



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

September 28, 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 August 24, 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 October 5, 2023**
(Attachment)
- c. Position Announcements**
(Attachments)
 - i. Custodian/Maintenance Worker (Dual – Santa Barbara)
 - ii. Health Advocate — Bilingual (Dual – Lompoc)
 - iii. Manager, Health Linkages Programs (Dual – Santa Barbara/Santa Maria)
 - iv. Senior Software Engineer (Open Continuous – Santa Barbara)

11. Action Items

**a. Ratification of Eligibility Lists
(Attachments)**

- i. Accounting Technician (Dual – Santa Barbara)
- ii. Child Care Assistant (Open Continuous – Lompoc)
- iii. Clerical Assistant (Dual – Santa Maria)
- iv. Nutrition Program Specialist – Bilingual (Dual – Santa Maria)
- v. Paraeducator (Open Continuous – North)
- vi. Paraeducator (Open Continuous – South)
- vii. School Safety Liaison (Dual – Santa Barbara)
- viii. Youth Outreach Mentor (Dual – Santa Maria)

MOVED:

SECONDED:

VOTE:

b. Classification of Positions

Proposed reclassification of one position identified in the Instructional Series

The Director recommends that one position currently classified as a Paraeducator, 87.5% time, be reclassified into two positions in separate existing classifications: Paraeducator (Instructional Series), 75% time, salary range 60, and Clerical Assistant, 25% time (Clerical Series), salary range 61.

MOVED:

SECONDED:

VOTE:

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Revision of Merit System Rule – Presented for Second 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

MOVED:

SECONDED:

VOTE:

NEW BUSINESS — None

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

14. DIRECTOR, HUMAN RESOURCES REPORT

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, October 26, 2023, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.