



**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.

**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.



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



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Mike Ostini  
Chair, Personnel Commission