



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
October 26, 2023 – 12:30 p.m.

AGENDA

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

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

GENERAL FUNCTIONS

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

7. Approval of Minutes of Regular Meeting Held September 28, 2023
(Attachment)

MOVED: SECONDED: VOTE:

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

Available for review from the County Superintendent of Schools.

b. Legislative Updates

Available for review from the Director, Human Resources.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions — None

b. Classified Personnel Report dated November 2, 2023
(Attachment)

c. Position Announcements
(Attachments)

i. Accounting Technician (Dual – Santa Barbara)

ii. Accounting Technician, Senior (Dual – Santa Barbara)

11. Action Items

a. Ratification of Eligibility Lists

(Attachments)

- i. Accounting Assistant (Dual – Santa Barbara)
- ii. Audiovisual Services Supervisor (Dual – Santa Barbara)
- iii. Clerical Assistant (Dual – Santa Maria)
- iv. Clerical Assistant (Dual – Santa Barbara)
- v. Custodian/Maintenance Worker (Dual – Santa Barbara)
- vi. Health Advocate – Bilingual (Dual – Lompoc)
- vii. Manager, Health Linkages Programs (Dual – Location flexible)
- viii. Paraeducator (Open Continuous – North)
- ix. School Occupational Therapist (Open Continuous – South)
- x. Senior Software Engineer (Open Continuous – Santa Barbara)

MOVED:

SECONDED:

VOTE:

b. Classification of Positions — None

c. Job Descriptions

(Attachments)

- i. The Director recommends a minor title change and a revision to the job description for the management classification of Program Services Manager. The Director also recommends a salary adjustment to management salary range 14. The proposed revisions to the job description will enable the use of this classification more widely within SBCEO and the salary adjustment will promote equity among similar classifications. This recommendation has the support of the Associate Superintendent, Student and Community Services and the County Superintendent of Schools.

MOVED:

SECONDED:

VOTE:

- ii. The Director, Human Resources recommends revisions to the job descriptions listed below, to reflect SBCEO's participation in the DMV Government Employer Pull Notice Program. In addition, a minor title change is proposed for the Senior Administrative Assistant.

- A. Administrative Assistant
- B. Senior Administrative Assistant

MOVED: SECONDED: VOTE:

UNFINISHED BUSINESS — None

NEW BUSINESS

12. Revision of Merit System Rule – Presented for First Reading (Attachments)

4411 Definitions. Proposed revisions to the definitions of:

- Class Description
- Commission
- Director
- Job Description
- Personnel Commission
- Personnel Commission Staff
- Personnel Director

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

14. DIRECTOR, HUMAN RESOURCES REPORT

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, November 16, 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.