



**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.

**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**

Commissioner 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.



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



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Mike Ostini  
Chair, Personnel Commission