



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
September 28, 2023 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:31 p.m.

2. Roll Call

Members present:

Mike Ostini, Chair
Gary Pickavet, Vice Chair
Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance.

4. Changes to the Agenda

The Director, Human Resources noted a correction and clarification to agenda item 11b: the FTE for the Clerical Assistant assignment should be 12.5%, and the effective date should be October 1, 2023.

5. Introduction of Staff and Guests

Staff present:

Mari Baptista, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held August 24, 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 a media release about the upcoming Salute to Teachers event on November 4 as well as the Superintendent's response to the recently released Grand Jury report about cybersecurity in local school districts.

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. She noted that the bill had passed and was on the governor's desk for signature, which was widely expected. She reported that if the legislation were signed, SBCEO would have to review it closely to determine how to implement it within the parameters of our merit system.

The Director further reported that SB403 was also on the governor's desk awaiting signature. This legislation would make California the first state in the nation to prohibit discrimination on the basis of caste, which the bill defines as "an individual's perceived position in a system of social stratification on the basis of inherited status." The bill further explains that caste "may be characterized by factors that may include, but are not limited to, inability or restricted ability to alter inherited status; socially enforced restrictions on marriage, private and public segregation, and discrimination; and social exclusion on the basis of perceived status." The Director noted that if it is signed, SBCEO will update our non-discrimination policies accordingly.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated October 5, 2023

c. Position Announcements

11. Action Items

a. Ratification of Eligibility Lists

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

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

b. Classification of Positions

The Director recommended that one position currently classified as a Paraeducator, 87.5% time, be reclassified into two positions in separate existing classifications: Paraeducator (Instructional Series), 75% time, salary range 60, and Clerical Assistant, 12.5% time (Clerical Series), salary range 61, with an effective date of October 1, 2023. The Director confirmed that the change had the support of CSEA.

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

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Revision of Merit System Rules – Presented for Second 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

MOVED: Gary Pickavet

SECONDED: Carmen Jaramillo

VOTE: 3-0

NEW BUSINESS — None

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

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

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported the following:

- Commissioner Ostini has agreed to be reappointed to a new term, and the CSEA chapter voted to reappoint him to his seat. Commissioner Ostini will be officially appointed at the November 2 Board meeting.
- Melissa Rodriguez conducted her first new employee orientation on September 20, for a very large cohort (approximately 20 employees).
- She and the Associate Superintendent have been preparing for negotiations with both bargaining units. SBCEO will be sunshining the proposals at the October 5 Board meeting.
- Later today, she and Melissa Rodriguez would be conducting the “Know Your Rights” training for high school students being placed in internships by Partners in Education.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Commissioner Ostini reported that the chapter was convening a special meeting on October 4 to vote on the negotiations proposal, as well as other items.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:33 p.m. The next regular meeting will be held on Thursday, October 26, 2023, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.



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

Mike Ostini
Chair, Personnel Commission

Santa Barbara County Board of Education

Classified Personnel Report

November 2, 2023

Appointments

Limited Term/Substitute

- McPhee, Doris October 3, 2023
 Paraeducator • Special Education • Various Sites
 • Hourly as needed
- Shankin-Clarke, Parker October 2, 2023
 Teaching Assistant • Juvenile Court and Community Schools • Various Sites
 • Hourly as needed
- Torres, Gloria October 4, 2023
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Probationary

- Ahumada, Isela October 2, 2023
 Youth Outreach Mentor • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
 87.5% • 10 months
- Castro-Ramirez, Fabiola October 16, 2023
 Paraeducator • Special Education • Olga Reed Elementary
 77.5% • 10 months
- Coronado, Lissandra October 16, 2023
 Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
 87.5% • 10 months
- Egan, Amya October 23, 2023
 Child Care Assistant • Early Care and Education • Early Care and Education - Lompoc
 75% • 10 months

Fuentes, Michael October 4, 2023
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
87.5% • 12 months

Morin, Catalina October 23, 2023
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months

Ramirez, Martin October 5, 2023
Paraeducator • Special Education • Casmalia Preschool 2
87.5% • 10 months

Santana, Meredith October 4, 2023
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months

Thomas, Dennis October 23, 2023
School Safety Liaison • Student and Community Services • Student and Community Services
100% • 12 months

Torres, Gloria October 6, 2023
Paraeducator • Special Education • Central Avenue Preschool
87.5% • 10 months

Vital Alcantar, Yanelly October 2, 2023
Nutrition Program Specialist - Bilingual • Early Care and Education • Early Care and Education - Santa Maria 3
100% • Hourly as needed

Changes

Anniversary Increase

Acheoual, Nancy October 1, 2023
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months

Aguirre, Anselmo October 1, 2023
Paraeducator • Special Education • Cabrillo High School
90.825% • 10 months
4%

Carrillo, Heracio Custodian • Internal Services • Operations North 62.5% • 12 months	October 1, 2023
Castaneda, Gloria Child Care Assistant • Early Care and Education • Los Alamos State Preschool 50% • 10 months	October 1, 2023
Cronin, Diana Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County 100% • 12 months	October 1, 2023
De Filippi, Ana Accounting Technician, Senior • Internal Services • Accounting 100% • 12 months	October 1, 2023
Gonzalez, Bertha Paraeducator • Special Education • Infant Services, Santa Maria 50% • 12 months	October 1, 2023
Hart, Jordan Educational Interpreter, American Sign Language, Certified • Special Education • Ernest Righetti High School DHOH 54.175% • 10 months	October 1, 2023
Hunter, Staci Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll 100% • 12 months	October 1, 2023
Lawton, Rachel Administrative Assistant • Educational Technology Services • Educational Technology Services 100% • 12 months	October 1, 2023
Lee, Melissa Accounting Supervisor • Internal Services • Accounting 100% • 12 months	October 1, 2023

Lemos, Frank October 1, 2023
 Delivery Specialist II • Internal Services • Operations South 2
 100% • 12 months

Lopez, Olga October 1, 2023
 Student Information Specialist • Special Education • Special Education Support Staff North
 100% • 12 months

Robles, Violeta October 1, 2023
 Child Care Services Technician • Early Care and Education • Early Care and Education - Lompoc 2
 100% • 12 months

Sanchez-Corona, Nancy October 1, 2023
 Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2
 100% • 12 months

Takeuchi, Sheila October 1, 2023
 Training and Development Assistant • Teacher Induction Program • Teacher Induction Program
 100% • 12 months

Valdovinos, Jennifer October 1, 2023
 Office Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
 100% • 12 months

Valentin Contreras, Jose October 1, 2023
 Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
 87.5% • 10 months

Walker, Kristen October 1, 2023
 Digital Media Resources Developer • Educational Technology Services • Educational Technology Services
 72.5% • 12 months

Walsh, Heather October 1, 2023
 Computer/Network Technician II • Special Education • Special Education Support Staff, Valley
 100% • 12 months

Weger, Richard October 1, 2023
 Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
 100% • 12 months

Differential - Add

Ramirez, Martin October 10, 2023
Paraeducator • Special Education • Casmalia Preschool 1
87.5% • 10 months
Specialized Health Care

Robertson, Shawna October 2, 2023
Paraeducator • Special Education • Casmalia Preschool 1
87.5% • 10 months
Specialized Health Care

Santana, Meredith October 10, 2023
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months
Specialized Health Care

Uribe-Garcia, Elizabeth September 26, 2023
Paraeducator • Special Education • Manzanita Charter School 2
81.25% • 10 months
Specialized Health Care x2

Other

Escobedo Beas, Carlos October 1, 2023
Program Associate • Transitional Youth Services • Transitional Youth
100% • Hourly as needed
Master's degree stipend

Santos, Jessica October 1, 2023
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months
Lateral move to different classification AND 1 step increase (from R)

Probation to Permanent

Holcombe, Kaitlyn October 1, 2023
Educational Interpreter, American Sign Language, Waiver • Special Education • Tommie Kunst Junior High
DHOH
75% • Hourly as needed

Promotion

Martinez, Veronica October 9, 2023
Clerical Assistant • Special Education • Special Education Administration, Santa Maria
100% • 10 months
From Paraeducator

Valadez, Patricia October 11, 2023
Financial Services Manager, Special Education • Special Education • Special Education Administration South-2
100% • 12 months
From Accounting Technician, Senior

Reclassification

Carbajal-Esparza, Olivia October 1, 2023
Paraeducator • Special Education • Speech/Language Services, Miller
75% • 10 months
From .875 FTE Paraprofessional to .75 Paraprofessional and .125 Clerical Assistant

Transfer

Robles, Esther October 23, 2023
Paraeducator • Special Education • Casmalia Preschool 1
87.5% • 10 months
From Arellanes Jr HS

Rodriguez, Elizabeth October 30, 2023
Paraeducator • Special Education • Vision Services
81.25% • 10 months
Different position number and increased FTE

Vega, Wendy September 29, 2023
Paraeducator • Special Education • Speech/Language Services, McClelland
87.5% • 10 months
From Vision Services

Separation

Resignation

Hood, Debra October 31, 2023
Manager, Communication Strategies • Internal Services • North County Office Administration
100% • 12 months



Santa Barbara County Education Office
Accounting Technician

SALARY	\$25.95 - \$32.93 Hourly \$4,515.00 - \$5,730.00 Monthly \$54,180.00 - \$68,760.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00044
DIVISION	Special Education	OPENING DATE	10/13/2023
CLOSING DATE	10/25/2023 11:59 PM Pacific	SPECIFIC LOCATION	Santa Barbara

General Description

Our ideal candidate

You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a “can-do” attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

General description

Under general supervision, perform a variety of complex and technical budget and accounting duties in support of an assigned program or centralized function; maintain, review, audit, and adjust assigned accounts; process, record, and audit various transactions; prepare, reconcile, and maintain a variety of financial records, reports, and statements.

Specific Duties and Responsibilities

- Perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function; provide technical accounting support for various programs, accounts, funds, grants, or functions.
- Maintain, verify, and audit assigned accounts, and make appropriate adjustments; match, sort, check, code, and post a variety of financial data such as income, expenditures, and transfers; review, adjust, and assure accuracy of ledgers and journal entries; balance, adjust, and reconcile accounts.
- Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents such as purchase orders, reimbursements, deposits, claims, requisitions, credit memos, warrants, and invoices; calculate, prepare, and assure accuracy of incoming and outgoing payments; assist in assuring transactions comply with established standards and requirements.
- Provide accounting support to assigned program by responding to inquiries and providing technical information related to accounts, budgets, transactions, records, laws, regulations, policies, and procedures; communicate with staff of SBCEO and outside agencies to exchange needed information and resolve issues or concerns.

- Research, compile, prepare, verify and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, statements and files related to accounts, income, expenditures, funds, budgets and assigned activities.
- Distribute, receive, process, audit, and evaluate a variety of forms, such as time sheets, invoices, and reimbursement claims; compare and reconcile forms, statements, records, reports and other financial documents; identify errors, make corrections, and resolve discrepancies.
- Process accounts payable as assigned; prepare, audit, and code invoices for payments; assure accuracy and completeness of invoices; verify invoices and match with purchase orders and other documents; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
- Perform a variety of duties related to purchasing materials, equipment, and supplies for an assigned program as required, including researching cost and availability of items; ordering, receiving, storing, and distributing supplies and equipment; coordinating with vendors on item specifications, delivery issues, price, and returns; and monitoring and maintaining adequate inventory levels of supplies and equipment.
- Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Calculate, prepare, and revise budgetary data as directed; monitor funds for income and expenditures; assist in assuring expenditures comply with established requirements; provide recommendations concerning budget preparation, development, revisions, and amendments; prepare and review budget actions; assure availability of funds.
- Maintain fiscal calendars and timelines as required; assist in assuring mandated reports, records and data are completed and submitted to appropriate agency or staff according to established timelines; provide technical support with year-end closing, new fiscal year and related financial functions.
- May serve as leadworker over Accounting Assistants.
- Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is preferred.

Knowledge of:

- Methods, procedures and terminology used in technical accounting
- Financial record-keeping practices
- General accounting and business functions of an educational organization
- Policies and objectives of assigned programs and activities
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Databases and enterprise financial systems
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette

Ability to:

- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
- Learn methods, procedures, and terminology used in grant accounting
- Work with speed and accuracy
- Make accurate arithmetical computations
- Use and achieve proficiency with a variety of computerized accounting, enterprise, and other software programs

- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive materials

Licenses and certificates

Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is 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 repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

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>



Santa Barbara County Education Office
Accounting Technician, Senior

SALARY	\$28.40 - \$36.04 Hourly \$4,941.00 - \$6,271.00 Monthly \$59,292.00 - \$75,252.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00054
DIVISION	Administrative Services	DEPARTMENT	Accounting
OPENING DATE	10/02/2023	CLOSING DATE	10/16/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a “can-do” attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

General description

Under general direction, perform a variety of complex, technical governmental accounting duties in support of multiple grants and programs and related funds, budgets, and accounts, including the updating and maintenance of journals and ledgers; review, analyze, maintain, and adjust assigned funds, budgets, and accounts; prepare, audit, reconcile, and maintain a variety of financial records, reports, and statements.

Specific Duties and Responsibilities

- Provide specialized support for general ledger, accounts payable, accounts receivable, payroll, benefits, or other assigned areas; provide information about applicable laws, regulations, policies, and procedures in order to assure financial transactions comply with established standards, requirements, policies and procedures.
- Serve as technical lead on assigned accounting functions with SBCEO accounting staff and administrators and outside agencies; respond to inquiries and provide detailed and technical information to staff of SBCEO and outside agencies concerning related funds, budgets, accounts, transactions, records, reports in order to exchange needed information and resolve issues or concerns.
- Review and post a variety of financial data to journals and ledgers; balance, audit, and adjust accounts; monitor funds for income and expenditures; code, verify and update accounts to reflect income and expenditures; make appropriate corrections as needed.

- Research and revise accounting data and documents; evaluate and reconcile accounts; compare and reconcile fiscal statements, records, reports and documents to assure accurate fund accounting; audit accounts and related data, records, reports, and statements to ensure accuracy, completeness, and compliance with established requirements; identify errors; resolve discrepancies; review, adjust, and assure accuracy of journal entries.
- Prepare and maintain a variety of financial records, statements, files, and reports related to accounts, funds, income, expenditures, budgets, programs, grants, contracts, reconciliations and assigned activities; assure mandated reports are completed in accordance with established timelines and requirements.
- Develop, prepare, and maintain various budgets as assigned; support departmental managers by assuring expenditures do not exceed established limitations, analyzing budgetary data, and preparing forecasts, projections, and recommendations; ensure grant transactions comply with established requirements; initiate and process account and budget transfers as authorized.
- Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of custom and standard computerized reports and statements; assure accuracy of input and output data.
- Review, audit for accuracy, and process purchase orders, requisitions, warrants, claims, journal entries, and invoices; prepare invoices and other documents for payment; assure proper account coding; issue payments for various financial obligations.
- Receive, audit, and verify incoming monies; check money totals against receipts and invoices to assure accuracy; prepare, audit, and reconcile various deposits; prepare and follow up on invoices and billings.
- Provide technical support with year-end closing, new fiscal year and related accruals, grants, allocations and financial functions as assigned.
- May serve as leadworker over other accounting and clerical staff.
- Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Two years of experience performing paraprofessional accounting duties. Experience in a public sector or public school setting is preferred.

Knowledge of:

- Methods, procedures, and terminology used in technical accounting, including general ledger, governmental and fund accounting, and grant accounting
- Financial record-keeping practices
- General accounting and business functions of an educational organization
- Policies and objectives of assigned programs and activities
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Databases and enterprise financial systems
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette

Ability to:

- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
- Analyze data and situations accurately, make sound decisions, and recommend effective courses of action
- Work with speed and accuracy
- Make accurate arithmetical computations
- Use and achieve proficiency with a variety of computerized accounting, enterprise, and other software programs

- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Work independently and as a member of a team
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive materials

Licenses and certificates

Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is 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 repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

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- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
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- 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>



**Dual Certification Eligibility List
Accounting Assistant**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	53097252	4/20/24	Eligible	Part-Time	0.50	20 hours/week
1	45477791	4/20/24	Eligible	Part-Time	0.50	20 hours/week
1	55387289	4/20/24	Eligible	Part-Time	0.50	20 hours/week
2	4743575	4/20/24	Eligible	Part-Time	0.50	20 hours/week
3	55451945	4/20/24	Eligible	Part-Time	0.50	20 hours/week

Number of applicants: 5

Number of applicants passed screening: 3

Number of performance/written exam attendees: 2

Number of oral exam attendees: N/A



**Dual Certification Eligibility List
Audiovisual Services Supervisor**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	47533560	4/17/24	Eligible	Full-Time	1.00	40 hours/week
2	53727293	4/17/24	Eligible	Full-Time	1.00	40 hours/week
3	52025799	4/17/24	Eligible	Full-Time	1.00	40 hours/week
4	1707308	4/17/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 9

Number of applicants passed screening: 5

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 4



**Dual Certification Eligibility List
Clerical Assistant (SM)**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	17004351	3/27/24	Eligible	Full-Time	1.00	40 hours/week
2	45753783	3/27/24	Eligible	Full-Time	1.00	40 hours/week
3	50283026	3/27/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 6

Number of applicants passed screening: 6

Number of performance/written exam attendees: 3

Number of oral exam attendees: 3



**Dual Certification Eligibility List
Clerical Assistant (SB)**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	52661372	3/26/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 11

Number of applicants passed screening: 8

Number of performance/written exam attendees: 4

Number of oral exam attendees: 1



Dual Certification Eligibility List
Custodian/Maintenance Worker

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	47676088	4/16/24	Eligible	Full-Time	1.00	40 hours/week
2	50513969	4/16/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 6

Number of applicants passed screening: 4

Number of performance/written exam attendees: 2

Number of oral exam attendees: N/A



**Dual Certification Eligibility List
Health Advocate - Bilingual**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	49454955	4/17/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 4

Number of applicants passed screening: 4

Number of performance/written exam attendees: 3

Number of oral exam attendees: N/A



**Dual Certification Eligibility List
Manager, Health Linkages Programs**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	49401359	4/20/24	Eligible	Part-Time	0.50	20 hours/week
2	55163683	4/20/24	Eligible	Part-Time	0.50	20 hours/week

Number of applicants: 5

Number of applicants passed screening: 3

Number of performance/written exam attendees: 2

Number of oral exam attendees: N/A



**Open Continuous Eligibility List
Paraeducator (North)**

Rank	Person ID	Eligibility Expiration Date	Status
1	44542743	1/25/24	Eligible
2	53947207	1/25/24	Eligible
3	16207158	2/2/24	Eligible
4	54652335	4/17/24	Eligible
5	54524114	4/20/24	Eligible
6	20258725	4/20/24	Eligible
7	54448260	4/3/24	Hired
8	42386917	2/11/24	Eligible



**Open Continuous Eligibility List
School Occupational Therapist**

Rank	Person ID	Eligibility List Expiration Date	Status
1	13754447	11/5/23	Eligible
1	31164077	4/12/24	Eligible



Open Continuous Eligibility List
Senior Software Engineer

Rank	Person ID	Eligibility List Expiration Date	Status
1	55267802	4/18/24	Eligible



PROGRAM SERVICES MANAGER

Reports to: Director, Partners in Education

Division: Partners in Education

Our ideal candidate

Ideally, you are an excellent communicator, both orally and in writing. You take initiative and have a big-picture approach, always looking for ways to foster collaboration. You can work effectively with a variety of people in varying roles, and earn the trust of those around you through a thoughtful approach to difficult decision-making. You are diplomatic and professional and lead by example, working to support your team members while pushing them to excel. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are extremely organized, flexible, and cool under pressure.

General description

Responsible for providing direct support to the executive director in carrying out organization goals and special projects. This will entail managing Partners in Education programming, including the Countywide Volunteer Program, the Paid Student Internship Program, and Computers for Families, creating cohesive messaging and clear objectives for the programs, and crafting strategies to reach those goals.

Specific duties and responsibilities

- Support the executive director and organizational objectives
- Work with executive director to set goals and create strategies to achieve them
- Act as organization representative, carrying out pre-determined initiatives and messages, and representing the program at volunteer and community events
- Act as trusted advisor on decisions regarding topics that vary in levels of importance and confidentiality
- Create regular reports for use in grants, presentations, board meetings and staff meetings; support grant writing and submissions
- Lead small-scale fundraising for individual programs, while also supporting organization-wide fundraising efforts
- Act as countywide liaison between business and education communities, while interacting with people of different roles and backgrounds
- Continually improve program operations and systems, act as project manager for projects as assigned
- Supervise and develop program staff and support them in achieving goals
- Develop and maintain efficient systems for tracking program data. Prepare clear and helpful documents that represent the program and its mission
- Oversee volunteer and student data collection through an internally managed database; enforce data collection protocols
- Hold regular one-on-one meetings with staff, tracking goals and providing clear feedback; provide professional growth opportunities for staff and hold staff accountable for goals and objectives
- Coordinate and facilitate a variety of meetings, including those for committees, task forces, and staff members

PROGRAM SERVICES MANAGER

- Develop and lead internal volunteer support programs and regularly implement improvements
- Support staff directly supervising volunteers and interns
- Maintain partnerships with other agencies and service providers countywide including volunteer screening sites at clinics and police departments
- Lead large-scale event planning
- Maintain program web pages
- Create marketing materials including videos, brochures, flyers, and social media posts.
- Continually improve program operations and systems
- Other duties as assigned

Requirements

Education: The position requires a college degree in a related or applicable field

Experience: Five years of relevant experience and responsibilities

Knowledge and Skills

- SBCEO organization operations, goals, and services
- Educational systems and working with educators
- Record-keeping techniques
- Telephone techniques and etiquette
- Challenges that low-income populations face
- Child labor laws
- Protocols and best practices for collecting and storing student, volunteer, and donor data
- Nonprofit management
- Fundraising strategies
- Social media
- Working analytical skills and ability to solve issues without a clear solution
- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills, using tact, patience and courtesy

Abilities

- Deal with people at all levels
- Work with members of the community and earn their trust and respect
- Solve problems, knowing that a one-size-fits-all approach will not work
- Organize and maintain reports
- Maintain a website
- Maintain effective working relationships with co-workers, management, volunteers, and members of the community
- Communicate effectively orally and in writing
- Work independently and within a team environment
- Work confidentially and with discretion



PROGRAM SERVICES MANAGER

Licenses and certificates

- Valid California driver's license, safe driving record, 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 is performed indoors in a typical modern office environment with minimal exposure to health and safety considerations.

Management salary range 13

Approved by the Personnel Commission: July 28, 2016

Revised: May 25 2023



MANAGER, PROGRAM SERVICES ~~MANAGER~~ - DRAFT

Reports to: ~~Director, Partners in Education~~ Varies according to assignment
Division: ~~Partners in Education~~ Varies according to assignment

Our ideal candidate

~~Ideally, you~~ You are an excellent communicator, both orally and in writing. You take initiative and have a big-picture approach, always looking for ways to foster collaboration. You can work effectively with a variety of people in varying roles, and earn the trust of those around you through a thoughtful approach to difficult decision-making. You are diplomatic and professional and lead by example, working to support your team members while pushing them to excel. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are extremely organized, flexible, and cool under pressure.

General description

~~Responsible for~~ This classification is found in one or more of the non-profit organizations that operate under the auspices of SBCEO. Positions in this classification report ~~providing direct support~~ to the executive director, ~~in carrying out~~ executing according to organizational goals and leading special projects. This ~~will entail~~ managing and developing ~~Partners in Education programming, including the Countywide Volunteer Program, the Paid Student Internship Program, and Computers for Families,~~ creating cohesive messaging and clear objectives for the programs, and crafting strategies to reach those goals.

Specific duties and responsibilities

- Support the executive director and organizational objectives
- ~~Work~~ Collaborate with executive director to set goals and create strategies to achieve them
- ~~Oversee day-to-day program or organizational operations, Act as organization representative, carrying out pre-determined program initiatives, and messages, and representing the program at in volunteer and the community events~~
- Act as trusted advisor on important ~~regarding topics that vary in levels of importance and confidentiality~~ decisions
- Create regular reports for use in grants, presentations, board meetings and staff meetings; ~~support grant writing and submissions~~ identify opportunities for grant funding, write grant applications, and coordinate submissions
- ~~Lead Support small-scale~~ fundraising for individual programs, ~~while also supporting~~ as well as organization-wide fundraising efforts
- Act as countywide liaison between the education community and other stakeholder ~~business and education~~ communities, while interacting with people of different roles and backgrounds
- Continually improve program operations and systems; ~~i~~ act as project manager for projects as assigned
- Supervise and develop program staff and support them in achieving goals; hold regular one-on-one meetings with staff, tracking goals and providing clear feedback; provide professional growth opportunities for staff and hold staff accountable for goals and objectives

MANAGER, PROGRAM SERVICES ~~MANAGER~~ - DRAFT

- Develop and maintain efficient systems for tracking program data; ~~Prepare~~ prepare clear and helpful documents that represent the program and its mission
- Oversee ~~volunteer and student~~ data collection through an internally managed database; ~~enforce~~ ensure adherence to data collection protocols
- ~~Hold regular one-on-one meetings with staff, tracking goals and providing clear feedback; provide professional growth opportunities for staff and hold staff accountable for goals and objectives~~
- Coordinate and facilitate a variety of meetings, including those for committees, task forces, and staff members
- Develop and lead internal ~~volunteer stakeholder~~ support programs and regularly implement improvements
- ~~Support staff directly supervising volunteers and interns~~ Oversee staff supervision of volunteers and coordination of independent contractors
- Maintain partnerships with other agencies and service providers ~~countywide including volunteer screening sites at clinics and police departments~~
- Lead large-scale event planning
- Oversee maintenance of website and development of marketing materials, including videos, brochures, flyers, and social media posts
- ~~Maintain program web pages~~
- ~~Create marketing materials including videos, brochures, flyers, and social media posts.~~
- ~~Continually improve program operations and systems~~
- ~~Other~~ Perform related duties as assigned

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in nonprofit, public, or business administration; education; human resources; arts administration; fine or performing arts; or related field. Additional related professional experience may be substituted for up to two years of the required higher education on a year-for-year basis. The position requires a college degree in a related or applicable field

Experience: ~~Five~~ Two years of relevant experience in nonprofit administration or related field that included two or more of the following: program development, program review, data collection and analysis, grant writing, budget management, group facilitation, management of volunteers or independent contractors, supervision of staff, and workshop/event coordination.

Depending on assignment, experience in arts education/administration or career preparation/education is preferred. A master's degree in a closely related field may be substituted for up to one year of required professional experience and responsibilities

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

MANAGER, PROGRAM SERVICES-MANAGER - DRAFT

Knowledge and Skills of:

- ~~SBCEO organization operations, goals, and services~~
- Principles and practices of program administration and professional development
- Budget development and management
- Program development and evaluation
- Principles and practices of supervision
- ~~K12 public eEducational systems and working with educators~~
- Record-keeping techniques/practices
- Telephone techniques and email etiquette
- Challenges that low-income populations face
- Current practices in diversity, equity, justice and inclusion
- ~~Child labor laws~~
- ~~Protocols and best practices for collecting and storing student, volunteer, and donor data~~
Data collection and management methods
- Principles and practices of nNonprofit management
- Fundraising strategies
- ~~Social media~~
- ~~Working analytical skills and ability to solve issues without a clear solution~~
- Standard written and spoken English
- Standard office productivity software
- Community outreach and engagement strategies, including social media
- ~~Excellent oral and written communication skills~~
- ~~Excellent interpersonal and customer service skills, using tact, patience and courtesy~~

Abilities to:

- Learn the operations, policies, and objectives of the Santa Barbara County Education Office
- ~~Deal with people at all levels~~
- Work with members of the community and earn their trust and respect
- Organize work of self and others
- Make effective presentations to a wide range of audiences
- Gather and analyze data, reach sound conclusions, and determine an appropriate course of action
- ~~Solve problems, knowing that a one-size-fits-all approach will not work~~
- Research, write and present reports
- Operate a computer and other office equipment and related software and database programs
- ~~Organize and maintain reports~~
- ~~Maintain a website~~
- Maintain effective working relationships with ~~co-workers, management~~ program staff, volunteers, independent contractors, and members of the community
- Represent the organization effectively to a variety of stakeholders
- Coordinate work of third parties over whom one has no supervisory authority

MANAGER, PROGRAM SERVICES~~MANAGER~~ - DRAFT

- Communicate effectively both orally and in writing
- Work independently and ~~within as part of~~ a team ~~environment~~
- ~~Work confidentially and with discretion~~ Maintain confidentiality of sensitive information

Depending on assignment, additional knowledge and abilities may be required, such as but not limited to the following:

- Knowledge of employment law, including child labor laws
- Knowledge of curriculum standards for K-12 arts education

Licenses and certificates

- Valid California driver's license, safe driving record, 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 for some positions in this classification.

Working conditions

~~Work is performed indoors in a typical modern office environment with minimal exposure to health and safety considerations.~~

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 positions in this classification. Incumbents in this classification are not typically exposed to significant safety hazards.

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.

Management salary range ~~1314~~

Approved by the Personnel Commission:

Revised:

July 28, 2016

May 25 2023

October 26, 2023 (pending approval)



MANAGER, PROGRAM SERVICES - DRAFT

Reports to: Varies according to assignment

Division: Varies according to assignment

Our ideal candidate

You are an excellent communicator, both orally and in writing. You take initiative and have a big-picture approach, always looking for ways to foster collaboration. You can work effectively with a variety of people in varying roles, and earn the trust of those around you through a thoughtful approach to difficult decision-making. You are diplomatic and professional and lead by example, working to support your team members while pushing them to excel. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are extremely organized, flexible, and cool under pressure.

General description

This classification is found in one or more of the non-profit organizations that operate under the auspices of SBCEO. Positions in this classification report to the executive director, executing according to organizational goals and leading special projects. This entails managing and developing programming, creating cohesive messaging and clear objectives for the programs, and crafting strategies to reach those goals.

Specific duties and responsibilities

- Support the executive director and organizational objectives
- Collaborate with executive director to set goals and create strategies to achieve them
- Oversee day-to-day program or organizational operations, carry out program initiatives, and represent the program in the community
- Act as trusted advisor on important decisions
- Create regular reports for use in grants, presentations, board meetings and staff meetings; identify opportunities for grant funding, write grant applications, and coordinate submissions
- Support fundraising for individual programs, as well as organization-wide fundraising efforts
- Act as countywide liaison between the education community and other stakeholder communities, while interacting with people of different roles and backgrounds
- Continually improve program operations and systems; act as project manager for projects as assigned
- Supervise and develop program staff and support them in achieving goals; hold regular one-on-one meetings with staff, tracking goals and providing clear feedback; provide professional growth opportunities for staff and hold staff accountable for goals and objectives
- Develop and maintain efficient systems for tracking program data; prepare clear and helpful documents that represent the program and its mission
- Oversee data collection through an internally managed database; ensure adherence to data collection protocols
- Coordinate and facilitate a variety of meetings, including those for committees, task forces, and staff members

MANAGER, PROGRAM SERVICES - DRAFT

- Develop and lead internal stakeholder support programs and regularly implement improvements
- Oversee staff supervision of volunteers and coordination of independent contractors
- Maintain partnerships with other agencies and service providers
- Lead large-scale event planning
- Oversee maintenance of website and development of marketing materials, including videos, brochures, flyers, and social media posts
- Perform related duties as assigned

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in nonprofit, public, or business administration; education; human resources; arts administration; fine or performing arts; or related field. Additional related professional experience may be substituted for up to two years of the required higher education on a year-for-year basis.

Experience: Two years of experience in nonprofit administration or related field that included two or more of the following: program development, program review, data collection and analysis, grant writing, budget management, group facilitation, management of volunteers or independent contractors, supervision of staff, and workshop/event coordination.

Depending on assignment, experience in arts education/administration or career preparation/education is preferred. A master's degree in a closely related field may be substituted for up to one year of required professional experience.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:

- Principles and practices of program administration and professional development
- Budget development and management
- Program development and evaluation
- Principles and practices of supervision
- K12 public educational system
- Record-keeping practices
- Telephone and email etiquette
- Challenges that low-income populations face
- Current practices in diversity, equity, justice and inclusion
- Data collection and management methods
- Principles and practices of nonprofit management
- Fundraising strategies

MANAGER, PROGRAM SERVICES - DRAFT

- Standard written and spoken English
- Standard office productivity software
- Community outreach and engagement strategies, including social media

Ability to:

- Learn the operations, policies, and objectives of the Santa Barbara County Education Office
- Work with members of the community and earn their trust and respect
- Organize work of self and others
- Make effective presentations to a wide range of audiences
- Gather and analyze data, reach sound conclusions, and determine an appropriate course of action
- Research, write and present reports
- Operate a computer and other office equipment and related software and database programs
- Maintain effective working relationships with program staff, volunteers, independent contractors, and members of the community
- Represent the organization effectively to a variety of stakeholders
- Coordinate work of third parties over whom one has no supervisory authority
- Communicate effectively both orally and in writing
- Work independently and as part of a team
- Maintain confidentiality of sensitive information

Depending on assignment, additional knowledge and abilities may be required, such as but not limited to the following:

- Knowledge of employment law, including child labor laws
- Knowledge of curriculum standards for K-12 arts education

Licenses and certificates

- Valid California driver's license, safe driving record, 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 for some positions in this classification.

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 positions in this classification. Incumbents in this classification are not typically exposed to significant safety hazards.

Local travel to a variety of locations, as well as occasional overnight travel, is required.



MANAGER, PROGRAM SERVICES - DRAFT

Occasional attendance at evening and weekend meetings and events is also required.

Management salary range 14

Approved by the Personnel Commission:

July 28, 2016

Revised:

May 25 2023

October 26, 2023 (pending approval)



ADMINISTRATIVE ASSISTANT - DRAFT

Reports to: Varies according to assignment

Division: Varies according to assignment

Our ideal candidate

You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

General description

Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

Specific duties and responsibilities

- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors
- Provide information where independent judgement, knowledge and interpretations are utilized
- Research and compile background material such as statistical and financial data and supporting information
- Compile and prepare comprehensive reports, records, surveys and other documents
- Coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates
- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of meetings



ADMINISTRATIVE ASSISTANT - DRAFT

- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records
- May assist with ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- May assist with setting up and processing of numerous contracts for contractors
- Prepare and maintain calendar of activities, meetings, and events
- Schedule appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages or information for web pages
- Assist with online registration for numerous department workshops and events
- Assist with event coordination and setup and provide administrative support as needed
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- Perform other job related duties as assigned

Requirements

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience

Experience: four years of increasingly responsible office experience

Knowledge and skills

- Modern office practices, procedures and equipment
- Basic administrative procedures
- Personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills



ADMINISTRATIVE ASSISTANT - DRAFT

- Principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment
- Interpersonal skills using tact, patience and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Demonstrate keyboarding/typing skills and speed as required by the assignment
- Establish and maintain efficient office procedures, record keeping, and filing systems
- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative positive working relationships
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and certificates

~~Some positions within this classification may require possession of a valid California driver's license and the use of a dependable automobile.~~

Some positions in this classification may require:

- 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 as a condition of employment.

Working conditions

Work is performed primarily indoors with minimal exposure to health and safety hazards.

Series

Administrative Support

Salary range 72



Personnel Commission

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT - DRAFT

Approved by the Personnel Commission:

May 27, 1999

Revised:

July 30, 2015

June 28, 2018

October 26, 2023 (pending approval)



~~SENIOR~~ ADMINISTRATIVE ASSISTANT, SENIOR - DRAFT

Reports to: Varies according to assignment

Division: Varies according to assignment

Our ideal candidate

You will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. You are exceedingly well organized, flexible and enjoy the administrative challenges of supporting a department in a complex and fast-paced environment. You have the ability to interact with individuals at all levels, sometimes under pressure, being proactive, resourceful and efficient, with a high level of professionalism and confidentiality. You have high level written and verbal communication skills, strong decision-making ability and attention to detail. You take ownership of tasks and responsibilities of the position. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions. Employees in this position maintain a high professional standard of service to others and provide overall office management support for all administrative functions of the department on behalf of the assigned manager. Individuals in this position set the tone toward the attainment of a positive, collaborative, and professional work environment for all employees.

Specific duties and responsibilities

- Monitor and oversee the functions and efficiency of the assigned office on behalf of the assigned manager, particularly in the manager's absence
- Provide the assigned manager with input and ideas on the overall efficiency and functions of the assigned office
- Provide guidance and direction to office staff to maintain a high level of productivity and efficiency
- Model a high standard of professionalism and service to others
- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors



SENIOR ADMINISTRATIVE ASSISTANT, SENIOR - DRAFT

- Provide information where independent judgment, knowledge and interpretations are utilized
- Research and compile background material such as statistical and financial data and supporting information
- Compile and prepare comprehensive reports, records, surveys and other documents
- Coordinate and prepare materials for presentation to the County Board of Education or other entities with whom the manager communicates
- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings and prepare and distribute comprehensive minutes of meetings
- Assist with planning and coordinating training events including maintaining training schedules, tracking and monitoring enrollment and attendance, and resolving issues
- May require travel on an occasional or regular basis for events, meetings, and activities
- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records, including mailing lists and emergency contact information
- Coordinate and monitor ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- Assist with maintaining highly confidential information including staff leave of absence information, employment and pay information
- Prepare and maintain calendar of activities, meetings, and events including scheduling appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- May require travel on an occasional or regular basis for events, activities, and meetings



~~SENIOR~~ ADMINISTRATIVE ASSISTANT, SENIOR - DRAFT

- Perform other job related duties as assigned

Requirements

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience

Experience: six years of increasingly responsible administrative support experience preferably in a public education setting

Knowledge and skills

- Modern office practices, procedures and equipment
- Advanced administrative procedures
- Personal computers and industry standard software applications including Microsoft Office, Filemaker, Escape, advanced Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping as well as basic statistical analysis
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Advanced oral and written communication skills
- Principles of training and providing work direction that promotes high standards, professionalism, collaboration, and a positive work environment
- Advanced interpersonal skills promoting an environment of respect while using tact, patience and courtesy

Abilities

- Promote a high standard of professionalism and a positive, healthy work environment
- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate at an advanced professional level both orally and in writing



SENIOR ADMINISTRATIVE ASSISTANT, SENIOR - DRAFT

- Demonstrate keyboarding/typing skills and speed as required by the assignment
- Establish and maintain efficient office procedures, record keeping, and filing systems
- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative working relationships
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and Certificates

~~Some positions within this classification may require possession of a valid California driver's license and the use of a dependable automobile.~~

Some positions in this classification may require:

- 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 as a condition of employment.

Working conditions

Work is performed primarily indoors with minimal exposure to health and safety hazards.

Series

Administrative Support

Salary range 75

Approved by the Personnel Commission:

May 27, 1999

Revised:

June 28, 2018

October 26, 2023 (pending approval)

AGENDA ITEM 12 - proposed revision, changes tracked

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 first day of the pay period following successful completion of the probationary 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.

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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

~~See Job 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 See 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.

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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, Human Resources. The Director, Human Resources is 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.

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,

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administrative, or executive (Education Code 45130).

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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. (Also referred to as Class Description or Class Specification) A written description, approved by the Personnel Commission, containing a general description, specific duties and responsibilities, working conditions, and the qualification requirements for employment in a classification.

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 hours in a workday; in excess of 40 hours in a workweek; 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.

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.

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~~-commission 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, t~~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~~ fulfills the duties and responsibilities ascribed to the personnel director in the Act. See Director.

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 be 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 off 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 the next higher step in the salary range for the employee’s classification (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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