



**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.

**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

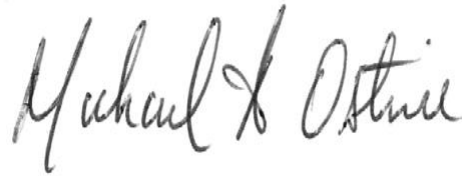
**ADJOURNMENT**

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.



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



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Mike Ostini  
Chair, Personnel Commission