



**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.

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

Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda

The Director, Human Resources noted a correction to agenda item 11a(vii): the eligibility list should be labeled North.

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

6. Public Comment — None

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

MOVED: Gary Pickavet

SECONDED: Carmen Jaramillo

VOTE: 3-0

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized some recent news stories that featured SBCEO. One was about an initiative on which SBCEO partnered with the Santa Barbara County Probation Department; SBCEO assembled 82 care packages from donated items and distributed them to families of Probation clients who are under supervision to help the families prepare for the school year. The other article was about a recently released Santa Barbara County Grand Jury report about the state of cybersecurity in local school districts, to which SBCEO has been given the opportunity to respond. The Superintendent is preparing a response; the Director noted that school districts are independent, and while SBCEO has no authority to regulate or oversee their cybersecurity operations, SBCEO may be able to play a role in providing support, expertise, and opportunities for dialogue and networking on this subject.

b. Legislative Update

The Director, Human Resources reported on the status of AB1699, which among other provisions would require school employers to give priority to current regular non-probationary classified employees for vacant part-time and full-time positions. The legislation has advanced through committees, and the State Department of Finance has just released its analysis, which stated that the legislation “could create unknown ongoing Proposition 98 General Fund costs that could be in the tens of millions of dollars for school districts to offer on-the-job training to eligible employees and extend benefits to additional employees.” The Department of Finance is recommending opposing the bill.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated September 7, 2023

c. Position Announcements

11. Action Items

a. Ratification of Eligibility Lists

- 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 – North)
- viii. Teaching Assistant (Dual – North)

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

It was requested that the full, merged eligibility list for Paraeducator, showing different expiration dates, be presented for ratification at future meetings.

b. Classification of Positions

- i. The Director, Human Resources recommended the abolishment of the following classifications:
 - A. Welcome Every Baby (WEB) Nurse
 - B. Manager, WEB Nurses
 - C. CalSTRS Retirement Benefits Counselor

The programs with which these classifications had been associated have been discontinued, and there were no remaining incumbents in any of the classifications.

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

c. Job Descriptions — None

UNFINISHED BUSINESS

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

4464.1 Vacation

MOVED: Gary Pickavet

SECONDED: Carmen Jaramillo

VOTE: 3-0

NEW BUSINESS

13. Public Hearing

Mike Ostini called the public hearing to order at 1:00 p.m. A public hearing was conducted in accordance with State Board of Education requirements for consideration of SBCEO's waiver request for Educational Interpreter, American Sign Language. No members of the public were present for the public hearing. The public hearing was closed at 1:02 p.m.

14. Revision of Merit System Rules – Presented for First Reading

- 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

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

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported the following:

- She attended Back to School sessions for Special Education in Lompoc and South County, and also for Early Care and Education and enjoyed the opportunity to represent HR and the classified team and to see employees face to face and for them to be able to connect my face with a name.

- She supported our Benefits team during a benefits fair held at the North County office during open enrollment, which was also a nice opportunity to connect face to face with staff.
- HR has decided to use our new NeoEd applicant tracking system for substitute recruiting as well. Melissa Rodriguez has trained Wendy Garcia on how to set up substitute recruitments in NeoEd, and the changeover is expected to occur beginning August 28.
- She and the Associate Superintendent of Human Resources have been working over a period of many months to transition the Child Care Assistants from classified to certificated status. Because they are represented, SBCEO has been negotiating with CSEA to make this transition. Child Care Assistants are unique among classified employees in being required by the state to possess a certain number of college units in a specific subject (early childhood education). They are also supposed to obtain a permit from the California Commission on Teacher Credentialing. These factors make it appropriate for them to be certificated, rather than classified, employees. As certificated employees, they would also be eligible for the new California Apprenticeship Initiative that provides financial support for them to progress in the ECE career ladder (Associate Teacher, Site Supervisor, etc.). As classified employees, they are not eligible to participate in CAI. After extensive negotiations, the parties are very close to having an MOU, and the Associate Superintendent has also been negotiating an MOU with the certificated bargaining unit, since the Child Care Assistants will become part of their unit upon this change becoming effective.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:50 p.m. 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.

A handwritten signature in black ink that reads "Amy R. Ramos". The signature is written in a cursive, flowing style.

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

Mike Ostini
Chair, Personnel Commission



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307

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

Susan C. Salcido, Superintendent of Schools

Aug 19, 2023 through Sept 22, 2023

Position #

Position Information

2616

Paraeducator • Vocational Services • North County
30.00 hours per week • 10.00 months

Santa Barbara County Board of Education

Classified Personnel Report

October 5, 2023

Appointments***Limited Term/Substitute***

Hadly, Isabel

September 18, 2023

Paraeducator • Special Education • Various Sites
• Hourly as needed

Santana, Meredith

September 18, 2023

Paraeducator • Special Education • Various Sites
• Hourly as needed

Vizcarra, Yadira

August 24, 2023

Child Care Assistant • Early Care and Education • Various Sites
• Hourly as needed

White, Talia

August 25, 2023

Paraeducator • Special Education • Various Sites
• Hourly as needed

Wild, Leslie

September 8, 2023

Child Care Assistant • Early Care and Education • Various Sites
• Hourly as needed

Probationary

Arrieta Jacinto, Maria

September 18, 2023

Paraeducator • Special Education • Cuyama Headstart
37.5% • 10 months

Carrillo, Gabriel

August 28, 2023

Administrative Assistant • Curriculum and Instruction • Cathedral Oaks
100% • 12 months

Cortes, Luis

September 18, 2023

Administrative Assistant • Internal Services • Operations South
100% • 12 months

Devlin, Lux April	August 28, 2023
Administrative Assistant • Curriculum and Instruction • Cathedral Oaks 100% • 12 months	
Gonzalez Loera, Dulcea	August 28, 2023
Administrative Assistant • Curriculum and Instruction • Cathedral Oaks 100% • 12 months	
Holt, Max	August 28, 2023
Paraeducator • Special Education • De Colores Preschool 87.5% • 10 months	
Mitchell, Kelly	August 24, 2023
Program Associate • Children’s Creative Project • Hope Center 100% • 12 months	
Sedgwick, Shane	September 12, 2023
Computer/Network Technician, Information Technology Services • ITS • Cathedral Oaks 100% • 12 months	

Changes

Anniversary Increase

Carbajal, Silvia	September 1, 2023
Paraeducator • Special Education • Infant Services, South/Valley 50% • 12 months	
Cuevas, Lucia	September 1, 2023
Switchboard Operator/Receptionist - Bilingual • Human Resources • Human Resources Staff 100% • 12 months	
Deines, Jenia	September 1, 2023
Paraeducator • Special Education • Crestview Preschool 87.5% • 10 months	
Garcia, Gwendolyn	September 1, 2023
Certificated Human Resources Technician • Human Resources • Credentials Human Resources Staff 100% • 12 months	

Inda-Orozco, Maria
Clerical Assistant • Children and Family Resource Services • Health Linkages - South County
100% • 12 months
September 1, 2023

Martinez, Nancy
Program Associate • Children and Family Resource Services • Health Linkages - South County
100% • 12 months
September 1, 2023

Nash, Shalane
Paraeducator • Special Education • Regency Preschool
87.5% • 10 months
September 1, 2023

Ramos, Crystal
Clerical Translator • Special Education • Special Education Support Staff North
50% • 11 months
September 1, 2023

Rodriguez, Elizabeth
Paraeducator • Special Education • Vision Services
75% • 10 months
September 1, 2023

Differential - Add

Carpio, Andrew
Paraeducator • Special Education • Lenora Fillmore Preschool
87.5% • 10 months
Specialized Health Care
September 11, 2023

Hernandez, Rocio
Paraeducator • Special Education • Lenora Fillmore Preschool
87.5% • Hourly as needed
Specialized Health Care
September 11, 2023

Luevanos, Nataly
Paraeducator • Special Education • New Horizons Preschool A
87.5% • 10 months
Specialized Health Care
August 22, 2023

Mireles, Jarery
Paraeducator • Special Education • New Horizons Preschool A
87.5% • 10 months
Specialized Health Care
August 22, 2023

Ramirez, Raquel

August 25, 2023

Paraeducator • Special Education • Oakley Preschool
87.5% • 10 months
Specialized Health Care

Rubio, Paloma

August 25, 2023

Paraeducator • Special Education • Oakley Preschool
87.5% • 10 months
Specialized Health Care

Increased Time (Voluntary)

Delgadillo, Fabian

September 18, 2023

Paraeducator • Special Education • Speech/Language Services, McClelland
87.5% • 10 months
From .75

Devaux, Gabriela

September 18, 2023

Paraeducator • Special Education • Speech/Language Services, Lompoc
87.5% • 10 months
From .75

Earle, Rosangel

September 18, 2023

Paraeducator • Special Education • Speech/Language Services, Lompoc
87.5% • 10 months
From .75

Martinez, Veronica

September 18, 2023

Paraeducator • Special Education • Speech/Language Services, McClelland
87.5% • 10 months
From .75

Rodriguez-Castellanos, Gabriela

September 18, 2023

Paraeducator • Special Education • Speech/Language Services, McClelland
87.5% • 10 months
From .75

Santiago, Noelia

September 18, 2023

Paraeducator • Special Education • Speech/Language Services, McClelland
87.5% • 10 months
From .75

Longevity Increment

Lyons, V Roxanne
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2
75% • 10 months
30 years
September 1, 2023

Rhodes, Christopher
Financial Analyst • School Business Advisory Services • School Business Advisory Services
100% • 12 months
30 years
September 1, 2023

Santiago, Noelia
Paraeducator • Special Education • Speech/Language Services, McClelland
75% • 10 months
30 years
September 1, 2023

Other

Bratcher, Brittany
Administrative Assistant • Special Education • Special Education Support Staff, Santa Barbara
100% • 12 months
Master's degree stipend
September 1, 2023

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

Probation to Permanent

Barthel, Justin
Computer/Network Technician, Information Technology Services • ITS • Cathedral Oaks
100% • 12 months
September 1, 2023

Dominguez, Felipe
Custodian/Maintenance Worker • Internal Services • Operations South 2
100% • 12 months
September 1, 2023

Escobedo Beas, Carlos
Program Associate • Transitional Youth Services • Transitional Youth
100% • 12 months
September 1, 2023

Gonzalez, Victor
Program Associate • Children and Family Resource Services • Health Linkages - Lompoc
100% • 12 months
September 1, 2023

Hamamoto, Henry
Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services
100% • 12 months
September 1, 2023

Hernandez, Rocio
Paraeducator • Special Education • Lenora Fillmore Preschool
87.5% • 10 months
September 1, 2023

Williams, Kira
Student Information Specialist • Special Education • Special Education Support Staff #2, Santa Barbara
100% • 12 months
September 1, 2023

Reassignment

Olivas, Alleena
Paraeducator • Special Education • Vocational Services
75% • 10 months
From Tommie Kunst Jr High School
September 1, 2023

Transfer

Zepeda-Jimenez, Valeria
Paraeducator • Special Education • Crestview Preschool
87.5% • 10 months
From Manzanita Charter School
August 22, 2023

Separation

Released

Rubio, Emilio
Custodian/Maintenance Worker • Internal Services • Operations South 2
100% • 12 months
Non completion of probation
September 8, 2023

Resignation

Clapp, Charles
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months
July 10, 2023

Garcia , Carlos

September 21, 2023

Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE
75% • 10 months

Ramirez, Norma

September 4, 2023

Paraeducator • Special Education • De Colores Preschool
87.5% • 10 months
Accepted a Certificated position



Santa Barbara County Education Office Custodian/Maintenance Worker

SALARY	\$20.79 - \$26.40 Hourly \$3,618.00 - \$4,593.00 Monthly \$43,416.00 - \$55,116.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00052
DIVISION	Administrative Services	DEPARTMENT	Internal Services
OPENING DATE	09/12/2023	CLOSING DATE	9/26/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

ADDITIONAL PAY INFORMATION: A 5% shift differential will be provided, being that the work schedule for this assignment is 10:30 a.m. - 7:00 p.m.

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

General description

Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition.

Specific Duties and Responsibilities

- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.
- Wash and dust screens, doors, desks, counters, table tops, walls, and telephone handsets.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
- Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed.
- Perform semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
- Perform building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; assist in the maintenance of heating systems.

- Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.
- As directed, assist with preventative maintenance and minor repairs of county vehicles.
- Set up rooms for meetings and special events.
- Move materials, equipment, and furniture between various rooms and buildings; deliver mail and other documents as needed.
- Perform other job-related duties as assigned

Requirements

Education: High school diploma or equivalent

Experience: Two years of experience in custodial and maintenance duties, preferably working in a school setting

Knowledge of:

- Principles and methods of custodial and semi-skilled maintenance.
- Proper use of tools and equipment used in custodial and building maintenance.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Clean buildings and related fixtures and equipment.
- Perform maintenance and repairs to assigned buildings, including general carpentry, plumbing, and painting.
- Understand and follow oral and written directions.
- Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

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 includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

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

8059644711

Website

<http://www.sbceo.org>

Custodian/Maintenance Worker Supplemental Questionnaire

***QUESTION 1**

This position has assigned work hours of Monday through Friday, 10:30am - 7:00pm with a 30-minute lunch. In addition to the advertised pay, you will be receiving a 5% shift differential, which is provided to any position for which the majority of scheduled hours are after 1:30p.m.

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

* Required Question



Santa Barbara County Education Office

Health Advocate - Bilingual

SALARY	\$21.72 - \$27.61 Hourly	LOCATION	Lompoc
JOB TYPE	Full-Time	JOB NUMBER	2023-00046
DIVISION	Student and Community Services	DEPARTMENT	Children and Family Resource Services
OPENING DATE	09/08/2023	CLOSING DATE	9/22/2023 11:59 PM Pacific
SPECIFIC LOCATION	Lompoc		

General Description

Our ideal candidate

You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player and someone who can communicate effectively with others including staff, partners, and Spanish-speaking families. You feel comfortable working in a fast-paced environment, are able to multi-task, and demonstrate flexibility. You are highly organized in record-keeping and data tracking.

General description

Under general supervision, participate in the coordination and implementation of health promotion, identification, and access-to-care programs; may be assigned to support children and families in one or more areas of health, such as behavioral wellness or oral health. Help prevent health and wellness issues from escalating to a severe level by performing health and wellness screenings; providing direct services such as fluoride varnish; providing children and their families with referrals to program and community resources and services; and supporting children and their families in overcoming obstacles to accessing care. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

Specific Duties and Responsibilities

- Assist in coordinating and implementing culturally and linguistically appropriate health education programs for children and families.
- Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs.
- Promote program services in the school community by attending school events, activities, and meetings (in person or virtually); educate students and families about resources available to help them overcome health and wellness challenges; advocate for students who are seeking or utilizing support services; respond to questions from parents, teachers, and community members relating to health issues, providing linguistically and culturally appropriate relevant information and/or making appropriate referrals.
- Prepare and distribute written information in Spanish and English to parents and students on health and safety topics.
- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.

- With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services.
- Arrange health screenings and education for program participants with dental and medical practitioners.
- Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are linguistically, age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information; distributing information; and initiating contact for follow-up.
- Support health case management for children and families with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs and other services and resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations in Spanish and English
- May serve as a lead *promotora*, or community health worker, by recruiting, training, supporting, and delegating assignments to community health workers (*promotoras*) who assist with health promotion activities in a culturally and linguistically appropriate manner.
- Document work activity information on computerized database and activity tracking forms.
- Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs), Coalition in Support of Promotoras de Salud of Santa Barbara County, and other groups.
- Perform other related duties as assigned.

Requirements

Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Possession of an associate's degree in a health-related field is desirable.

Experience: One year of experience performing community health or related activities, such as health promotion or outreach, community resource and referral, or related field. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

Knowledge of:

- Principles and practices of health education for children, youth, and families.
- *Promotores* movement and model of community work.
- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.

Skill in

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

Ability to

- Learn, understand, and apply policies, procedures, and rules governing health and safety in assigned programs.
- Recognize signs and symptoms of common communicable diseases.
- Learn and understand basic medical terminology related to physical and behavioral health.
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.

Licenses and Certificates

- Possession of a valid California Class C driver's license and the use of a dependable automobile are required.
- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

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

8059644711

Website

<http://www.sbceo.org>

Health Advocate - Bilingual Supplemental Questionnaire

***QUESTION 1**

This is a bilingual required position. Can you read, write and speak Spanish and English fluently?

☐ I understand. I can read, write and speak Spanish and English fluently?

***QUESTION 2**

Our Health Advocates have a 243 work day calendar with 17 non working days. Under these conditions, are you still interested in the position?

☐ Yes, I am still interested.

* Required Question



Santa Barbara County Education Office Manager, Health Linkages Programs

SALARY	\$4,016.00 - \$4,893.00 Monthly	LOCATION	Various Locations
JOB TYPE	Part-Time	JOB NUMBER	2023-00051
DIVISION	Student and Community Services	DEPARTMENT	Children and Family Resource Services
OPENING DATE	09/08/2023	CLOSING DATE	9/22/2023 11:59 PM Pacific
SPECIFIC LOCATION	Various Locations		

General Description

Our ideal candidate

You are an excellent communicator, both orally and in writing. You are adept at working with diverse clientele representing varying roles. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are willing and able to provide some direct services to program participants. You are extremely organized, flexible, and calm under pressure. Above all, you are committed to empowering families and children through an integrated, comprehensive, and high-quality system of health education and services.

General description

Under general direction, plan, execute, and administer countywide collaboratives and Health Linkages programs. The Manager, Health Linkages Programs collaborates with program partners to improve the health of children, families, and the wider community of Santa Barbara County.

Specific Duties and Responsibilities

1. Plan, organize and execute countywide Health Linkages programs according to the goals and objectives of the program.
2. Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for program grants; coordinate activities, goals, objectives and evaluations with participating programs; develop procedures for the programs to include research-informed and best practices.
3. Recruit providers to participate in targeted programs; maintain and update provider/resource lists; procure health and educational materials for programs.
4. May supervise program staff, including: interviewing and selecting staff; providing training and professional development to staff; making assignments, reviewing work in progress or upon completion, and assisting staff in resolving problems or errors; setting performance standards, providing performance feedback to staff, and preparing performance evaluations; providing counseling to employees and initiating corrective action or the progressive discipline process as needed.

5. Work with Health Linkages staff and community partners to schedule volunteer providers and coordinate preventative education for students, parents and providers; help to identify gaps in health services in Santa Barbara County.
6. Schedule and facilitate regular meetings with community partners, Family and Health Advocates, and their supervisors to assess needs for health education and services, review program data, and monitor program performance.
7. Collaborate with the Director of Children and Family Resource Services, SBCEO fiscal department staff, and administrative staff to establish billing and reimbursement procedures for health providers.
8. Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and trainings throughout Santa Barbara County, the region, and the state.
9. Act as spokesperson representing the interests of Health Linkages programs; maintain effective internal and external public relations.
10. Assist in grant writing to maintain or expand Health Linkages programs; complete reports as required; incorporate new resources as available to enhance or achieve program goals.
11. Perform general administrative duties as directed, and other duties as assigned.

Requirements

Education: Bachelor's degree in health, public administration, or other related field.

Experience: Two years of experience administering health or social services programs that included responsibility for two or more of the following: needs assessment, program development, program review, case management, data collection and analysis, grant writing, budget management, group facilitation, professional development, and workshop/event coordination.

Additional relevant experience may be substituted for education on a year-for-year basis.

Depending on assignment, valid California licensure in a health-related field (such as Registered Nurse, Registered Dental Hygienist, or Registered Dental Assistant) may be substituted for a bachelor's degree.

Knowledge of:

Principles and practices of program administration and professional development

Budget development and management

Current principles and practices in community health

Local, state and national laws and policies affecting community health

Program development and evaluation

Effective grant writing strategies

Data collection and management methods

Strategic planning

Group facilitation methods and practices

Standard written and spoken English

Standard office productivity software

Community organizations, resources and services

Community outreach and engagement techniques

Depending on assignment, knowledge of oral health education and dental care may be required.

Ability to:

Communicate effectively, both orally and in writing

Research, write and present reports

Write and manage grants

Interact with and maintain cooperative relationships with diverse levels of staff and the community
Lead and work effectively with groups to accomplish goals and meet deadlines
Organize, implement and evaluate training programs
Operate a computer and other office equipment and related software programs
Work independently, exercise sound judgment, and assume responsibility for completion of tasks
Coordinate work of third parties over whom one has no supervisory authority
Work with frequent interruptions
Adapt to diverse populations, environments, and requirements
Establish and maintain working relationships with individuals from diverse socioeconomic backgrounds
Maintain confidential health records
Sufficient visual acuity to read written materials and computer screens
Sufficient hand-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device
Depending on assignment, ability to speak, read, and write Spanish fluently may be required.

Licenses and certificates

Possession of a valid California driver's license and the use of a dependable vehicle are required.

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 this position. This position is not typically exposed to significant safety hazards. Incumbent may occasionally be required to wear personal protective equipment when performing certain duties, such as when applying fluoride varnish.

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

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

8059644711

Website

<http://www.sbceo.org>

Manager, Health Linkages Programs Supplemental Questionnaire

***QUESTION 1**

This is a 50% FTE position, scheduled for 20 hours a week; M-F, 9:00 a.m. - 1:00 p.m. Under these conditions:

☐ I am still interested in this position.

* Required Question



Santa Barbara County Education Office

Senior Software Engineer (DevOps)

SALARY	\$48.48 - \$61.58 Hourly \$8,435.00 - \$10,715.00 Monthly \$101,220.00 - \$128,580.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00019
DIVISION	Administrative Services	DEPARTMENT	Information Technology Services
OPENING DATE	08/28/2023	CLOSING DATE	Continuous
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You are an innovative professional with excellent communication skills, and a proven track record of earning the trust of colleagues and end users because of your attitude and results. You are good with people and explain complex technical issues in layman's terms. You are an excellent problem-solver, highly responsible, and take ownership of all responsibilities. You conduct research, apply new technologies as appropriate, communicate effectively, collaborate with other colleagues, and develop automated solutions to solve problems without jumping to conclusions or leaving the solutions to others. You mentor and train others, giving credit where it is due. You are solutions-oriented, avoid micromanaging, and you lead by example. You are committed to providing the best service possible.

General description

Responsible for maintaining and enhancing computer software systems; providing systems integration services; implementing and monitoring security and performance of hardware and software on mission-critical financial management information system. Role requires senior-level systems and database administration, performing the most complex activities within the scope of the department. Incumbent has broad architectural responsibilities, typically specializes in overlapping technology platforms, and may lead multiple projects while administering production system applications, infrastructure and databases.

Specific Duties and Responsibilities

- **Policy duties:** Provide technical input to policy and standards development related to technology use; maintain quality service by establishing standards.
- **Software development duties:** Perform complex technical work in design, development, installation, and maintenance of computer system software and utility programs; develop, maintain and enhance enterprise-wide computer software on a variety of platforms in the areas of payroll, finance, human resources, office administration, and other specialized programs.

—Analyze and design application systems and databases requiring innovative and diversified approaches to resolve issues in data collection, data coding, system controls, connectivity, auditing, processing cycles and reporting.

—Sort, organize, format and report a variety of complex data; develop application program test data, test programs and analyze test results to ensure all work meets expectations.

—Design, develop, and maintain new programs and modify existing programs to meet changing needs and provide enhancements; create and maintain detailed system documentation.

- **Systems integration duties:** Design and provide systems integration of specialized software programs; develop back-end database interfaces to web applications; design and code business and specialized application and data interfaces for efficiency, including automated data transfer among applications and secure electronic transmission of data to and from local, state, and federal agencies; work with network and software engineers to assess and test hardware and software interaction.

- **Systems administration duties:** Maintain enterprise systems ensuring security, high availability, good performance, and reliability of information; oversee and maintain mission-critical application systems such as financial management information system.

- Provide effective provisioning, installation/configuration, operation, monitoring, and maintenance of application systems and related infrastructure; plan and perform major upgrades of operating system, diagnostic tools, and application software; install system software, patches, fixes, and upgrades; document configurations.

- Install and administer web (IIS) and SQL servers; manage database systems to ensure maximum up-time of servers and proper integration with other systems; manage, configure, and maintain servers in virtual and traditional environments; diagnose and resolve complex software, server, and networking issues.

- Apply principles and techniques of systems management, including SQL and Active Directory; provide systems level programming.

- **Database administration duties:** Perform database administration, and database performance tuning, ensuring current versions of Microsoft SQL Server, FileMaker Pro, and other databases as appropriate; develop and maintain database structures for storage and retrieval in the form of reports, queries, and scripts; perform database and web server builds.

- Maintain and update schematics and documentation of data structures while safeguarding information against accidental or unauthorized damage, modification, or disclosure; maintain daily database jobs and stored procedure library; maintain replication environments for business systems.

- Support database functions by designing and coding utilities; implement processes to ensure data accuracy and security.

- **Performance duties:** Analyze situations for performance tuning, capacity planning, and recovery; coordinate, evaluate, implement and test systems functionality and tuning for performance; monitor systems and database performance.

- Use tools that yield network, storage, processing time and data transmission analytics to continually fine-tune systems; configure, operate, and monitor performance of server hardware and software, including operating systems, applications, and patches to support efficient and effective operation; manage multiple servers, virtual and physical.

- **Backup and recovery duties:** Coordinate system backups and recovery with network engineers; maintain backups of data for archival retrieval and data analysis.

- **Security duties:** Recommend and reinforce security measures as needed; integrate application security with Active Directory and other LDAP based services; evaluate security risks of current and planned databases.

- Participate in planning and maintenance of security infrastructure and procedures; perform systems administration, testing and application of security patches.

- Support infrastructure, upgrades, account maintenance, and authentication for network and application access; protect user privacy by following best practices.

- **Problem-solving duties:** Diagnose and resolve complex software, server and networking issues; maintain technical knowledge by reviewing professional publications, establishing professional networks, and attending workshops and conferences as required; troubleshoot and resolve problems reported by end users, including district technical staff.

- **Systems analysis duties:** Research and develop new processes to address emerging requirements; provide information by answering questions and conducting trainings.

- Meet with users to determine information systems needs and answer questions regarding software systems; document system specifications and develop custom systems or implement pre-packaged systems as appropriate; evaluate new software applications and alternative solutions; develop requirements, functional specifications and standards for software purchase and development; design solutions to ensure optimum performance.
 - Interpret and apply federal, state, and local laws, codes and regulations.

- **Project management/technical leadership duties:** Coordinate work with staff to develop project timelines, work distribution, and timely completion of projects; provide implementation oversight of new application systems and software features for users; provide leadership to a team, technical guidance, and recommendations concerning computer programs and systems; proactively seek out help when needed to accomplish project goals.

- **Operations duties:** Operate desktop workstations, laptops, system consoles, virtual and physical servers, security appliances, network hardware, peripheral equipment and software.

- Perform related duties as assigned.

Requirements

Education: Any combination of degree and/or experience equivalent to a Bachelor's degree in computer science, management information systems, accounting or finance preferred, and five years increasingly responsible experience designing, developing, programming and maintaining automated business systems.

Knowledge of:

- All areas necessary to perform specific duties listed above
- Recent trends in software development, maintenance and enhancements, including web-based technologies and object-oriented development methodologies
- Principles of enterprise business systems; analysis, design, build, test, and deploy

Abilities:

- Take direction from supervisor and management, and work independently with little direction while managing time and requests effectively
- All skills required to perform duties listed above
- Provide leadership, technical guidance, and recommendations concerning computer programs and systems
- Research, upgrade, monitor, and recommend new system software and hardware;
- Apply principles and techniques of systems management
- Architect automated solutions for systems integration of disparate technologies; analyze data in terms of simultaneous occurrences of multiple processes; apply technology for improvements in organizational efficiency and effectiveness
- Develop and maintain database standards and naming conventions; install, research, test, and verify proper functioning of software patches and fixes; design and maintain normalized data structures; debug and code complex systems
- Listen to user requirements; understand the big picture at a systems level to provide the best solution; analyze alternatives and develop effective solutions; prepare development estimates for alternatives; design and develop the selected solution.
- Deal with multiple variables in situations where only limited standardization exists
- Train non-technical system users
- Interpret instructions furnished in written, oral, diagram, or schedule format

- Analyze and interpret data; draw conclusions; think critically; evaluate information and claims analytically and logically; choose optimal courses of action in a timely manner
- Develop and maintain cooperative working relationships with staff and user community
- Respond positively to change and modify behavior as the situation requires
- Be attentive to detail; focus on work content, work steps, and final work products
- Be innovative; devise new and better ways of doing things
- Maintain professional integrity and ethics; maintain trust through honesty, adherence to principles and personal accountability
- Self-manage; demonstrate personal organization, self-discipline, and dependability
- Be customer focused; attend to the needs and expectations of customers
- Meet schedules and timelines
- Communicate effectively both orally and in writing
- Have dexterity to operate a computer keyboard, lift moderately heavy objects, sit for extended periods of time

Licenses and certificates: A valid California driver's license and insurance coverage as required by state law.

Working conditions: Data processing environment, noise from computer equipment operation. Travel from site to site.

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

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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.

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Dual Certification Eligibility List
Accounting Technician

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	44495774	3/5/24	Eligible	Full-Time	1.00	40 hours/week
2	35380064	3/5/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 2

Number of applicants passed screening: 2

Number of performance/written exam attendees: 2

Number of oral exam attendees: N/A



Open Continuous Eligibility List
Child Care Assistant

Rank	Person ID	Eligibility List Expiration Date	Status
1	54855661	2/29/24	Hired
2	2652563	3/11/24	Eligible



Dual Certification Eligibility List
Clerical Assistant

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	35910293	3/7/24	Eligible	Full-Time	1.00	40 hours/week
2	12875576	3/7/24	Eligible	Full-Time	1.00	40 hours/week
3	15669652	3/7/24	Eligible	Full-Time	1.00	40 hours/week
4	53674623	3/7/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 26

Number of applicants passed screening: 15

Number of performance/written exam attendees: 11

Number of oral exam attendees: 6



Open Continuous Eligibility List
Child Care Assistant

Rank	Person ID	Eligibility List Expiration Date	Status
1	54855661	2/29/24	Hired
2	2652563	3/11/24	Eligible



Dual Certification Eligibility List
Nutrition Program Specialist - Bilingual

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	20263873	2/25/24	Eligible	Full-Time	1.00	40 hours/week
2	15669652	2/25/24	Eligible	Full-Time	1.00	40 hours/week
3	17004351	2/25/24	Eligible	Full-Time	1.00	40 hours/week
4	53674623	2/25/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 6

Number of applicants passed screening: 5

Number of performance/written exam attendees: 4

Number of oral exam attendees: 4



Open Continuous Eligibility List
Paraeducator (North)

Rank	Person ID	Eligibility List Expiration Date	Status
1	49808536	1/25/24	Hired
2	44542743	1/25/24	Eligible
3	26355	10/11/23	Hired
3	53947207	1/25/24	Eligible
3	45840327	2/11/24	Hired
4	54762812	3/14/24	Hired
5	16207158	2/2/24	Eligible
6	49198594	12/2/24	Hired
7	54582054	2/2/24	Hired
8	52898548	2/2/24	Hired
9	26341	10/11/23	Hired
9	53757827	2/11/24	Hired
10	42386917	2/11/24	Eligible



Open Continuous Eligibility List
Paraeducator (South)

Rank	Person ID	Eligibility List Expiration Date	Status
1	54701827	3/5/24	Declined Offer
1	50654351	12/26/23	Declined Offer
2	53842870	12/12/23	Declined Offer
2	26628	10/11/23	Declined Offer
3	26354	10/11/23	Eligible
4	50645783	2/2/24	Hired
5	26659	10/25/23	Eligible
6	25849	10/25/23	Hired



Dual Certification Eligibility List
School Safety Liaison

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	54837029	3/7/24	Eligible	Full-Time	1.00	40 hours/week
2	11398892	3/7/24	Eligible	Full-Time	1.00	40 hours/week
3	54878688	3/7/24	Eligible	Full-Time	1.00	40 hours/week
4	1576916	3/7/24	Eligible	Full-Time	1.00	40 hours/week
5	17865056	3/7/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 10

Number of applicants passed screening: 6

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 6



Dual Certification Eligibility List
Youth Outreach Mentor

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	54439539	3/5/24	Eligible	Part-Time	0.875	35 hours/week
2	22896746	3/5/24	Eligible	Part-Time	0.875	35 hours/week
3	42188113	3/5/24	Eligible	Part-Time	0.875	35 hours/week

Number of applicants: 12

Number of applicants passed screening: 6

Number of performance/written exam attendees: 4

Number of oral exam attendees: 3

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

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

Abandonment of Position

Non-performance of duties and non-appearance by the employee at the worksite without excuse.

Act or the Act

The Act shall mean those sections of the Education Code of the State of California applying to the Merit System for classified employees in certain school districts or County Offices of Education that have adopted the Merit System. It shall include all of the provisions of Title 2, Division 3, Part 25, Chapter 5, Article 6, (commencing with Section 45240 of the Education Code) as well as the Education Code provisions of Title 2, Division 3, Part 25, Chapter 1 and Chapter 5, Articles 1 to 4.

Allocation

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

Anniversary Date

~~The date an employee is granted an earned salary increment. This is the~~ The first day of the pay period ~~next~~ following successful completion of the ~~required period of~~ probationary ~~service period.~~ That month and day (for example, March 1) become the date each year on which eligible employees advance to the next higher step in the salary range for their classification.

Appeal

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

Applicant

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

Appointing Authority or Power

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

Appointment

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

Assignment

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

Bargaining Unit Member

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

Approved:
Revised:

September 17, 1975 September 28, 2023
April 29, 1982
May 28, 1992
January 23, 2014
March 23, 2023

Bumping or Displacement Rights

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

Candidate

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

Cause

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

Certificated Service

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

Certification

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

Class

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

Classify or Classification

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

Classified Service

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

Class Description

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

Commission

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

Complaint

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

Continuous Examination

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

County Education Office

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

Approved:
Revised:

September 17, 1975 September 28, 2023
April 29, 1982
May 28, 1992
January 23, 2014
March 23, 2023

C.S.E.A

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

Day

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

Demotion

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

Differential or Differential Pay

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

Director

The Director, ~~Classified~~ Human Resources.

Discharge or Dismissal

Involuntary separation from the classified service for cause.

Dual Certification

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

Eligible

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

Eligibility List

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

Emergency Appointment

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

Employee

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

Employment List

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

Employment Status

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

Examination

The process of evaluating the fitness and qualifications of applicants.

Exempt Classified

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

Approved:
Revised:

September 17, 1975 September 28, 2023
April 29, 1982
May 28, 1992
January 23, 2014
March 23, 2023

Fiscal Year

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

Governing Board

The Santa Barbara County Board of Education.

Hearing

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

Hearing Officer

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

Hire Date

Date of original or most recent employment with the Office.

Incumbent

An employee assigned to a particular position within a class.

Industrial Accident or Illness Leave

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

Job Analysis

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

Job Description

See Class Description.

Job Interest Card

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

Job Series

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

Layoff

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

Leave of Absence

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

Limited Term (Also Short-Term)

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

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Limited Term Employee (Also Short-Term Employee)

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

Longevity Increment

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

Management Employee

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

Management Salary Schedule

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

Merging

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

Merit System

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

Open Competitive Examination

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

Overtime

Hours worked by overtime-eligible employees in any of the following circumstances: in excess of eight per- day hours in a workday; in excess of 40 hours in a per-work week; on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more; on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours; or on a holiday, as defined in these Rules. Some employees are exempt from Overtime provisions under the Fair Labor Standards Act, e.g. management, supervisors, and some high-level administrative clerical positions.

P.E.R.B

Public Employment Relations Board.

P.E.R.S

Public Employee Retirement System in California, or CalPERS.

Performance Evaluation

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

Permanent Employee

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

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Permanent Position

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

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Personnel Commission

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

Personnel Commission Rules

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

Personnel Commission Staff

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

Personnel Director

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

Position

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

Position Classification

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

Probationary Employee

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

Probationary Period

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

Professional Expert

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

Professional Growth Award

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

Promotion

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

Promotional Examination

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

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Promotional List

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

Provisional Appointment

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

Provisional Employee

A person employed under a provisional appointment.

Public Notice

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

Reallocation

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

Reassignment

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

Reclassification

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

Reemployment

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

Reemployment List

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

Regular Appointment

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

Regular Employee

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

Regular Status

Probationary or permanent status with the Office.

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Reinstatement

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

Related Class

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

Resignation

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

Restoration

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

Rule of Three

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

Salary Range

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

Salary Rate

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

Salary Schedule

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

Salary Step

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

Senior Management

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

Seniority

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

Separation

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

Series

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

Status

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

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Step Advancement

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

Substitute Employee

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

Suspension

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

Teleconference

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

Temporary

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

Transfer

Voluntary change of work location and/or program or department to another position in the employee's classification, initiated by the employee.

Voluntary Demotion

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

Waiver

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

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Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4491 Application of Salary Schedules

4491.2 Step Advancement

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (130 paid days of service). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.
- B. For classified management employees, July 1 is the anniversary date for purposes of salary step advancement. In order to be eligible for salary step advancement, a probationary classified management employee must be continuously employed (in paid status) for 75 percent or more of the number of work days regularly assigned to the position in the fiscal year immediately preceding the anniversary date.

Reference: Education Code 45260-45261 and 45301

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	October 26, 2017
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	October 24, 2019

AGENDA ITEM 12b - proposed revision, changes tracked

Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4491 Application of Salary Schedules

4491.2 Step Advancement

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (130 paid days of service). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements. ~~In order to be eligible for such future salary step advancements on the anniversary date, a classified employee must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.~~
- ~~B. Classified managers serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (one calendar year). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements. For classified management employees, July 1 is the anniversary date for purposes of salary step advancement. In order to be eligible for salary step advancement, a probationary classified management employee must be continuously employed (in paid status) for 75 percent or more of the number of work days regularly assigned to the position in the fiscal year immediately preceding the anniversary date.~~
- ~~B-C. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee — management or non-management — must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.~~

Reference: Education Code 45260-45261 and 45301

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Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4491 Application of Salary Schedules

4491.2 Step Advancement

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (130 paid days of service). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements.
- B. Classified managers serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (one calendar year). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements.
- C. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee — management or non-management — must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.

Reference: Education Code 45260-45261 and 45301

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PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

4494.1 Workday and Workweek

- A. The maximum workday of a classified employee shall normally be eight hours and the maximum workweek shall be 40 hours. The county Superintendent or designee may extend a regular workday or workweek on an overtime basis when such is necessary to carry on business of the County Education Office.
- B. The County Superintendent or designee may establish a workday of less than eight hours per day and a workweek of less than 40 hours for some or all of its classified positions.
- C. The County Superintendent or designee may establish work schedules in excess of eight hours per day. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek.

Reference:

Education Code Section 45127, 45131-45132 and 45260-45261

Date Approved: January 12, 1976

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October 26, 2017

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PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

4494.1 Workday and Workweek

~~A.~~ The ~~maximum~~ workday ~~of a classified employee~~ shall normally be no more than eight hours and the ~~maximum~~ workweek shall normally be no more than 40 hours for a non-management classified employee. The ~~county~~ workweek shall consist of no more than five consecutive working days for any employee having an average workday of four hours or more.

~~A.~~ B. The County Superintendent or designee may extend a regular workday or workweek ~~on an overtime basis~~ when such overtime is necessary to carry ~~on~~ out the business of the County Education Office.

~~B.~~ C. The County Superintendent or designee may establish a workday of less than eight hours per day and a workweek of less than 40 hours for some or all of ~~its~~ SBCEO's classified positions.

~~C.~~ D. The County Superintendent or designee may establish work schedules ~~in excess of~~ longer than eight hours per day ~~;~~ pursuant to Education Code 45132 or 45133. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek and applicable overtime rules.

Reference:

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PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

4494.1 Workday and Workweek

- A. The workday shall normally be no more than eight hours and the workweek shall normally be no more than 40 hours for a non-management classified employee. The workweek shall consist of no more than five consecutive working days for any employee having an average workday of four hours or more.
- B. The County Superintendent or designee may extend a regular workday or workweek when such overtime is necessary to carry out the business of the County Education Office.
- C. The County Superintendent or designee may establish a workday of less than eight hours per day and a workweek of less than 40 hours for some or all of SBCEO's classified positions.
- D. The County Superintendent or designee may establish work schedules longer than eight hours per day, pursuant to Education Code 45132 or 45133. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek and applicable overtime rules.

Reference:

Education Code Section 45127, 45131-45133 and 45260-45261

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PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4494 WORK PERIODS AND OVERTIME
- 4494.4 Overtime**

- A. Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. Such work and the method of compensation must be authorized in advance and required by the immediate supervisor, director or program manager, and approved by the appropriate assistant superintendent or designee. The County Superintendent or designee may establish work schedules that do not provide for overtime in accordance with legal statutes and No. 4494.1.
- B. If the Superintendent/County Board of Education establishes a workday of less than eight hours but more than seven hours and a workweek of less than 40 hours but more than 35 hours for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime. The foregoing provisions do not apply to properly designated part-time positions with an assigned workday of less than eight hours a workweek of less than 40 hours even though all such positions constitute all of the positions within a class.
- C. Overtime is not to be paid for travel time to and from workshops and conferences. If the employee's workday is extended past eight hours for mandated work reasons (including travel), then the employee may claim overtime pay or compensatory time off as approved by the program manager and appropriate assistant superintendent or designee.
- D. An employee who performs authorized overtime work shall receive compensation or compensatory time off at the rate of one and one-half times his/her regular rate of pay, including an pay differential to which he/she is entitled because of his/her current assignment. Payment shall be in cash unless compensatory time off is requested by the employer and approved by the program manager and appropriate assistant superintendent. Pay for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked. Compensatory time off shall be taken when it is approved by the program manager and it is convenient for the employee and the employer.
- E. Notwithstanding the provisions of Paragraph A, the worksheet shall consist of not more than five consecutive working days for any employee having an average workday of four hours or more during the workweek. Such an employee shall be compensated for work required to be performed on the sixth or seventh day following the commencement of the workweek at a rate equal to one and one-half times his/her regular rate of pay.
- F. An employee having an average workday of less than four hours during the workweek shall be compensated for any work required to be performed on the seventh day following the commencement of the workweek at a rate equal to one and one half times his/her regular rate of pay. Payment for required work performed on the sixth and seventh day pursuant to this Rule shall be in cash unless compensatory time off is requested by the employee and approved by the program manager and appropriate assistant superintendent. Positions and employees excluded from overtime compensation pursuant to No. 4495 shall likewise be excluded from the provisions of this Rule.

4494.4 Overtime (Continued)

- G. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee.
- H. An employee required to work on a holiday shall be paid compensation, or given compensatory time off, for such work, in addition to the regular pay received for the holiday, at the rate on one and one-half times his/her regular rate of pay including any differentials because of his/her current assignment. Payment shall be in cash unless compensatory time off is requested by the employee and approved by the program manager and appropriate assistant superintendent.
- I. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.
- J. If a combination of assignments adds up to more than eight hours a day or 40 hours a week, the excess time worked shall be considered overtime.
- K. Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

Reference:

Education Code Sections 45127-45133 and 45260-45261

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440094.4 THE MERIT SYSTEM ~~(continued)~~

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

4494.4 Overtime

A. ~~Overtime is defined to include any time required to be as hours~~ worked in any of the following circumstances:

1. in excess of eight hours in any one day and a workday
- ~~A-2. in excess of 40 hours in any calendar week. Such work and the method of a~~
workweek
3. on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more
4. on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours
5. on a holiday, as defined in Personnel Commission Rule 4493.1.

~~Overtime work and the method of compensation must be authorized in advance and required by he immediately by the employee's supervisor, director or program manager, and approved by the appropriate assistant/associate superintendent or designee. The County Superintendent or designee may establish work schedules that do not provide for overtime in accordance with legal statutes and No. 4494.1.~~

~~B. If the Superintendent/County Board of Education establishes a workday of less than eight hours but more than seven hours and a workweek of less than 40 hours but more than 35 hours for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall hours worked, the method of compensation, and the required approvals must be deemed to be overtime. The foregoing provisions do not apply to properly designated part-time positions with an assigned workday of less than eight hours a workweek of less than 40 hours even though all such positions constitute all of the positions within a class recorded on the prescribed SBCEO form.~~

C. ~~Overtime is not to be paid for travel time to and from workshops and conferences. If the employee's workday is extended past eight hours for mandated work reasons (including travel), then the employee may claim overtime pay or compensatory time off as approved by the program manager and appropriate assistant superintendent or designee.~~

~~D. B. An employee who performs authorized overtime work shall receive compensation or compensatory time off at the rate of one and one-half (1.5) times his/her the employee's regular rate of pay, including an pay any differential compensation to which he/she the employee is entitled because of his/her in their current assignment. Alternatively, upon the request of the employee and with the approval of the supervisor and appropriate associate superintendent, the employee may accrue compensatory time off at the rate of one and one-half (1.5) times the number of overtime hours the employee worked.~~

~~Payment shall be in cash unless compensatory time off is requested by the employer and approved by the program manager and appropriate assistant superintendent. Pay and approved. Payment for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked. Compensatory time off shall be taken when it is approved by the program manager and it is convenient for the employee and the employer.~~

E. ~~Notwithstanding the provisions of Paragraph A, the worksheet shall consist of not more than five consecutive working days for any employee having an average workday of four hours or more during the workweek. Such an employee shall be compensated for work required to be performed on the~~

~~4494.4~~ ~~sixth or seventh day following the commencement of the workweek at a rate equal to one and one-half times his/her regular rate of pay.~~ ~~Overtime (continued)~~

~~F. An employee having an average workday of less than four hours during the workweek shall be compensated for any work required to be performed on the seventh day following the commencement of the workweek at a rate equal to one and one-half times his/her regular rate of pay. Payment for required work performed on the sixth and seventh day pursuant to this Rule shall be in cash unless compensatory time off is requested by the employee and approved by the program manager and appropriate assistant superintendent. Positions and employees excluded from overtime compensation pursuant to No. 4495 shall likewise be excluded from the provisions of this Rule.~~

Accrued compensatory time will be recorded in the employee's leave balances maintained by SBCEO. Compensatory time may be taken within 12 calendar months following the month in which the overtime was worked. Compensatory time off must be requested according to the same procedures as other leave requests, and shall be taken at a time that is mutually agreed upon by the employee and the supervisor. If the employee fails to take (or is not granted) compensatory time within 12 calendar months following the month in which it was earned, SBCEO shall pay out the value of the compensatory time, in accordance with established SBCEO policy.

~~G. C.~~ For the purpose of computing the number of hours worked, time during which an employee is excused ~~from~~ work because of holidays, sick leave, vacation, compensatory time off, or other paid ~~leave~~ leaves of absence shall be considered as time worked by the employee.

~~H. An employee required to work on a holiday shall be paid compensation, or given compensatory time off, for such work, in addition to the regular pay received for the holiday, at the rate on one and one-half times his/her regular rate of pay including any differentials because of his/her current assignment. Payment shall be in cash unless compensatory time off is requested by the employee and approved by the program manager and appropriate assistant superintendent.~~

~~I.~~ I. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.

~~J. D.~~ If a combination of assignments ~~adds up to more than eight hours a day or 40 hours a week, the~~ meets any of the definitions of overtime in Paragraph A, the excess time worked shall be considered overtime.

~~K. E.~~ Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

Reference:

Education Code Sections 45127-45133 and 45260-45261

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4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

4494.4 Overtime

A. Overtime is defined as hours worked in any of the following circumstances:

1. in excess of eight hours in a workday
2. in excess of 40 hours in a workweek
3. on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more
4. on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours
5. on a holiday, as defined in Personnel Commission Rule 4493.1.

Overtime work and the method of compensation must be authorized in advance by the employee's supervisor and approved by the appropriate associate superintendent. The overtime hours worked, the method of compensation, and the required approvals must be recorded on the prescribed SBCEO form.

B. An employee who performs authorized overtime work shall receive compensation at the rate of one and one-half (1.5) times the employee's regular rate of pay, including any differential compensation to which the employee is entitled in their current assignment. Alternatively, upon the request of the employee and with the approval of the supervisor and appropriate associate superintendent, the employee may accrue compensatory time off at the rate of one and one-half (1.5) times the number of overtime hours the employee worked.

Payment shall be in cash unless compensatory time off is requested and approved. Payment for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked.

Accrued compensatory time will be recorded in the employee's leave balances maintained by SBCEO. Compensatory time may be taken within 12 calendar months following the month in which the overtime was worked. Compensatory time off must be requested according to the same procedures as other leave requests, and shall be taken at a time that is mutually agreed upon by the employee and the supervisor. If the employee fails to take (or is not granted) compensatory time within 12 calendar months following the month in which it was earned, SBCEO shall pay out the value of the compensatory time, in accordance with established SBCEO policy.

C. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence shall be considered as time worked by the employee. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.

D. If a combination of assignments meets any of the definitions of overtime in Paragraph A, the excess time worked shall be considered overtime.

E. Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

Reference:

Education Code Sections 45127-45133 and 45260-45261

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