



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
August 24, 2023 – 12:30 p.m.

AGENDA

If you need special assistance to participate in the meeting or need this agenda provided in an accessible alternative format, please contact the Human Resources office to help us comply with the Americans with Disabilities Act. Notification at least 48 hours prior to the meeting will assist the Director, Human Resources in making suitable arrangements.

Persons wishing to address the Personnel Commission may complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the end of the public comment period. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. Speakers who need more time may submit written comments.

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**

7. Approval of Minutes of Regular Meeting Held July 27, 2023
(Attachment)

MOVED: SECONDED: VOTE:

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

Available for review from the County Superintendent of Schools.

b. Legislative Updates

Available for review from the Director, Human Resources.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

(Attachment)

b. Classified Personnel Report dated September 7, 2023

(Attachment)

c. Position Announcements

(Attachments)

- i. Accounting Technician (Dual – Santa Barbara)
- ii. Audiovisual Services Supervisor (Dual – Santa Barbara)
- iii. Child Care Services Technician (Dual – Santa Barbara)
- iv. Clerical Assistant — Bilingual Preferred (Dual – Santa Barbara)
- v. Clerical Assistant — Bilingual Required (Dual – Santa Barbara)
- vi. 11Health Advocate — Bilingual (Dual – Lompoc)
- vii. Paraeducator (Braille) (Dual – Santa Maria)
- viii. School Occupational Therapist (Dual – South)

- ix. School Safety Liaison (Dual – Santa Barbara)
- x. Vocational Assistant (Dual – Santa Maria)

11. Action Items

a. Ratification of Eligibility Lists (Attachments)

- i. Administrative Assistant (Dual – Santa Barbara)
- ii. Computer/Network Technician, ITS (Dual – Santa Barbara)
- iii. Educational/Interpreter, American Sign Language (Dual – Santa Maria)
- iv. Paraeducator – expires 1/25/24 (Open Continuous – North)
- v. Paraeducator – expires 2/2/24 (Open Continuous – North)
- vi. Paraeducator – expires 2/2/24 (Open Continuous – South)
- vii. Paraeducator – expires 2/11/24 (Open Continuous – South)
- viii. Teaching Assistant (Dual – North)

MOVED:

SECONDED:

VOTE:

b. Classification of Positions

- i. Abolish the following classifications:
 - A. Welcome Every Baby (WEB) Nurse
 - B. Manager, WEB Nurses
 - C. CalSTRS Retirement Benefits Counselor

The Director, Human Resources recommends the abolishment of the classifications listed above. The WEB program was discontinued effective June 30, 2023, and all the incumbents in the two classifications related to that program have been laid off. CalSTRS did not renew its contract with SBCEO to base a retirement benefits counselor at our site; the single incumbent in that classification has retired.

MOVED:

SECONDED:

VOTE:

c. Job Descriptions — None**UNFINISHED BUSINESS****12. Revision of Merit System Rule – Presented for Second Reading
(Attachments)**

4464.1 Vacation

MOVED:

SECONDED:

VOTE:

NEW BUSINESS**13. Public Hearing — time certain 1:00 p.m.**

A public hearing will be conducted in accordance with State Board of Education requirements for consideration of SBCEO's waiver request for Educational Interpreter, American Sign Language. This allows members of the public the opportunity to testify on the waiver proposal.

**14. Revision of Merit System Rules – Presented for First Reading
(Attachments)**

- a. 4411 Definitions (proposed revisions to the definitions of Anniversary Date, Director, Fiscal Year, Overtime, Step Advancement)
- b. 4491.2 Step Advancement
- c. 4494.1 Workday and Workweek
- d. 4494.4 Overtime

REPORTS**15. PERSONNEL COMMISSIONER REPORTS****16. DIRECTOR, HUMAN RESOURCES REPORT****17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT****CLOSED SESSION — None scheduled**

ADJOURNMENT

The next regular meeting will be held on Thursday, September 28, 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.