



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

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

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:30 p.m.

2. Roll Call

Members present:

Mike Ostini, Chair

Gary Pickavet, Vice Chair

Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

Carmen Jaramillo led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Wendy Garcia, Certificated Human Resources Technician

6. Public Comment — None

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

MOVED: Carmen Jaramillo SECONDED: Gary Pickavet

VOTE: 3-0

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized a media release announcing the momentous news that Santa Barbara County Teacher of the Year Greg Wolf was selected as California Teacher of the Year.

b. Legislative Update

The Director, Human Resources reported that AB1699, the progress of which had been closely monitored and which was widely expected to be signed by the Governor, had in fact been vetoed. She stated that SBCEO remains committed to providing promotional opportunities for classified staff and noted that several classified employees had recently earned promotions by going through the examination process.

She further reported that SB403, which would have made California the first state in the nation to prohibit discrimination on the basis of caste, was also vetoed by the Governor, who stated in his veto message that protection from caste discrimination was already covered under current California nondiscrimination laws.

The Director summarized AB 557, which enacted some changes to the Brown Act with regard to commissioners' virtual attendance at in-person public meetings, as well as conduct of virtual public meetings during a state-declared state of emergency.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated November 2, 2023

c. Position Announcements

11. Action Items

a. Ratification of Eligibility Lists

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

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

b. Classification of Positions — None

c. Job Descriptions

- i. The Director recommended a revision to the job description for the management classification of Program Services Manager, along with a minor title change (to Manager, Program Services) and a salary adjustment to management salary range 14. This recommendation had the support of the Associate Superintendent, Student and Community Services and the County Superintendent of Schools.

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

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

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

UNFINISHED BUSINESS — None

NEW BUSINESS

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

4411 Definitions. Proposed revisions to the definitions of:

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

REPORTS

12. PERSONNEL COMMISSIONER REPORTS

Commissioners Jaramillo reported that she attended the Ignite conference for users of the NeoGov/NeoEd platforms, which she found very informative.

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini reported that he would be unable to attend the November 2 Board meeting at which he will be officially appointed to his new term.

13. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported the following:

- Commissioner Ostini will be officially appointed to a new three-year term on the Personnel Commission at the November 2 County Board of Education meeting.
- The first negotiations session between SBCEO and CSEA for a successor contract (2024-27) will take place Monday. She and the Associate Superintendent, Human Resources have been preparing extensively.

She also wished Commissioner Ostini a happy birthday (November 11).

14. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:11 p.m. The next regular meeting will be held on Thursday, November 16, 2023, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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

Mike Ostini
Chair, Personnel Commission



Santa Barbara County Education Office

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

Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

November 3, 2023

TO: Personnel Commission
Amy Ramos

FROM: Susan Salcido *SS*

RE: Reappointment of Michael Ostini to Personnel Commission

I'm pleased to inform you that at the November 2, 2023 County Board of Education meeting, Michael Ostini was reappointed to a three-year term as the CSEA appointment to the Personnel Commission.

The board and I thank Michael for his continued service, and we value his important work and that of the whole Personnel Commission.

SS:af



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Susan C. Salcido, Superintendent of Schools

Sept 26, 2023 through Nov 9, 2023

Position #	Position Information
2611	Clerical Assistant • Speech/Language Services, Miller • North 5.00 hours per week • 10.00 months
2621	Accounting Assistant • Accounting - Fiscal Services • South 20.00 hours per week • 12.00 months
2623	Paraeducator • Alice Shaw Preschool • North 17.50 hours per week • 10.00 months
2624	Paraeducator • Vision Services • North 32.50 hours per week • 10.00 months Braille skills required
2625	Paraeducator • Preschool Plus, Miller • North 35.00 hours per week • 10.00 months Bilingual required
2629	Paraeducator • Casmalia Preschool 1 • North 30.00 hours per week • 10.00 months Bilingual required
2630	Paraeducator • Regency Preschool • North 30.00 hours per week • 10.00 months Bilingual required

Santa Barbara County Board of Education

Classified Personnel Report

December 8, 2023

Appointments***Limited Term/Substitute***

Burke, Sarah November 3, 2023
Paraeducator • Special Education • Various Sites
• Hourly as needed

Carrillo, Diana October 23, 2023
Child Care Assistant • Early Care and Education • Various Sites
• Hourly as needed

Medina, Jocelyn November 3, 2023
Paraeducator • Special Education • Various Sites
• Hourly as needed

Probationary

Cazares-Flores, Mariella October 30, 2023
Clerical Assistant • Children and Family Resource Services • Health Linkages - South County
100% • 12 months

Ho, Chrystal November 6, 2023
Paraeducator • Special Education • Cabrillo High School
59.375% • 10 months

King Kondos, Victoria October 30, 2023
Health Advocate • Children and Family Resource Services • Health Linkages - South County
100% • 12 months

Moore, Nicholas October 31, 2023
Accounting Assistant • Internal Services • Accounting - Fiscal Services
50% • 12 months

Ramos, Sarah November 7, 2023
Paraeducator • Special Education • Zaca Preschool
43.75% • 10 months

Read, Joseph
Paraeducator • Special Education • Orientation and Mobility Specialist
75% • 10 months
October 31, 2023

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

Changes

Anniversary Increase

Anderson, Michelle
Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K
75% • 10 months
November 1, 2023

Coracero, Antonio
Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K
75% • 10 months
November 1, 2023

Dulay, Amada
Senior Administrative Assistant • School Business Advisory Services • School Business Advisory Services
100% • 12 months
November 1, 2023

Funkhouser, Rose Mary
Paraeducator • Special Education • Cuyama Elementary School
81.25% • 10 months
November 1, 2023

Hamamoto, Rachel
Senior Administrative Assistant • Internal Services • Fiscal Services
100% • 12 months
November 1, 2023

Hidalgo, Monique
Paraeducator • Special Education • Los Padres Head Start
43.75% • 10 months
November 1, 2023

Martinez Velazquez, Salvador
Computer/Network Technician, Information Technology Services • ITS • Cathedral Oaks
100% • 12 months
November 1, 2023

Robles, Esther
Paraeducator • Special Education • Casmalia Preschool 1
87.5% • 10 months
November 1, 2023

Sanchez, Sandra
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months
November 1, 2023

Sena, Rosalynd
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months
November 1, 2023

Smith, Steven
Reprographics Supervisor • Communications • Reprographics Administration
100% • 12 months
November 1, 2023

Solorio, Maria
Paraeducator • Special Education • Arellanes Junior High School
87.5% • 10 months
November 1, 2023

Tapia, Ana
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc
100% • 10 months
November 1, 2023

Ventura, Meredith
Program Associate • Children's Creative Project • Children's Creative Project
60% • 12 months
November 1, 2023

Zepeda-Jimenez, Valeria
Paraeducator • Special Education • Crestview Preschool
87.5% • 10 months
November 1, 2023

Differential - Add

Castro-Ramirez, Fabiola
Paraeducator • Special Education • Olga Reed Elementary
77.5% • 10 months
Specialized Health Care
October 24, 2023

Castro-Ramirez, Fabiola
Paraeducator • Special Education • Olga Reed Elementary
77.5% • 10 months
Specialized Health Care
November 3, 2023

Robles, Esther
Paraeducator • Special Education • Casmalia Preschool 1
87.5% • 10 months
Specialized Health Care
November 2, 2023

Increased Time (Voluntary)

Castaneda, Gloria
Child Care Assistant • Early Care and Education • Los Alamos State Preschool
62.5% • 10 months
From .50
November 13, 2023

Longevity Increment

Contreras, Nancy
Child Development Technician • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months
30 years
November 1, 2023

Probation to Permanent

Broeffle, Alondra
Student Information Specialist • Transitional Youth Services • Transitional Youth South
100% • 12 months
November 1, 2023

Espinosa, Adriana
Child Care Assistant • Early Care and Education • De Colores State Preschool
75% • 10 months
November 1, 2023

Hurtado, Cecilia
Administrative Assistant • Human Resources • Human Resources Staff
100% • 12 months
November 1, 2023

Lopez Heredia, Rodrigo
Accounting Technician • Internal Services • Accounting - Fiscal Services
100% • 12 months
November 1, 2023

Lopez, Lorena
Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 4
100% • 12 months
November 1, 2023

Perez del Campo, Chiara
Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center 3
100% • 12 months
November 1, 2023

Rodriguez, Alejandra
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months
November 1, 2023

Valeriano, Ashley
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months
November 1, 2023

Reclassification

Terrazas, Erika
Manager, Program Services • Partners In Education • Partners In Education
100% • 12 months
November 1, 2023

Separation

Resignation

Salazar, Eulogio
Custodian/Delivery Driver • Internal Services • Operations South 2
100% • 12 months
November 30, 2023

Retirement

Weinstein, Claudia
Payroll Technician • Internal Services • Payroll
100% • 12 months
June 30, 2024



Santa Barbara County Education Office Educational Data Analyst

SALARY	\$33.90 - \$43.05 Hourly \$5,898.00 - \$7,490.00 Monthly \$70,776.00 - \$89,880.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00060
DIVISION	Curriculum and Instruction	OPENING DATE	11/08/2023
CLOSING DATE	11/21/2023 11:59 PM Pacific	SPECIFIC LOCATION	Santa Barbara

General Description

Our ideal candidate

You bring a creative problem-solving approach, attention to detail, and high degree of accuracy to your work as part of a continuous improvement team. You research issues, communicate effectively, and use a high degree of professional judgment to solve problems independently or in collaboration with others. You understand politically sensitive issues and interact with others in a diplomatic and confidential manner. You are committed to excellence in providing the best service possible to school districts and other stakeholders.

General description

Under general direction, perform a variety of professional duties involved in establishing, curating, displaying, reviewing, analyzing, maintaining, adjusting, and managing designated databases, data files, and data sets; establish, analyze, and maintain data privacy and integrity; prepare and review a variety of qualitative and quantitative data reports, displays, and presentations. Support program evaluation, differentiated assistance, and accountability for SBCEO and district programs.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Access and analyze data from multiple sources and file formats including but not limited to California Longitudinal Pupil Achievement Data System (CALPADS) and a variety of student information systems, data management systems, and assessment systems to support Differentiated Assistance
- Support district staff in reviewing, reporting, managing, verifying, and troubleshooting state and local data.
- Perform initial review of data and make recommendations to managers about statistically significant data, notable trends, and key data points.
- Develop, design and prepare assessment, accountability, achievement and demographic reports using modern data visualization tools and techniques.
- Organize and maintain record-keeping systems and databases to ensure the high quality and accuracy of qualitative and quantitative data across a variety of SBCEO programs.
- Interpret a range of student data, including but not limited to: assessment data including Smarter Balanced suite of assessments and English Language Proficiency Assessments for California (ELPAC), and accountability data including California School Dashboard indicators.

- Provide technical assistance to programs, county networks and collaborative work groups in applying policy, compliance principles, and best practices to data, assessment, and accountability.
- Conduct data analysis and interpret and apply results in order to prepare periodic reports for SBCEO management, districts, and the state and other funders.
- Support program evaluation and grants by: providing data for required reporting; participating in the organization, coordination, and execution of program evaluation activities; and providing expertise in the design of surveys and other data collection instruments for quantitative and qualitative research and data reporting.
- Assist in the development of written reports and presentations by preparing charts, graphs, and other data visualizations, and summarizing findings for a variety audiences.
- Provide support to county, district, and school administrators in administering student information systems, maintaining accurate data, and exporting data to state databases such as CALPADS, the California Assessment of Student Performance and Progress (CAASPP), and Test Operations Management System (TOMS).

Requirements

Education: Possession of a bachelor's degree from an accredited university in education, social science, data analytics, library and information science, computer science, information systems, or other related field. Additional coursework or an advanced degree in one or more of these fields is preferred.

Experience: Two years of professional experience that included analysis and presentation of data in the education, human services, or healthcare sectors. Experience with public school assessment and accountability is preferred.

Knowledge of:

- Methods, procedures, and practices for information management in a computerized environment;
- Methods, procedures, and practices for statistical data analysis
- Practices and terminology used in California School Assessment and Accountability
- Data collection and clean-up strategies
- Applicable laws, codes, regulations, and procedures, including those related to data and personal information security
- Principles of effective data visualization
- Survey development techniques and software
- Standard spreadsheet software
- Arithmetic, including percentages and fractions
- Algebra, formula development, and algorithms
- Basic statistical interpretation, including shape, central tendency, variance, and reliability
- Modern office practices, procedures, and equipment
- Telephone and email etiquette
- Standard office productivity software applications, including spreadsheet programs
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Knowledge of CALPADS, TOMS, and student information systems used by school districts is desirable.

Ability to:

- Learn federal and state data collection procedures
- Navigate and interface with a variety of school and district data systems
- Conduct queries and extract data from data systems and files
- Gather, analyze, interpolate, and extrapolate quantitative data, reach sound conclusions, make connections and inferences, and suggest subsequent data inquiries
- Organize, code, and manage qualitative data
- Choose and create appropriate, effective data visualizations and displays using basic tools such as Excel, Power BI, and Tableau
- Integrate data displays into reports, presentations, and websites
- Learn a variety of content management systems and use them to post website content
- Learn operations, policies, practices, and objectives of County Education Office and districts

- Learn, apply, and explain rules, regulations, policies, and procedures related to student information systems
- Learn to coordinate work with district or SBCEO partners over whom one has no supervisory authority
- Use a variety of data management, spreadsheet, and other software programs
- Transfer files in a variety of formats to leverage assets of various data and statistical products
- Understand and follow oral and written directions
- Communicate effectively orally and in writing
- Perform arithmetical and mathematical calculations
- Work with speed and accuracy
- Establish and maintain effective working relationships with others
- Maintain confidentiality of files, records, and other sensitive material
- Plan, organize, and coordinate work, including components of multiple projects
- Troubleshoot and solve project issues and problems
- Work independently and make sound decisions within appropriate limits of authority
- Meet schedules and timelines
- Learn record-keeping practices

Licenses and certificates

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

Working conditions

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity - such as lifting and carrying heavy objects, crawling, or stooping - is not generally associated with these positions. These positions are 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](#).

Please note that in person oral examinations will be held on December 7 & December 11.

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>

Educational Data Analyst Supplemental Questionnaire

*QUESTION 1

Briefly describe your experience related to working with public school data bases, student information systems, and accountability data. Please include the functions you performed.

* Required Question



Dual Certification Eligibility List
Accounting Technician

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	31218283	5/1/24	Eligible	Full-Time	1.00	40 hours/week
1	44495774	3/5/24	Eligible	Full-Time	1.00	40 hours/week
2	54693014	5/1/24	Eligible	Full-Time	1.00	40 hours/week
3	4743575	5/1/24	Eligible	Full-Time	1.00	40 hours/week
4	44833889	5/1/24	Eligible	Full-Time	1.00	40 hours/week
5	35380064	3/5/24	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: N/A



Dual Certification Eligibility List
Accounting Technician, Senior

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	13416383	5/1/24	Eligible	Full-Time	1.00	40 hours/week
1	44833889	5/1/24	Eligible	Full-Time	1.00	40 hours/week
2	19835301	5/1/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 7

Number of applicants passed screening: 6

Number of performance/written exam attendees: 4

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	53358961	5/3/24	Eligible
5	42386917	2/11/24	Eligible



Open Continuous Eligibility List
School Occupational Therapist

Rank	Person ID	Eligibility List Expiration Date	Status
1	31164077	4/12/24	Eligible
1	55637488	5/2/24	Eligible

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.

Approved:
Revised:

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

September 28, 2023
November 16, 2023
(pending approval)

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.

Approved:
Revised:

September 17, 1975
April 29, 1982
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(pending approval)

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,

Approved:	September 17, 1975	September 28, 2023
Revised:	April 29, 1982	<u>November 16, 2023</u>
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administrative, or executive (Education Code 45130).

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).

Approved:
Revised:

September 17, 1975
April 29, 1982
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September 28, 2023
November 16, 2023
(pending approval)

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.

Approved:
Revised:

September 17, 1975
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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, 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 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 result in a change in salary rate and assignment.

Reemployment

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

Reemployment List

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

Regular Appointment

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

Regular Employee

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

Regular Status

Probationary or permanent status with the Office.

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Reinstatement

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

Related Class

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

Resignation

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

Restoration

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

Rule of Three

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

Salary Range

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

Salary Rate

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

Salary Schedule

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

Salary Step

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

Senior Management

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

Seniority

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

Separation

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

Series

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

Status

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

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Step Advancement

Movement to 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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Account Object Code	2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2023/24 Rev Budget -Actuals	2023/24 Actuals/ Revised	
Management 1490 - PERSONNEL COMMISSION						
Expense						
2300 Class Admin Sal	157,932	157,932	165,260	7,327.87-	104.64 %	
2400 Cler/Office Sal	161,022	161,022	160,022	1,000.00	99.38 %	
2430 Extra Hours/OT	3,000	3,000		3,000.00		
2440 Substitutes	3,000	3,000		3,000.00		
Total for Object 2000	324,954	324,954	325,282	327.87-		
3202 PERS2	87,349	87,349	86,668	681.21	99.22 %	
3302 OasdMed2	162	162	74	88.44	45.41 %	
3304 Medi Class	4,703	4,703	4,693	10.24	99.78 %	
3402 H&W2 Class	106,846	106,846	121,342	14,495.70-	113.57 %	
3502 Unempl2 Class	642	642	161	481.00	25.08 %	
3602 WrkComp2 Class	5,056	5,056	5,046	10.35	99.80 %	
Total for Object 3000	204,758	204,758	217,982	13,224.46-		
4300 Supplies	200	200		200.00		
4340 Tangible Dev	400	400		400.00		
4350 Office Supply	3,000	3,000	2,000	1,000.00	66.67 %	
Total for Object 4000	3,600	3,600	2,000	1,600.00		
5200 Travel	2,100	2,100	586	1,513.77	27.92 %	
5201 Out of Cnty Trv	4,000	4,000	799	3,201.00	19.98 %	
5300 Dues/Membership	3,336	3,336	3,156	180.00	94.60 %	
5610 Rntl Les w/o Op	1,675	1,675	1,675		100.00 %	
5630 Repairs	200	200		200.00		
5640 Computer Repr	500	500		500.00		
5650 Maint Agreemnts	1,249	1,249	1,249		100.00 %	
5715 PhotoCopies	400	400		400.00		
5720 Postage	50	50		50.00		
5730 Printing/Dupl	1,025	1,025	127	898.00	12.39 %	
5745 Vehicle Use	300	300		300.00		
5800 Prof Consulting	12,774	12,774	150	12,624.00	1.17 %	
Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2024, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)						

Account Object Code	2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2023/24 Rev Budget -Actuals	2023/24 Actuals/ Revised	
Management 1490 - PERSONNEL COMMISSION (continued)						
Expense (continued)						
5830 Advertisement	10,301	10,301	2,245	8,056.00	21.79 %	
5930 Postge,Rfl Mtrs	40	40		40.00		
Total for Object 5000	37,950	37,950	9,987	27,962.77		
Total for Org 061, Management 1490 and Expense accounts	571,262	571,262	555,252	16,010.44		

PERSONNEL COMMISSION ANNUAL REPORT, 2022-23

	2020-2021	2021-22	2022-23		2020-2021	2021-22	2022-23
PERSONNEL ACTIONS				RECRUITMENT			
Appointments				Examinations			
Probationary	23	49	57	Recruitments Conducted	35	53	61
Management	3	8	6	Applications	651	623	826
Reemployments	2	3	1	Written Examinations	23	37	46
Reinstatements	2	2	0	Oral Examinations	22	29	32
Changes				Performance Examinations	0	0	0
Transfers	5	12	8	Qualification Appraisals	2	4	3
Reassignments	2	1	5	Eligibles Established	97	136	169
Out-of-Class Assignments	0	2	2	Eligibility Lists Established	34	43	45
Promotions	1	4	16	Continuous Examinations **			
Reclassifications and Reallocations	5	2	23	Applications	34	395	203
Decreased Time in Lieu of Layoff	3	4	1	Written Examinations	N/A	6	4
Displacement in Lieu of Layoff	0	0	0	Oral Examinations	3	8	2
Demotion Displacement In Lieu of Layoff	0	0	0	Qualification Appraisals*	N/A	5	5
Increase Time (Voluntary)	7	10	13	Eligibles Established	8	49	65
Decreased Time (Voluntary)	2	0	3	Eligibility Lists Established	5	35	8
				ACTIVE CLASSIFIED EMPLOYEES AS OF FISCAL YEAR END			
Separation				CSEA Classified Employees	127	131	152
Resignations	25	29	40	Non-CSEA Classified Employees	108	110	130
Retirements	9	10	8	Classified Managers	23	28	29
Exhausted Leave	1	1	2				
Layoffs	1	0	4	ACTIVE CLASSIFIED SUBSTITUTES AS OF FISCAL YEAR END			
Terminations (probationary)	2	3	3	Classified Substitutes	50	71	71
Terminations (permanent)	0	0	0				
OTHER ACTIONS				REEMPLOYMENT			
New Classifications	11	8	5	Total Individuals	27	10	1
Revised Job Descriptions	3	16	10	Total Removed	16	9	3
Salary Reviews	N/A	N/A	10				
Revised PC Rules	3	1	5	PERSONNEL COMMISSION MEETINGS			
				Regular	12	12	12
				Special	0	5	3

FINAL

November 16, 2023