation had the support of the County Superintendent of Schools.

The Director further noted that the Superintendent had requested this position be studied as part of Classified HR’s annual work plan of classification studies for 23-24. There was discussion of whether this would conflict with PC Rule 4433.4(A)(3), which makes an employee who has been reclassified ineligible for subsequent reclassification for two years. The Director stated that to her knowledge, there would be no conflict because the current action was strictly a salary adjustment, not a reclassification.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

c. Job Descriptions

- i. The Director, Human Resources recommended revisions to the job description for Educational Interpreter, American Sign Language for the purposes of clarifying the minimum qualifications. No change to the salary range was recommended. This recommendation had the support of the Associate Superintendent, Special Education and CSEA.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

- ii. The Director, Human Resources recommended revisions to the job description for Director, Partners in Education to reflect the requirement for participation in the DMV Government Employer Pull Notice Program and other minor updates.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

- iii. The Director, Human Resources recommended a revision in the job description, title, and salary for the classification of Liaison/Clerk, Child Development and Child Care Food Program, with an effective date of 7/1/23. The proposed new title was Nutrition Program Specialist — Bilingual; the proposed change in salary (from range 61 to 63) reflected the added requirement of bilingual skills. The proposed changes had the support of the Associate Superintendent, Student and Community Services.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 2-0

UNFINISHED BUSINESS

12. Revision of Merit System Rules – Presented for Second Reading

4493.1 Paid Holidays

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

NEW BUSINESS

13. Public Hearing on Approval of Proposed 2023-24 Personnel Commission Budget

Mike Ostini called the public hearing to order at 1:01 p.m. The public hearing was conducted in accordance with the requirements of California Education Code Section 45253 for consideration of the Personnel Commission budget for fiscal year 23-24. No members of the public were present for the public hearing. The public hearing was closed at 1:04 p.m.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 2-0

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

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

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported the following:

- In May for classified employees week, SBCEO hosted two appreciation events: an afternoon sweet treat in the North County on May 25, which Commissioner Jaramillo attended; and a luncheon in the South on May 30, with food provided by managers.
- Classified HR has been partnering with the Communications team to populate the new onboarding module with photos, videos, and other content.
- She and the Associate Superintendent have been educating themselves about artificial intelligence and how it might be used responsibly in human resources work.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:39 p.m. The next regular meeting will be held on Thursday, July 27, 2023, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Mike Ostini
Chair, Personnel Commission



Santa Barbara County Education Office

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

Susan C. Salcido, Superintendent of Schools

June 17, 2023 through July 21, 2023

Position #	Position Information
2591	Clerical Assistant • Special Education Administration, Santa Maria • North County 40.00 hours per week • 12.00 months
2593	Administrative Assistant • Special Education Support Staff North • North County 40.00 hours per week • 12.00 months
2594	School Occupational Therapist • Infant Services, Santa Maria • North County 16.00 hours per week • 12.00 months
2595	Nutrition Program Specialist - Bilingual • Early Care and Education - Santa Maria 3 • North County 40.00 hours per week • 12.00 months Bilingual required
2596	Youth Outreach Mentor • Peter B. Fitzgerald Community School • North County 35.00 hours per week • 10.00 months Bilingual preferred
2597	Accounting Assistant • Fiscal Services - Budgeting • South 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

August 3, 2023

Appointments

Limited Term/Substitute

Lockwood, Grace June 27, 2023
 Student Worker • Special Education • Cathedral Oaks
 • Hourly as needed

Moore, Nicholas July 3, 2023
 Student Worker • Internal Services • Cathedral Oaks
 • Hourly as needed

Perkins, Denise June 21, 2023
 Licensed Vocational Nurse • Special Education • Licensed Vocational Nurse South
 • Hourly as needed

Stout, Marlee July 10, 2023
 Clerical Assistant • Curriculum and Instruction • Cathedral Oaks
 • Hourly as needed

Widmer, Lydia June 26, 2023
 Certificated Human Resources Specialist • Human Resources • Cathedral Oaks
 • Hourly as needed

Zuniga, Lusero June 28, 2023
 Teaching Assistant • Juvenile Court and Community Schools • Various Sites
 • Hourly as needed

Probationary

Aguilar Navarrete, Cinthia August 21, 2023
 Paraeducator • Special Education • Montecito Union School
 81.25% • 10 months

Castro, Maria June 26, 2023
 Administrative Assistant • Special Education • Special Education Support Staff North
 100% • 12 months

Mock, Julie August 1, 2023
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Norrie, Charmaine July 3, 2023
Administrative Assistant • Transitional Youth Services • Transitional Youth South
100% • 12 months

Uribe-Garcia, Elizabeth August 8, 2023
Paraeducator • Special Education • Manzanita Charter School 2
81.25% • 10 months

Walling, Elizabeth June 22, 2023
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Changes

Anniversary Increase

Cuevas, Ivett July 1, 2023
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Medina, Luis July 1, 2023
Mixed Media Specialist • Communications • Reprographics
100% • 12 months

Tremblay, Bryan July 1, 2023
Data Entry Clerk • Partners In Education • Partners in Education - Program Services
20% • 12 months

Decreased Time (Voluntary)

Valencia Sherratt, Lisa July 1, 2023
Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration
62.5% • 12 months

Other

Santos, Jessica July 1, 2023
Nutrition Program Specialist - Bilingual • Early Care and Education • Early Care and Education - Santa Maria 3
100% • 12 months
From Liaison/Clerk, Child Development and Child Care Food Food Program

Reassignment

Meers, Julie July 10, 2023
School Occupational Therapist • Special Education • Infant Services, Santa Maria
40% • 12 months
From Santa Ynez Valley

Reclassification

Barnwell, Camilla July 1, 2023
Director, Communications • Communications • Communications Administration
100% • 12 months
From range 27 to 28

Dal Bon, Darnyl July 1, 2023
Administrative Assistant • Children and Family Resource Services • Health Linkages Administration
100% • 12 months
From Office Assistant

Davis, Eli July 1, 2023
Accounting Technician • Special Education • Special Education Accounting
100% • 12 months
From Inventory Specialist

Duffy, Chelsea July 1, 2023
Director, Partners In Education • Partners In Education • Partners In Education
100% • 12 months
From range 25 to 28

Medina, Luis July 1, 2023
Mixed Media Specialist • Communications • Reprographics
100% • 12 months
From range 74 to 77

Rehse, MaryEllen July 1, 2023
Director, Children and Family Resource Services • Children and Family Resource Services • Hope Center
100% • 12 months
From range 25 to 28

Sanchez Camarena, Maria July 1, 2023
Technology Support Administrative Assistant • Information Technology Services • Cathedral Oaks
100% • 12 months
From range 73 to 75

Tepper, Kai July 1, 2023
Director, Children's Creative Project • Children's Creative Project • Children's Creative Project Administration
100% • 12 months
From range 25 to 28

Separation

Layoff

Easland, Traile July 31, 2023
Manager, WEB Nurses • Children and Family Resource Services • Welcome Every Baby
100% • 12 months

Released

Hsu, Rebeca Sofia July 21, 2023
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County
100% • 12 months
Non completion of probation

Resignation

Escalante, Elvia July 4, 2023
Paraeducator • Special Education • Speech/Language Services, Miller
75% • 10 months
Accepted a certificated position

Gutierrez, Jasmin June 9, 2023
Paraeducator • Special Education • Cold Spring School
81.25% • 10 months

Lynch, Ryan June 9, 2023
School Occupational Therapist • Special Education • School Occupational Therapy Services
100% • 10 months



Santa Barbara County Education Office
Administrator, School Business Advisory Services

SALARY	\$67.54 - \$82.29 Hourly \$11,751.17 - \$14,317.67 Monthly \$141,014.00 - \$171,812.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00026
DIVISION	Administrative Services	DEPARTMENT	School Business Advisory Services
OPENING DATE	06/20/2023	CLOSING DATE	Continuous
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

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

General description

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

Specific Duties and Responsibilities

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

Requirements

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

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

Knowledge of:

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

Ability to:

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

Licenses and certificates

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

Working conditions

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

Supplemental Information

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

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

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

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711x5225

Website

<http://www.sbceo.org>

Administrator, School Business Advisory Services Supplemental Questionnaire***QUESTION 1**

Describe your experience and knowledge with integrated financial and payroll systems.

***QUESTION 2**

Describe your experience with auditing.

***QUESTION 3**

Describe your experience with multi-year budget projections.

* Required Question



Santa Barbara County Education Office
Clerical Assistant

SALARY	\$19.53 - \$24.82 Hourly \$3,399.00 - \$4,318.00 Monthly \$40,788.00 - \$51,816.00 Annually	LOCATION	North County
JOB TYPE	Full-Time	JOB NUMBER	2023-00028
DIVISION	Special Education	OPENING DATE	06/21/2023
CLOSING DATE	7/12/2023 11:59 PM Pacific	SPECIFIC LOCATION	Santa Maria

General Description

Our ideal candidate

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

General description

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

Specific Duties and Responsibilities

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

Requirements

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

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

Knowledge of:

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

Ability to:

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

Licenses and Certificates

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

Working Conditions

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

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

Supplemental Information

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

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

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

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711x5225

Website

<http://www.sbceo.org>



Santa Barbara County Education Office
Financial Services Manager, Special Education

SALARY	\$49.71 - \$60.57 Hourly \$8,649.33 - \$10,538.33 Monthly \$103,792.00 - \$126,460.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00036
DIVISION	Special Education	OPENING DATE	07/19/2023
CLOSING DATE	8/8/2023 11:59 PM Pacific	SPECIFIC LOCATION	Santa Barbara

General Description

Basic Function

Under the direction of the Assistant Superintendent, Special Education, responsible for the budget preparation, monitoring and revisions for the Special Education Program. Coordinates and performs the preparation of complex financial records and reports relating to Special Education and the various programs operated. Supervises and is responsible for the processing of expenditures, contracts and other financial documents.

Specific Duties and Responsibilities

Representative Duties

- Responsible for the preparation of the Special Education Program budget, revisions and/or amendments; monitors expenditures of all components of the budget; and makes recommendations to the Assistant Superintendent, Special Education, regarding the budget plan.
- Researches, analyzes and assists in the completion of the SELPA Funding Model Report generating special education funding; coordinates the implementation of the Medi-Cal reimbursement program for eligible students in special education.
- Responsible for and directs the posting and balance reconciliations with general ledger for various accounts in accordance with the California School Accounting Manual and County Office policies and procedures.
- Provide leadership and coordination for the assigned staff of the division; select, train, supervise and evaluate the day-to-day activities of assigned personnel; prioritize workload, schedule and assign work; monitor quality and production schedules.
- Coordinates the data processing and report generating of the Management Information System for individual student data; prepare reporting documents and fiscal reports.
- Attend and prepare presentations for in-service to Special Education staff regarding budgets, travel and attendance accounting; expenses for classroom supplies, repairs, maintenance and capital equipment.
- Coordinate and oversee the preparation of invoice billings and payments to outside agencies for Special Education.
- Oversee the preparation and appropriateness of expenditures and perform purchasing duties for all programs in Special Education; order, prepare purchase orders, reconcile payments and charge appropriate accounts.

- Perform and direct the input of budget and report data into terminals and microcomputers; reconcile expenses and income to adopted budget; generate original budget reports and other special education documents.
- Prepare year-end projections, analyze financial data, employee salaries and fringe benefits for review by the Assistant Superintendent, Special Education.
- Verify budget and report data; monitor expenses versus budget for individual Special Education programs; trace and correct any discrepancies.
- Research, analyze and prepare financial data as needed and requested by the Assistant Superintendent, Special Education.
- Perform other essential job related duties and responsibilities as assigned.

Requirements

Education and Experience

Two years of college with a major in accounting, business administration, public administration or a related field and three years of increasingly responsible experience in accounting functions, preferably in a public agency.

Knowledge of:

- Principles, practices, and regulations pertaining to school accounting and budgeting methods, standards and procedures.
- Principles and practices of administration, supervision and training.
- Modern office management methods, practices, procedures and equipment.
- Computers and applicable software programs.
- Statistical and financial recordkeeping techniques.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Interpret and apply state and federal regulations relating to public fiscal accounting.
- Perform statistical and mathematical calculations with speed and accuracy.
- Plan and organize work; analyze problems and develop solutions.
- Compile and analyze financial data and prepare complex reports.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others and the public.

Licenses and Other Requirements

Incumbents in this class must possess a valid California driver's license and insurance coverage as required by the County Education Office.

Working Conditions

Typical office environment; occasional travel to other sites and meetings.

Supplemental Information

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

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

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

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711x5225

Website

<http://www.sbceo.org>



Santa Barbara County Education Office
Nutrition Program Specialist - Bilingual

SALARY	\$20.45 - \$25.96 Hourly \$3,558.30 - \$4,517.04 Monthly \$42,699.60 - \$54,204.48 Annually	LOCATION	Santa Maria - Orcutt
JOB TYPE	Full-Time	JOB NUMBER	2023-00034
DIVISION	Student and Community Services	DEPARTMENT	Early Care and Education
OPENING DATE	07/03/2023	CLOSING DATE	7/24/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our ideal candidate

You are a dependable, punctual, caring professional. You can communicate effectively with staff, partners, and Spanish-speaking families. 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 partners.

General description

The Nutrition Program Specialist performs a variety of technical clerical duties to support the operation and administration of the Child and Adult Care Food Program. Under the direction of the Financial Services Manager, establish eligibility for Licensed Family Day Care Home providers participating in Child and Adult Care Food Program according to funding guidelines. Recruit Family Day Care Home providers and monitor their compliance with the Child and Adult Care Food Program regulations.

Specific Duties and Responsibilities

- Recruit providers for the Child and Adult Care Food Program to maintain required monthly participation level.
- Establish and monitor eligibility for providers participating in the Child and Adult Care Food Program in accordance with funding guidelines.
- Establish and maintain a variety of records, reports, and management bulletins. Maintain provider files for all providers participating in the Child and Adult Care Food Program with corresponding documentation/records. Assist with data collection for reports.
- Re-certify eligibility for provider participation periodically or as needed and/or as eligibility changes.
- Conduct regular provider and center trainings and site monitoring visits.
- Receive and respond to telephone or email requests for program information and procedures.
- Monitor provider and center menus for compliance with Child and Adult Care Food Program nutrition standards. Provide program information, nutrition trainings, program requirements, updated policies and educational nutrition

information to all providers and center staff.

- Audit attendance, menu, and meal count records for accuracy and completeness; contact parents and/or providers as needed to document attendance.
- Participate in staff meetings, professional development opportunities, workshops, and conferences.
- Perform other related duties as assigned.

Requirements

Education: Possession of a high school diploma or GED. Completion of college coursework in nutrition or dietetics is desirable.

Experience: Two years of experience that included clerical duties, public contact, and independent decision-making. Experience in a human services or educational setting is preferred.

Knowledge of:

- Modern office practices, procedures, and equipment.
- Operation of office machines, including computer equipment and specified software.
- Telephone and email etiquette.
- Record-keeping practices.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Learn the operation and administration of the Child Care and Adult Food Program.
- Learn and apply policies, laws, regulations, and procedures relating to a variety of early care and education programs.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations accurately.
- Plan and organize workload to effectively meet schedules and timelines.
- Operate a variety of office machines including a computer, calculator, copier, and applicable software.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing, in Spanish and English.
- Obtain information from a variety of sources
- Compile, maintain, and submit accurate and complex records and reports.
- Establish and maintain effective relationships with others.
- Demonstrate tact, patience, and courtesy.
- Maintain confidentiality of files, records, and other sensitive material.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.

Licenses and Certificates

Valid California driver's license, use of a dependable vehicle, and automobile insurance required by law.

Working Conditions

Positions in this classification are considered generally sedentary. Many duties are performed while sitting at a desk and usually involve extensive use of computers, telephones, and other office equipment; interruptions may be frequent.

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. Visits to child care sites may expose the employee to common childhood diseases and other communicable diseases.

Local travel by car to a variety of locations countywide, in order to conduct monitoring visits, is required.

Supplemental Information

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

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RECRUITMENT INFORMATION:

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- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement

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Santa Barbara County Education Office
Vocational Assistant

SALARY	\$19.13 - \$24.32 Hourly	LOCATION	North County
JOB TYPE	Part-Time	JOB NUMBER	2023-00027
DIVISION	Special Education	OPENING DATE	06/21/2023
CLOSING DATE	7/12/2023 11:59 PM Pacific	SPECIFIC LOCATION	Santa Maria

General Description

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participates in staff development trainings and implement vocational programs for students. Assists with students transition from school to work by reinforcing life skills and serving as a job coach at the work site.

Specific Duties and Responsibilities

- Transports students to job sites and assists students in learning employment skills.
- Works with students to verify skill level and appropriate job match. Provides individual assistance for students by critiquing, advising, and training at the job site. Develop necessary accommodations for job site.
- Assists students in learning pre-employment skills such as grooming, hygiene, travel skills, transaction handling skills (money and common forms), and community awareness.
- Maintains up-to-date job lists consisting of employer information and job specifications including task analysis. Maintains, updates, and distributes job related data to teachers, employers, supervisors and parents.
- Refers students to suitable employment and volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs. Assists in the development of job training-related activities.
- Enters student employment and other data onto student information systems. Assists students by processing work permits.
- Compiles data for reports on referrals, job placement transactions, retention, and success rates. Assists with local labor market surveys that identify potential employment opportunities and rates of pay.
- Advocate/represent student at the worksite as well as other community locations and ensure equity for all students. Performs other duties as assigned that support the overall objective of the position

Requirements

Education and Experience

Education: The position typically requires a high school diploma.

Experience: Two years of experience in an employment, training, or special education area.

Knowledge of:

- Employment procedures including those for reaching students with special needs and assuring equal employment opportunity.
- Publicly funded job and training programs, and the rules and regulations governing student employment.
- Features of payroll and employee benefit plans and using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data to computerized student files using established data entry screens.
- Sufficient math skills to compute sums, averages, products, and quotients.
- Sufficient human relation skills to convey private information, to give instructions and conduct interviews, and to facilitate discussions.
- Language, grammar, and writing skill to prepare documentation of work activities.

Ability to:

- Carry out all aspects of the position such as interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement.
- Achieve harmony and cooperation in communications with others
- Prepare professional correspondence for routine communications.
- Learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Maintain up-to-date files and ensure security of private information

Licenses and certificates

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Work is performed indoors and in employment locations where minimal safety considerations exist.

Supplemental Information

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

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RECRUITMENT INFORMATION:

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- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

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Address

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Vocational Assistant Supplemental Questionnaire

***QUESTION 1**

This is a 30 hours per week position with a schedule of Monday - Friday, 8:30 a.m. to 3:00 p.m. with a 30 minute lunch.

I understand and under these conditions, I am still interested in this position.

* Required Question



**Santa Barbara County Education Office
Youth Outreach Mentor**

SALARY	\$21.85 - \$27.73 Hourly	LOCATION	Santa Maria - Orcutt
JOB TYPE	Part-Time	JOB NUMBER	2023-00035
DIVISION	Student and Community Services	OPENING DATE	07/03/2023
CLOSING DATE	7/24/2023 11:59 PM Pacific	SPECIFIC LOCATION	Santa Maria

General Description

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with at-risk youth. You are dependable, punctual, and caring, with the ability to communicate in a culturally sensitive manner. You are committed to providing the best service available to the Santa Barbara Education Office, teachers, parents, and students.

General description

Provide case management support to at-risk students, conduct assessments, and make referrals to community organizations. Employees in this position use research-based culturally relevant practices to support students who display dysregulated behavior, foster relationships with behavioral health community resources, and may serve on a student's individualized care team with licensed professionals. Under the direction of certificated staff, provide pupil support services to address social and emotional needs to prepare students to be college, career and future ready.

Specific Duties and Responsibilities

- Serve as a liaison between schools and outside agencies in matters relating to at-risk students involved in high-risk behaviors
- Provide skills development workshops to students, both one-on-one and in small groups
- Provide support services related to mental health, behavioral, and educational issues
- Support school staff, students and families through classroom visits to assist students, monitor and assess student needs, behavior, and progress; provide feedback and strategies as appropriate
- Provide ongoing case management services and provide behavioral health linkage support to community resources
- Assess needs and recommend appropriate referrals to community resources or human services agencies
- Employ strategies to reconnect students to school, community and career activities
- Document and track progress of intervention efforts
- As part of a care team, provide case management support to students
- Plan, organize, and lead field trips and excursions to local community colleges, universities, and career exploration events, as well as other culturally significant or relevant venues
- Plan, organize, and co-facilitate presentations with other members of the care team on awareness and prevention of gang, drug, conflict, and other high risk behaviors
- Conduct home visits to provide ongoing support and bridge families to school for meaningful relationships and engagement
- Perform other related duties as assigned

Requirements

High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in education, psychology, administration of justice, social work, or related field. Possession of an associate's degree in a related field is desirable. Additional relevant experience may substitute for post-secondary coursework.

Experience: One year of experience providing educational or social services or instructional support that included community resource and referral to at-promise (at-risk) students or families is required. Experience working with students involved in the juvenile justice system is desirable.

Ability to speak, read, and write Spanish fluently is preferred.

Knowledge of:

- Intervention strategies and restorative approaches with at-promise students.
- Education law applicable to school attendance and truancy.
- Community resources available for at-promise students and their families.
- Telephone and email etiquette.
- Correct English grammar, spelling, punctuation, and professional vocabulary.
- Modern office practices, procedures, and equipment.
- Standard office productivity software applications.
- Record-keeping practices.
- Time management practices.

Skill in:

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

Ability to:

- Maintain records and prepare reports
- Plan, organize, prioritize, and schedule work.
- Work independently as well as collaboratively.
- Make sound decisions within appropriate limits of authority.
- Analyze available information and determine an appropriate course of action.
- Interpret, explain, and apply laws, regulations, rules, and policies.
- Coordinate work of SBCEO partners over whom one has no supervisory authority.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain effective working relationships with others.
- Meet schedules and deadlines.
- Maintain confidentiality of files, records, and other sensitive material.
- Learn operations, policies, practices, and objectives of SBCEO and assigned program.
- Operate a computer and other office equipment and related software programs.
- Document work activity.
- Learn to use student information systems and databases.
- Exercise tact and diplomacy in interactions with others.
- Represent SBCEO and program participants effectively.

Licenses and certificates

- Valid California Class C Driver's License, use of a dependable automobile, and insurance coverage as required by law.

- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

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.

Local travel by car to a variety of locations countywide, in order to attend meetings and provide service to students and families, is required.

Supplemental Information

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

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RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
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Youth Outreach Mentor Supplemental Questionnaire***QUESTION 1**

This is a 10-months per year position with a work schedule of M-F; 8:00 a.m. to 4:00 p.m. with a 30-minute lunch.

Under these conditions, I am interested in this position.

* Required Question



**Senior Management Eligibility List
Administrator, School Business Advisory Services**

Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
26217	8/29/23	Eligible	Full-Time	1.00	40 hours/week
26219	8/29/23	Eligible	Full-Time	1.00	40 hours/week
26239	8/29/23	Eligible	Full-Time	1.00	40 hours/week
6124979	11/23/23	Eligible	Full-Time	1.00	40 hours/week
54208530	12/2/23	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 1

Number of applicants passed screening: 1

Number of performance/written exam attendees: 1

Number of oral exam attendees: N/A



**Dual Certification Eligibility List
Benefits and Employee Relations Analyst**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	25866	9/17/23	Eligible	Full-Time	1.00	40 hours/week
1	1644298	1/13/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 13

Number of applicants passed screening: 6

Number of performance/written exam attendees: 1

Number of oral exam attendees: N/A



**Dual Certification Eligibility List
Office Assistant**

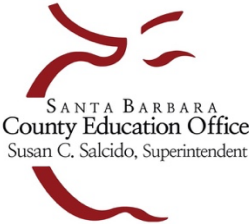
Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	34865335	1/18/23	Eligible	Full-Time	1.00	40 hours/week
2	54012539	1/18/23	Eligible	Full-Time	1.00	40 hours/week
3	49897073	1/18/23	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 26

Number of applicants passed screening: 23

Number of performance/written exam attendees: 11

Number of oral exam attendees: 3



**Dual Certification Eligibility List
Program Associate**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	49614196	1/21/24	Eligible	Full-Time	1.00	40 hours/week
2	28967356	1/21/24	Eligible	Full-Time	1.00	40 hours/week
3	53578392	1/21/24	Eligible	Full-Time	1.00	40 hours/week
4	53725825	1/21/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 20
Number of applicants passed screening: 14
Number of performance/written exam attendees: 11
Number of oral exam attendees: 5



Personnel Commission

JOB DESCRIPTION

AUDIOVISUAL SERVICES SUPERVISOR – DRAFT

Reports to: Administrator, Information Technology Services

Division: Administrative Services

Our ideal candidate

You are an innovative and collaborative professional who strives to deliver new and creative technological solutions to meet organizational needs. You use knowledge of audiovisual (AV) and communication technologies to provide timely and reliable support to users and efficiently solve problems and build systems. You perform well under pressure, are committed to providing exceptional customer service, and are able to communicate effectively with personnel both verbally and in writing. You demonstrate the ability to make decisions and use judgment that support and promote the values and goals of SBCEO.

General description

Directly or through contracted vendors, design, install, maintain, and upgrade AV and communication technology infrastructure and related systems for the organization. Update systems regularly to meet current industry standards. Provide onsite technical support and operation of AV and communication technologies for meetings, events, in conference rooms, meeting spaces, and facilities throughout SBCEO. Create resources and train staff for the purpose of capacity-building, team cross-training, and streamlining troubleshooting.

Specific duties and responsibilities

- Develop, implement, and maintain the AV service offering to users of SBCEO facilities; develop strategic plans to facilitate and coordinate the delivery of AV and related technical services; design and install AV and communication systems that incorporate current technologies and are designed to meet the needs of the staff and the organization; coordinate with other Information Technology Services staff to plan network and infrastructure upgrades to support AV and communication technologies.
- Plan, schedule, and coordinate day-to-day AV support activities for the organization; provide support to staff and other users of SBCEO facilities in their use of AV equipment, conference and meeting room technologies, and room control systems; troubleshoot and resolve complex problems; manage daily work schedule according to planned events, current requests, and project progress.
- Determine AV resource requirements (including equipment, infrastructure, and staff) for specific events and for ongoing support of organizational needs; communicate with internal and external parties to plan support of meetings and events.
- Provide training, guidance, and resources to staff and other SBCEO facility users to support their use and understanding of AV and communication technologies.
- Directly or through contracted vendors, maintain all AV systems and equipment including, but not limited to, projectors, digital displays, audio systems, and other general equipment for the purpose of facilitating technology and communication; inventory AV equipment, conduct routine maintenance, and order parts and supplies to ensure proper functioning and accessibility for staff; monitor AV equipment performance, usage and replacement schedules, and maintenance agreements.

AUDIOVISUAL SERVICES SUPERVISOR – DRAFT

- Develop, manage, and monitor the budget for overall AV service and for individual AV-related projects.
- Oversee the work of contractors engaged to perform AV-related repairs, maintenance, support, and installations; ensure that contract requirements are met.
- Utilize appropriate project management tools, processes, and procedures to support the use of AV and communication technologies.
- Collaborate with other departments and users to ensure successful execution of projects requiring AV support.
- May serve as a project manager for implementations related to AV systems, communications, and collaboration tools.
- May supervise staff; provide functional or project-based supervision to staff assigned AV support duties.
- Keep current on new AV products, trends, upgrades, and software programs.
- Contribute to the development and installation of automated systems used throughout the organization.
- Perform other related duties as assigned.

Requirements

A typical way to qualify for this position would be:

Education: Possession of a high school diploma, supplemented by college or vocational coursework in electronics, computer technology, or related fields. Additional relevant work experience may be substituted for post-secondary education.

Experience: Three years of experience installing and operating AV and communications equipment in meeting venues. Increasingly responsible experience planning, scheduling, and coordinating complex technological, AV, and digital communication projects is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:

- Technical components and operation of AV equipment and systems.
- Methods and practices of AV equipment and systems installation and maintenance.
- Diagnostic troubleshooting practices for AV systems, software, and equipment.
- In-person conference room meeting hardware and software.
- Industry-standard video conferencing software functionality and configuration.
- Digital video concepts.
- Industry trends and emerging technologies in AV and communications.
- Networks for the purpose of installation and maintenance of advanced AV control systems
- Computers, peripherals, security devices, and related applications used in business settings
- Troubleshooting strategies and resources

AUDIOVISUAL SERVICES SUPERVISOR – DRAFT

- Data communication security and network access protocols
- Methods and procedures of operating personal computers and peripheral equipment
- General concepts of microcomputer technology, operating systems, and related software
- Principles and practices of network and data security
- Principles of office automation systems
- Principles and practices of customer service
- Principles and practices of project management
- Principles and practices of budget management
- Industry-standard word processing, spreadsheet and database programs

Ability to:

- Multi-task and adapt to changes quickly
- Work in a fast-paced environment
- Plan, organize and prioritize work of self and others
- Coordinate work of staff or SBCEO partners over whom one has no supervisory authority
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain effective working relationships with individuals at all levels of the organization and external partners
- Communicate effectively both orally and in writing
- Prepare understandable documentation of AV systems and devices for non-expert users
- Meet schedules and timelines
- Maintain accurate records, prepare reports, and make presentations
- Develop an understanding of products
- Consult with users to determine service and equipment needs
- Train and instruct others in AV equipment and computer services
- Work in a calm, tactful, friendly and diplomatic manner
- Collaborate with others to solve problems
- Work well under pressure and respond appropriately to crisis or emergency situations
- Properly diagnose and resolve malfunctions in high-profile or pressure situations
- Research, study, and learn more about technology in order to provide excellent service
- Work independently and as part of a team
- Use a computer, other standard office equipment, and a variety of enterprise and software applications
- Represent SBCEO and assigned program effectively

Licenses and certificates

Valid California Class C Driver's License and insurance coverage as required by law, and the use of a dependable vehicle.

Working conditions

Work is performed in a variety of locations, including a typical modern office environment and events of varying size held at SBCEO and other facilities. Work is usually performed indoors. Some duties of this position are sedentary, performed while sitting at a desk and involving



AUDIOVISUAL SERVICES SUPERVISOR – DRAFT

extensive use of computers and other office equipment. Supporting events may require periods of prolonged standing, as well as occasional kneeling, crouching, or working above floor level.

Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events may be required.

Physical abilities

Requires the ability to climb, crawl, stoop, kneel, crouch, and occasionally lift objects weighing up to 50 pounds. Requires manual dexterity, near visual acuity, speech intelligibility and flexibility. Requires ordinary ambulatory skills to travel to outside offices and locations.

Series

Information Technology

Salary range 92

Approved by the Personnel Commission: July 27, 2023 (pending approval)



Personnel Commission

JOB DESCRIPTION

SCHOOL SAFETY LIAISON — DRAFT

Reports to: Associate Superintendent
Division: Student and Community Services

Our ideal candidate

You are an innovative professional and team player, with excellent communication skills, law enforcement experience, and a proven track record of establishing rapport and earning the trust of colleagues from different backgrounds with your professional expertise and empathy. You collaborate and interact effectively with others. You are an exceptional problem-solver, solutions-oriented, and are committed to providing the best service available to the Santa Barbara County Education Office and the schools and districts it serves.

General description

Under administrative direction, provide consultation, guidance, and support to Santa Barbara County local education agencies, charter schools, private schools, and early care and education centers in disaster response, crisis management, and school threat assessment. Collaborate with law enforcement, district and school leaders, behavioral health providers, and other county partners to support the development, implementation, and evaluation of comprehensive school safety plans, crisis communication, and safety training. Support the implementation of countywide school safety protocols and serve as a key member and representative of SBCEO on the Santa Barbara County Safe Schools Coalition. Act as a liaison between law enforcement, SBCEO, school districts and area schools before, during, and after incidents and events that potentially impact the safety and security of area schools.

Specific duties and responsibilities

- Advise district and school staff on emerging needs and safety concerns; provide support in school threat assessment and professional expertise to promote and enhance school safety, compliance with federal and state laws and mandates related to school safety, and fulfillment of monitoring and reporting requirements regarding school safety
- Lead the development and implementation of countywide school safety and security protocols, procedures, and expectations
- Assist schools with the development and review of comprehensive school safety plans by providing templates and resources, providing support in solving problems related to site safety, coordinating law enforcement review of site safety plans, and conducting routine site visits in support of safety and security planning
- Participate in and may lead initiatives and activities that enhance student and school safety, including activities supported by the Santa Barbara County Safe Schools Coalition
- Provide expertise and support during emergencies affecting schools; respond to and serve as the liaison between first responders and district and/or school leaders during emergencies affecting schools

SCHOOL SAFETY LIAISON — DRAFT

- Liaise with all Santa Barbara County law enforcement jurisdictions, communications staff, and school entities to bridge and foster communication, optimize communications practices, and ensure consistent messaging
- Convene school resource officer meetings to establish best practices, share information, and support problem-solving of school site safety concerns
- Collaborate with district and school leaders to develop and coordinate professional development opportunities on school safety, security, and school threat assessment; and to support policy and enforcement, and strengthen prevention, mitigation, and response capabilities
- Support district and school leaders in securing grant funding for school safety initiatives
- Develop, evaluate, and implement disaster response and crisis management activities for SBCEO, including training Cabinet members and other leaders on safety and emergency procedures and their respective roles; represent SBCEO in emergency response and coordination efforts and activities
- Perform related duties as assigned

Requirements

Education: Possession of a bachelor's degree in administration of justice, criminology, sociology, education, or related field is preferred.

Experience: Five years of experience as a sworn law enforcement professional, preferably in assignments that included community engagement and coalition-building, liaison among various entities, and/or support for schools

Knowledge of:

- principles and practices of community-oriented policing and crime prevention
- law enforcement emergency response procedures and protocols
- intervention strategies and services
- applicable laws, codes, regulations, policies and procedures related to school and student safety
- school safety requirements and strategies
- development of school safety plans
- emergency preparedness programs
- community resources that enhance school and community safety
- community engagement and outreach strategies and practices
- principles and practices of program administration and professional development
- grant writing practices and procedures
- data collection and management methods
- strategic planning
- group facilitation methods and practices

SCHOOL SAFETY LIAISON — DRAFT

- standard written and spoken English
- standard office productivity software

Ability to:

- read, interpret and apply laws, policies, procedures, codes and regulations
- serve as an informational resource to faculty, staff, and administrators
- analyze situations and quickly adopt or recommend an effective course of action
- coordinate work of colleagues and partners over whom one has no supervisory authority
- communicate effectively both orally and in writing
- prioritize, plan, and coordinate work to meet deadlines
- develop content and make effective presentations, trainings, and informational sessions
- learn the operations, policies, and objectives of the Santa Barbara County Education Office
- identify opportunities and develop partnerships with community agencies and resources
- research, write, and present reports
- write and manage grants
- make public presentations to a wide variety of stakeholders
- formulate and articulate complex ideas and concepts to a variety of audiences
- work independently
- maintain effective working relationships with law enforcement agencies, schools and school districts, other community partners, and co-workers
- lead and work effectively with groups to accomplish goals and consistently meet timelines
- use a computer and other office equipment and related software programs
- learn Santa Barbara County community agencies, local government agencies, education community, and geography

Licenses and certificates

Possession of a valid California driver's license, insurance coverage as required by law, and the use of a dependable vehicle are required.

Working conditions

This civilian position is considered generally sedentary. Most work is performed in an office or school environment and typically involves 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 this position. This position will require being on-scene during emergencies affecting schools, which may expose the incumbent to safety hazards.

Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening or weekend meetings and events is also required.



SCHOOL SAFETY LIAISON — DRAFT

Management salary range 28

Approved by the Personnel Commission: July 27, 2023 (pending approval)



Personnel Commission

JOB DESCRIPTION

TEACHING ASSISTANT

Reports to: Director, Juvenile Court and Community Schools

Division: ~~Educational~~ Student and Community Services

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with young adults in a court or community school setting. You are a team player who listens well and contributes to a positive and efficient work and learning environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Work collaboratively with teachers, SBCEO and Probation staff, parents, and public and non-profit agencies to provide a safe learning environment for at-risk students who are in a juvenile court or community school; under the direction of the classroom teacher, provide instructional support to students in a strictly monitored setting.

Specific duties and responsibilities

- Provide instructional support in core academic and vocational subjects to students; prepare and may develop age- and grade-appropriate instructional aids and exercises to support the subject matter being taught.
- May perform student intakes; proctor and conduct state-mandated assessments of students to establish baselines, determine academic needs and placement, and measure progress; score objective tests; keep appropriate records, using electronic student information systems; ensure confidentiality of student information.
- Assist with daily screening for weapons, banned substances, and paraphernalia; escort students going from one location to another; monitor student activity in and between classroom, lunchroom, restrooms, and recreational areas throughout the school day, including dismissal time; monitor classroom activities during brief absence of a teacher.
- Observe, monitor, and redirect the behavior of students within approved procedures; reinforce behavior modification techniques determined by the teacher; develop and use incentives as positive reinforcement; document behavioral incidents and report them to site supervisor; participate in consultations with parents and staff on behavioral interventions for students; use appropriate discipline in accordance with school safety plan, school rules, and teacher's assessment.
- As part of the instructional team: support communication with parents to facilitate students' success in a restorative justice environment; provide input to teachers and specialists on student performance, progress, and behavior; may participate in parent-teacher conferences; may be assigned to contact designated Probation officials when resolution cannot be reached with students and parents.
- Perform other duties as assigned that support the overall objective of the position.

TEACHING ASSISTANT

Requirements:

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience:

Two years of experience working with at-risk adolescents or young adults. Classroom or other instructional experience is preferred.

Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable to a court or community school setting
- principles and practices of positive reinforcement
- core subjects taught in the schools served by SBCEO, including English language arts, mathematics, science, and social studies, with sufficient competency to assist students with individual or group studies
- teaching and instructional methods
- basic clerical and record-keeping processes.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications
- working productively and cooperatively with teachers, staff of other agencies, students, and parents in formal and informal settings.

Ability to:

- assist teaching staff with implementation of instructional goals and activities
- support and interact with students who have a variety of behavioral needs
- apply principles of positive reinforcement
- manage students' verbal and physical behavior in a constructive manner
- learn juvenile court system, including both dependency and delinquency processes
- learn system of care for youth in the juvenile justice system
- learn educational and community resources available for students and families
- interact with teachers, administration, Probation staff, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to a diverse population of students and families
- communicate effectively both orally and in writing.

TEACHING ASSISTANT

Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

Licenses and certificates

~~May require a valid California driver's license.~~ May require a valid First Aid card, CPR certification, and/or certification in Crisis Prevention Intervention (CPI).

Some positions in this classification may require:

- Valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

Working conditions

Some positions in this classification are assigned to work in a juvenile detention facility. Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. Requires the ability to perform indoors in an office, classroom, or recreational environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and teach work materials. Requires ability to walk with student groups during PE classes and to escort students at dismissal. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Series

Instructional

Salary range 64

Approved by the Personnel Commission:

September 27, 2007

Revised:

July 28, 2022

Revised:

July 27, 2023 (pending approval)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.1 Vacation

- A. Regular classified employees, permanent and probationary, shall earn vacation as part of his/her compensation at the rate prescribed by the appointing authority. Employee's who work less than full time receive vacation on a pro-rata basis. Earned vacation shall not become a vested right until completion of the initial probationary period.
- B. Regular employees who are on leave to serve in limited-term assignments, or who serve in limited-term assignments during periods when they are not regularly assigned, shall earn vacation at the prescribed rate from such limited-term assignments. Vacation shall also be earned during any paid leave of absence.
- C. With the approval of the employer, vacation may be taken at any time during the fiscal year. If the employee is not permitted to take his/her full annual vacation, the amount not taken shall accumulate for later use. Maximum accrual shall be that amount of vacation earnable over a two-year period. Any vacation earned beyond the maximum accruable must be in writing and signed by the employee and the immediate supervisor
- D. Specially-funded programs require classified employees to take vacation each funding year when the program is closed. If employees are unable to take vacation during the funding period, they shall receive payment at the end of the funding period, if prior approval for payment is granted.
- E. Vacation schedules shall be prepared by the Administration. Effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the service and the workload of the department.
- F. An employee may be permitted to take vacation during the school year even though not earned at the time the vacation is taken, with the approval of the appropriate Assistant Superintendent. A new employee may be granted a maximum of six days, or the proportionate amount to which he/she may be entitled, during the first six months of service as a probationary employee.
- G. If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his/her services, the employee shall be entitled to lump-sum compensation for all earned and unused vacation, except that employees who have not completed the probationary period shall not be entitled to such compensation.
- H. The rate at which vacation is paid shall be the employee's current rate. An employee whose vacation is earned and begun under a given status shall suffer no loss of earned credit by reason of subsequent changes in conditions of employment during that vacation.

Reference:

Education Code Sections 45190 and 45197

Approved: Dec. 1, 1975
Revised: Aug. 26, 1993
March 23, 2017
October 26, 2017

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.1 Vacation

A. Regular classified employees, ~~— permanent and probationary, management and non-management —~~ shall ~~earn~~ receive a vacation grant as part of ~~his/her~~ their total compensation at the rate ~~or amount~~ prescribed by the appointing authority. Employee-s who work less than ~~full~~ full-time shall receive vacation on a pro-rata basis. ~~Earned vacation shall not become a vested right until completion of the initial probationary period.~~ An employee who is on a paid leave of absence shall be eligible to receive a vacation grant. Vacation grants are made at the beginning of the fiscal year; for employees new to the classified service who start work after the beginning of the fiscal year, vacation grants are made upon hire on a pro-rata basis.

B. Regular employees who are on leave to serve in limited-term assignments, or who serve in limited-term assignments during periods when they are not regularly assigned, shall ~~earn~~ receive a vacation grant at the prescribed rate ~~from~~ for such limited-term assignments. ~~Vacation shall also be earned during any paid leave of absence.~~

~~C. With the approval of the employer, vacation may be taken at any time during the fiscal year. If the employee is not permitted to take his/her full annual vacation, the amount not taken shall accumulate for later use. Maximum accrual shall be that amount of vacation earnable over a two year period. Any vacation earned beyond the maximum accrual must be in writing and signed by the employee and the immediate supervisor~~

~~D. Specially funded programs require classified employees to take vacation each funding year when the program is closed. If employees are unable to take vacation during the funding period, they shall receive payment at the end of the funding period, if prior approval for payment is granted.~~

~~E.C. Vacation schedules shall be prepared by the Administration. With the approval of the employee's supervisor, vacation may be taken at any time during the fiscal year. Every effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the service and the workload of the department. If an employee is not permitted to take their full annual vacation, the amount not taken shall accumulate for later use.~~

~~F.D. An employee serving their initial probationary period may be permitted to take vacation during the school year even though not earned at the time the vacation is taken the probationary period, with the approval of the appropriate Assistant Associate Superintendent. A new non-management classified employee in their initial probationary period may be granted permitted to take a maximum of six days, or the proportionate amount to which he/she the employee-s may be entitled, during the first six months 130 days of paid service as a probationary employee of the probationary period.~~

~~Granted vacation shall not become a vested right for a non-management classified employee until the initial probationary period has been successfully completed. Granted vacation shall not become a vested right for a classified manager until completion of the initial six months of employment.~~

In those cases when employees have a remaining vacation balance at the end of the fiscal year, vacation payout and/or carryover shall occur for eligible employees in accordance with established SBCEO policy.

~~E. If an employee separates from SBCEO or from the classified service and has a vacation balance as of the date of their separation, vacation payout shall occur in accordance with established SBCEO policy. Employees who separate from the classified service prior to the~~

end of the fiscal year shall have their vacation grant for the current fiscal year recalculated. SBCEO shall deduct the dollar value of any excess vacation used from the employee's final pay as a classified employee.~~If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his/her services, the employee shall be entitled to lump sum compensation for all earned and unused vacation, except that employees who have not completed the probationary period shall not be entitled to such compensation.~~

G.F. The rate at which vacation is paid shall be the employee's current rate. An employee whose vacation is earned and begun under a given status shall suffer no loss of earned credit by reason of subsequent changes in conditions of employment during that vacation.

Reference:

Education Code Sections 45190 and 45197

Approved: Dec. 1, 1975
Revised: Aug. 26, 1993
March 23, 2017
October 26, 2017
August 24, 2023 (pending approval)

**AGENDA ITEM 12 - proposed
revision, changes saved**

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.1 Vacation

- A. Regular classified employees — permanent and probationary, management and non-management — shall receive a vacation grant as part of their total compensation at the rate or amount prescribed by the appointing authority. Employees who work less than full-time shall receive vacation on a pro-rata basis. An employee who is on a paid leave of absence shall be eligible to receive a vacation grant. Vacation grants are made at the beginning of the fiscal year; for employees new to the classified service who start work after the beginning of the fiscal year, vacation grants are made upon hire on a pro-rata basis.
- B. Regular employees who are on leave to serve in limited-term assignments, or who serve in limited-term assignments during periods when they are not regularly assigned, shall receive a vacation grant at the prescribed rate for such limited-term assignments.
- C. With the approval of the employee’s supervisor, vacation may be taken at any time during the fiscal year. Every effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the service and the workload of the department.
- D. An employee serving their initial probationary period may be permitted to take vacation during the probationary period, with the approval of the appropriate Associate Superintendent. A non-management classified employee in their initial probationary period may be permitted to take a maximum of six days, or the proportionate amount to which the employee may be entitled, during the 130 days of paid service of the probationary period.

Granted vacation shall not become a vested right for a non-management classified employee until the initial probationary period has been successfully completed. Granted vacation shall not become a vested right for a classified manager until completion of the initial six months of employment.

In those cases when employees have a remaining vacation balance at the end of the fiscal year, vacation payout and/or carryover shall occur for eligible employees in accordance with established SBCEO policy.

- E. If an employee separates from SBCEO or from the classified service and has a vacation balance as of the date of their separation, vacation payout shall occur in accordance with established SBCEO policy. Employees who separate from the classified service prior to the end of the fiscal year shall have their vacation grant for the current fiscal year recalculated. SBCEO shall deduct the dollar value of any excess vacation used from the employee’s final pay as a classified employee.

F.

Reference:

Education Code Sections 45190 and 45197

Approved: Dec. 1, 1975
Revised: Aug. 26, 1993
March 23, 2017
October 26, 2017

August 24, 2023 (pending approval)

Fiscal06a

Comparative Object Summary

Account Object Code	2022/23 Adopted Budget	2022/23 Revised Budget	2022/23 Actuals with Encum	2022/23 Rev Budget -Actuals	2022/23 Actuals /Rev Budget
Management 1490 - PERSONNEL COMMISSION					
Expense					
2300 Class Admin Sal	142,455	148,154	148,153	.92	100.00 %
2400 Cler/Office Sal	160,557	141,560	142,160	599.99-	100.42 %
2430 Extra Hours/OT	3,000	3,000	232	2,767.88	7.74 %
2440 Substitutes	3,000	3,000		3,000.00	
2470 Vacation Payoff		1,131	1,130	.64	99.94 %
Total for Object 2000	309,012	296,845	291,676	5,169.45	
3202 PERS2	78,124	74,658	73,135	1,523.14	97.96 %
3302 OasdMed2	96	103	108	5.28-	105.13 %
3304 Medi Class	4,451	4,282	4,207	75.26	98.24 %
3402 H&W2 Class	103,489	91,455	91,454	.90	100.00 %
3502 Unempl2 Class	1,525	1,464	1,435	28.94	98.02 %
3602 WrkComp2 Class	4,776	4,557	4,476	80.53	98.23 %
Total for Object 3000	192,461	176,519	174,816	1,703.49	
4300 Supplies	200	200		200.00	
4340 Tangible Dev	400	400		400.00	
4350 Office Supply	3,140	3,140	1,233	1,906.78	39.27 %
Total for Object 4000	3,740	3,740	1,233	2,506.78	
5200 Travel	2,000	2,404	2,592	187.78-	107.81 %
5201 Out of Cnty Trv	4,000	4,000	3,359	640.52	83.99 %
5300 Dues/Membership	9,950	6,257	3,156	3,101.00	50.44 %
5610 Rntl Les w/o Op	1,675	1,675	1,577	97.84	94.16 %
5630 Repairs	200	200		200.00	
5640 Computer Repr	500	500		500.00	
5650 Maint Agreemnts	1,249	1,249	1,249		100.00 %
5715 PhotoCopies	400	10		10.00	
5720 Postage	50	50	3	47.15	5.70 %
5730 Printing/Dupl	1,025	605	15	590.10	2.46 %
5740 Computer Suppt	160				

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2023, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

ESCAPE ONLINE

Account Object Code	2022/23 Adopted Budget	2022/23 Revised Budget	2022/23 Actuals with Encum	2022/23 Rev Budget -Actuals	2022/23 Actuals /Rev Budge
Management 1490 - PERSONNEL COMMISSION (continued)					
Expense (continued)					
5745 Vehicle Use	300	300	255	45.21	84.93 %
5800 Prof Consulting	6,000	10,230	10,743	513.41-	105.02 %
5810 Contract Servs		13,554	13,553	.74	99.99 %
5830 Advertisement	10,301	10,301	9,218	1,083.00	89.49 %
5930 Postge,Rfl Mtrs		29	28	.55	98.10 %
Total for Object 5000	37,810	51,364	45,749	5,614.92	
Total for Org 061, Management 1490 and Expense accounts	543,023	528,468	513,473	14,994.64	