



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
November 16, 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

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Mari Minjarez Gonzales, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Melissa Rodriguez, Classified Human Resources Analyst
Wendy Garcia, Certificated Human Resources Technician

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held October 26, 2023

Approved as amended (correction of one typographical error). The Commissioners also requested that future minutes include the list of position announcements.

MOVED: Gary Pickavet

SECONDED: Carmen Jaramillo

VOTE: 3-0

8. Communications

The Commission received a memo from Superintendent Salcido confirming that the County Board of Education reappointed Commissioner Ostini for another three-year term at their November 2 meeting.

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized a media release about the annual Salute to Teachers gala that took place this year on November 4, honoring several educators in our county.

b. Legislative Update — None

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated December 8, 2023

c. Position Announcement

- i. Educational Data Analyst (Dual – Santa Barbara)

11. Action Items

a. Ratification of Eligibility Lists

- i. Accounting Technician (Dual – Santa Barbara)
- ii. Accounting Technician, Senior (Dual – Santa Barbara)
- iii. Paraeducator (Open Continuous – North)
- iv. School Occupational Therapist (Open Continuous – Santa Barbara)

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

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

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

4411 Definitions. Proposed revisions to the definitions of:

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

Approved with one minor amendment to the definition of Personnel Director.

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

NEW BUSINESS

13. Quarterly Review of Personnel Commission Budget

This was an information item.

14. Personnel Commission Annual Report, 2022-23

This was an information item.

REPORTS

15. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo reported that she attended a Día de los Muertos celebration at Lompoc High School.

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini had no PC-related items to report.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources made a presentation highlighting some of the data from the 2022-23 annual report.

Additionally, she reported the following:

- There have been two negotiations sessions with CSEA, which have been cordial and productive. There are new members on each negotiating team. The Director expressed special appreciation for the contributions of Rob Locke, who is participating in SBCEO negotiations for the first time in his new role of Benefits and Employee Relations Analyst.
- She and Melissa Rodriguez met with a representative of the Workforce Development Board about partnering with them to promote attendance at our countywide education job fairs and to reach job-seekers in general.
- She reminded the Commissioners that they would be electing new officers at the December meeting.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA. The Director, Human Resources noted that Benefits Manager Summer Ellis had made a presentation at the November 15 CSEA chapter meeting highlighting the value-added benefits available to unit members enrolled in SBCEO's health insurance plans, with an emphasis on those benefits supporting mental health. Commissioner Ostini stated that the presentation was excellent.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:53 p.m. The next regular meeting will be held on Thursday, December 14, 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) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Nov 10, 2023 through Dec 8, 2023

Position #	Position Information
2636	Paraeducator • Preschool Plus Lompoc • North 35.00 hours per week • 10.00 months Bilingual required
2637	Paraeducator • Ralph Dunlap School DHOH 2 • North 25.00 hours per week • 10.00 months Signing skills required
2640	Manager, Program Services • Children's Creative Project • South County 40.00 hours per week • 12.00 months
2642	Custodian/Maintenance Worker • Early Care and Education - North County • North 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

January 4, 2024

Appointments

Limited Term/Substitute

Bhullar, Jora December 5, 2023
 Teaching Assistant • Juvenile Court and Community Schools • Various Sites
 • Hourly as needed

Cose, Michiel December 5, 2023
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Rogers, Paul November 29, 2023
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Vasquez Estrada, Christopher November 21, 2023
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Probationary

Baltazar, Cynthia December 8, 2023
 Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc
 100% • 12 months

Escalante-Locke, Yvonne December 5, 2023
 Paraeducator • Special Education • Montecito Union School
 81.25% • 10 months

Escamilla Hernandez, Dulce November 13, 2023
 Paraeducator • Special Education • De Colores Preschool
 87.5% • 10 months

Lockwood, Donald November 30, 2023
 Audio Services Supervisor • Information Technology Services • Cathedral Oaks
 100% • 12 months

McConnell, Victor
Computer/Network Technician, ITS • Information Technology Services • North County
100% • 12 months
November 20, 2023

Rafael, Annette
Clerical Assistant • Children and Family Resource Services • Health Linkages - North County
100% • 12 months
December 4, 2023

Vasquez Vasquez, Erick
Custodian/Maintenance Worker • Internal Services • Operations South 2
61.25% • 12 months
December 5, 2023

Wolfe, Lisa
Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration
50% • 12 months
December 11, 2023

Changes

Anniversary Increase

Bravo, Christina
Paraeducator • Special Education • Chapel Head Start
43.75% • 10 months
December 1, 2023

Brown, Sarah
Paraeducator • Special Education • Ontiveros Preschool
75% • 10 months
December 1, 2023

Carrillo, Arlet
Child Care Assistant • Early Care and Education • Early Care and Education - Lompoc
75% • 10 months
December 1, 2023

Evans, Matthew
Reprographics Administrative Assistant • Communications • Reprographics
100% • 12 months
December 1, 2023

Krzyston, Jill
Payroll Technician • Internal Services • Payroll
100% • 12 months
December 1, 2023

Morales, Jennie December 1, 2023
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH
81.25% • 10 months

Reyes, Delfina December 1, 2023
Paraeducator • Special Education • Infant Services, Lompoc
50% • 10 months

Rivera Barriga, Paola December 1, 2023
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County
100% • 12 months

Snow, Crystal December 1, 2023
Educational Interpreter, American Sign Language, Certified • Special Education • Tommie Kunst Jr High
81.25% • 10 months

Increased Time (Voluntary)

Ho, Chrystal December 11, 2023
Paraeducator • Special Education • Cabrillo High School
81.25% • 10 months
From .59375

Moore, Nicholas December 1, 2023
Accounting Assistant • Internal Services • Accounting - Fiscal Services
75% • 12 months
From .50

Probation to Permanent

Lopez-DelaCruz, Guadalupe December 1, 2023
Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center 4
100% • 12 months

Luevanos, Nataly December 1, 2023
Paraeducator • Special Education • New Horizons Preschool A
87.5% • 10 months

Wheeler, William December 1, 2023
Computer/Network Technician II • Special Education • Special Education Support Staff, Valley
100% • 12 months

Promotion

Estrada, Jacqueline December 4, 2023
Accounting Technician • Special Education • Special Education Accounting
100% • 12 months
From Accounting Assistant

Valdovinos, Jennifer December 1, 2023
Administrative Assistant • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 10 months
From Office Assistant

Transfer

Olivas, Alleena December 11, 2023
Paraeducator • Special Education • Ralph Dunlap School DHOH 2
62.5% • 10 months
From Vocational Services

Solorio, Maria December 11, 2023
Paraeducator • Special Education • Casmalia Preschool 2
87.5% • 10 months
From Arellanes Jr. High School

Tapia, Ana December 8, 2023
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc
100% • 10 months
From pos# 2397



**Santa Barbara County Education Office
Custodian**

SALARY	\$19.01 - \$24.13 Hourly \$3,307.00 - \$4,198.00 Monthly \$39,684.00 - \$50,376.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00061
DIVISION	Administrative Services	DEPARTMENT	Internal Services
OPENING DATE	11/17/2023	CLOSING DATE	11/29/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

ADDITIONAL PAY INFORMATION: This position is eligible for a 5% shift differential being that the majority of regularly scheduled hours are worked after 1:30 p.m.

Our ideal candidate

Ideally, you will have a “can-do” attitude, and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

General description

Responsible for performing a variety of custodial duties necessary to maintain assigned buildings in a clean, secure, and operable condition.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Sweep, mop, strip, wax, and buff floors; vacuum spot clean, and shampoo carpets
- Wash and dust screens, doors, desks, counters, table tops and walls
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls
- Restock towel, tissue, and soap dispensers
- Empty pencil sharpeners and trash containers
- Replace light bulbs and tubes; clear clogged plumbing; perform other simple repairs, adjustments and replacements to assigned buildings
- Maintain security by checking doors, windows and lights
- Set up Board Room and other rooms for meetings and special events
- Move materials, equipment, and furniture between various rooms at assigned buildings and County Education Office and various sites
- Perform related duties as assigned

Requirements

Education: High school diploma preferred

Experience: Sufficient training and experience to demonstrate the knowledge and abilities listed below and six month's experience in the care and cleaning of buildings and facilities

Knowledge and skills:

- Methods and materials used in cleaning buildings and related fixtures and equipment
- Basic methods, tools, and equipment and materials used in building maintenance.
- Methods of moving materials, equipment and furniture safely and efficiently
- California Motor Vehicle Code and health and safety regulations
- Oral and written communication skills

Abilities

- Clean buildings and related fixtures and equipment
- Perform simple repairs to assigned buildings
- Move items safely between different locations
- Understand and follow oral and written directions
- Lift, carry, push, or pull materials and equipment weight up to 50 pounds
- Work from tall ladders
- Work cooperatively with others

Licenses and certificates

- Requires a 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 is required as a condition of employment in this classification.

Working conditions

Indoor and outdoor environment, subject to travel between sites, lifting, climbing, noise, dust, fumes, and cleaning chemicals.

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>

Custodian Supplemental Questionnaire

***QUESTION 1**

This is a 40 hours/week position with a weekly schedule of Sunday through Thursday. The daily work hours have tentatively been set for 12:00 p.m. - 9:00 p.m.

I understand and agree to move forward with my application.

* Required Question



**Santa Barbara County Education Office
Custodian/Delivery Driver**

SALARY	\$19.89 - \$25.29 Hourly \$3,461.00 - \$4,401.00 Monthly \$41,532.00 - \$52,812.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00062
DIVISION	Administrative Services	DEPARTMENT	Internal Services
OPENING DATE	11/17/2023	CLOSING DATE	11/29/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

General description

Under the direction of the Maintenance and Operations Supervisor, perform custodial and routine maintenance duties to assigned buildings; deliver materials and equipment and other items to various locations.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets; sweep sidewalks.
- Wash windows and clean rain gutters using tall ladders.
- Wash and dust, screens, doors, desks, counters, table tops and walls.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls.
- Restock towel, tissue and soap dispensers.
- Empty pencil sharpeners and trash containers.
- Replace light bulbs and tubes; clear clogged plumbing; perform other simple repairs, adjustments and replacements to assigned buildings.
- Maintain security by checking doors, windows and lights.
- Set up auditoriums and other rooms for meetings and special events.
- Pick up supplies from vendors in the local area; pick up donations from local individuals.

- Move materials, equipment and furniture between various rooms at the County Office and other sites; deliver paychecks to various sites; move materials, equipment and furniture to and from various sites.
- Clean County cars, trucks and vans.
- Assist in more complex maintenance activities as needed.
- Perform related duties as assigned.

Requirements

Education: Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above

Experience: One year experience in the care and cleaning of building and facilities, including delivery duties.

Knowledge of:

- Methods and materials used in cleaning buildings and related fixtures and equipment.
- Basic methods, tools and equipment and materials used in building maintenance.
- Moving materials, equipment and furniture safely and efficiently.
- California Motor Vehicle Code.
- Locations of and appropriate routes to local vendors and County sites.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Drive a vehicle safely.
- Clean buildings and related fixtures and equipment.
- Perform simple repairs to assigned buildings.
- Move items safely between different locations.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift objects weighing up to 100 pounds.
- Work from tall ladders.

Licenses and certificates

- Requires a 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 is required as a condition of employment in this classification.

Working conditions

Work includes indoor and outdoor environment; subject to travel between sites; lifting and climbing.

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.

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RECRUITMENT INFORMATION:

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- 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).
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Website

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Santa Barbara County Education Office
Manager, Program Services

SALARY	\$46.16 - \$56.24 Hourly \$8,031.83 - \$9,785.92 Monthly \$96,382.00 - \$117,431.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00063
DIVISION	Student and Community Services	DEPARTMENT	Children's Creative Project
OPENING DATE	11/20/2023	CLOSING DATE	12/12/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

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
- 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
- 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.

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

Supplemental Information

Classified Management salary ranges have 9 steps (A-I). Initial salary placement for new hires may be at any step of the range, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

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Address

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<http://www.sbceo.org>



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

Rank	Person ID	Eligibility Expiration Date	Status
1	55539940	5/15/24	Eligible
2	44542743	1/25/24	Eligible
3	53947207	1/25/24	Eligible
4	16207158	2/2/24	Eligible
5	54443603	6/7/24	Eligible
6	1801352	5/28/24	Eligible
7	42386917	2/11/24	Eligible



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

Rank	Person ID	Eligibility List Expiration Date	Status
1	55308419	5/15/24	Hired
2	54701827	3/5/24	Declined Offer
2	50654351	12/26/23	Declined Offer



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
1	47559375	6/6/24	Eligible



Personnel Commission

JOB DESCRIPTION

MANAGER, ALTERNATIVE PAYMENT PROGRAM – DRAFT

Reports to: Administrator, Early Care and Education
Division: School and Community Services

Our ideal candidate

You are an effective leader who creates a supportive environment for your team, enabling them to set and achieve goals and provide the best service possible. You are committed to serving the community by striving for excellence in your programs. You are adept at navigating constantly-evolving rules and regulations and helping your team work within prescribed guidelines. You are an exceptional communicator, both orally and in writing.

General description

Under general direction, manage the operations and staff of the Alternative Payment Program (APP). Through subordinate supervisors, oversee the work of staff of the Alternative Payment Program. Monitor changes to rules and regulations affecting APP, draft and revise program policies, oversee training of staff on evolving requirements, and ensure program compliance with state and federal regulations.

Specific duties and responsibilities

- Develop, maintain, and revise APP policies and practices; educate APP staff about program policies and practices; ensure that policies and practices are effectively communicated to all staff across the county.
- Oversee the work of the compliance team to ensure that state and federal requirements for APP are met; lead program supervisors and leadworkers in ensuring that program rules and procedures are followed consistently.
- Develop and administer the annual program budget; monitor, determine allowability of, and approve expenditures; monitor contract earnings and enrollment projections; adjust enrollment targets to ensure projected revenue levels.
- Ensure that program is audit-ready and represent the program during audits.
- Recommend appropriate staffing levels for program; review and approve recommendations from supervisors with regard to employee selection, evaluation, and discipline.
- Oversee the training and professional development of staff; lead or participate in regular staff meetings.
- Assist supervisors and/or staff in resolving the most complex or sensitive issues or errors.
- Lead the development and implementation of broad-based communication strategies related to APP; contribute to ongoing website and social media presence.
- Oversee the preparation of required reports, ensuring accuracy and timeliness.
- Prepare annual program evaluations and required documentation.
- Represent Alternative Payment Program with county and state agencies, program stakeholders, other SBCEO programs, and as assigned by Administrator.
- Collaborate with Information Technology Services to ensure the security of program data.
- Support Administrator with special projects.

MANAGER, ALTERNATIVE PAYMENT PROGRAM – DRAFT

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree from an accredited college or university in business, public, or nonprofit administration; social sciences, human services, or other related field preferred.

Experience: Three years of experience in a public or non-profit human services program that included at least two of the following: policy development, compliance, auditing, and training. Supervisory experience in the Alternative Payment Program or other programs supporting families with children is preferred.

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
- Principles of budget development and management
- Policies and procedures related to Alternative Payment Program
- Principles and practices of management and supervision
- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Arithmetic, including percentages and fractions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette
- General record-keeping practices and APP file and documentation requirements

Ability to:

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including enrollment, eligibility, and compliance
- Analyze situations and data accurately, exercise sound judgment, and adopt an effective course of action
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Learn the operations, policies, practices, and objectives of the County Education Office
- Learn and apply policies and regulations relating to other assigned programs
- Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- Communicate effectively both orally and in writing

MANAGER, ALTERNATIVE PAYMENT PROGRAM – DRAFT

- Draft a variety of written materials, including policies, procedures, correspondence, and web content
- Work independently and as member or leader of a team
- Make accurate arithmetical computations
- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

May require a valid driver’s license, automobile insurance required by law, and the use of a dependable automobile.

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 will 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.

Occasional evening or weekend work may be required. Occasional lifting and carrying of objects weighing up to 20 lbs.

Management salary range 14

Approved by the Personnel Commission:

December 14, 2023 (pending approval)



Personnel Commission

JOB DESCRIPTION

ALTERNATIVE PAYMENT PROGRAM SUPERVISOR

Reports to: Director, Early Care and Education

Division: Educational Services

Our ideal candidate

You are an effective leader who creates a supportive environment for your team, enabling them to set and achieve goals and provide the best service possible. You are detail-oriented and accurate. You are adept at navigating constantly-evolving rules and regulations and helping your team work within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance departmental goals.

General description

Under general direction, perform a variety of supervisory and administrative duties to ensure that SBCEO fulfills its annual contract for the Alternative Payment Program. Supervise and coordinate the work of staff engaged in determining eligibility of families for Alternative Payment Program (APP), enrolling families and providers in the program, and collaborating with fiscal staff to facilitate payment of providers. Assume lead role in monitoring changes to rules and regulations affecting APP, drafting and revising program procedures, and training staff on evolving requirements.

Specific duties and responsibilities

- Participate in interviewing and selecting staff; provide training and professional development to staff; make assignments, balance caseloads among staff, review work in progress or upon completion, and assist staff in resolving problems or errors.
- Set performance standards, provide performance feedback to staff, and prepare performance evaluations; provide counseling to employees and initiate corrective action or progressive discipline process as needed.
- Develop, maintain, and revise APP policies and practices; lead regular meetings of APP staff to educate them about program policies and procedures and promote consistency among ECE offices.
- Attend trainings to maintain knowledge of APP requirements; conduct trainings for staff as needed and maintain training files.
- Maintain clear communication with the public and program participants about APP requirements, including drafting new content for program website and communications to providers and families.
- Oversee the preparation of projection reports; monitor contract earnings and enrollment projections.
- Review required monthly state reports for accuracy; support ECE centers with audits of their enrollment files; conduct external and internal audits of provider and family documentation and fiscal payments.
- Monitor appropriate enrollment to ensure contract requirements are met; support the completion of annual program evaluations and required documentation.
- Coordinate data validation test to ensure annual data transfer and assessment of data is complete.

ALTERNATIVE PAYMENT PROGRAM SUPERVISOR

- Support Director with special projects.

Requirements

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

Experience: Two years of experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments, including or in addition to at least one year of lead worker experience in a social service program.

Knowledge of:

- Policies and procedures related to Alternative Payment Program
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Fee and reimbursement schedules
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette
- General record-keeping practices and APP file and documentation requirements

Ability to:

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including enrollment, eligibility, and compliance
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- Learn and apply policies and regulations relating to assigned program
- Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- Communicate effectively both orally and in writing
- Draft a variety of written materials, including policies, procedures, correspondence, and web content
- Work independently and as member or leader of a team
- Make accurate arithmetical computations
- Work with speed and accuracy
- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions



ALTERNATIVE PAYMENT PROGRAM SUPERVISOR

- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

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.

Series

Administrative Support

Salary range 80

Approved by the Personnel Commission:

May 26, 2022



ALTERNATIVE PAYMENT PROGRAM SUPERVISOR

Reports to: Manager, Alternative Payment Program~~Director, Early Care and Education~~
Division: Student and Community~~Educational~~ Services

Our ideal candidate

You are an effective leader who creates a supportive environment for your team, enabling them to set and achieve goals and provide the best service possible. You are detail-oriented and accurate. You are adept at navigating constantly-evolving rules and regulations and helping your team work within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance departmental goals.

General description

Under general direction, perform a variety of supervisory and administrative duties to ensure that SBCEO fulfills its annual contract for the Alternative Payment Program (APP). Supervise and coordinate the work of staff engaged in determining eligibility of families for Alternative Payment Program (APP), enrolling families and providers in the program, providing resource and referral services for enrolled families, and collaborating with fiscal staff to facilitate payment of providers. ~~Assume lead role in monitoring changes to rules and regulations affecting APP, drafting and r~~Revising program procedures, and ~~train~~ing staff on evolving requirements.

Specific duties and responsibilities

- Participate in interviewing and selecting staff; provide training and professional development to staff; make assignments, balance caseloads among staff, review work in progress or upon completion, and assist staff in resolving problems or errors.
- Set performance standards, provide performance feedback to staff, and prepare performance evaluations; provide counseling to employees and initiate corrective action or progressive discipline process as needed.
- Develop, maintain, and revise APP procedures as policies and practices evolve; train staff on new and revised lead regular meetings of APP staff to educate them about program policies and procedures and maintain training records and promote consistency among ECE offices.
- Conduct periodic file audits to evaluate consistency among ECE offices in applying program rules and following procedures; collaborate with other program supervisors and leadworkers to promote consistency.
- Attend trainings to maintain knowledge of APP requirements; conduct trainings for staff as needed and maintain training files.
- ~~Maintain clear communication with the public and program participants about APP requirements, including drafting new content for program website and communications to providers and families.~~
- ~~Oversee the preparation of projection reports; monitor contract earnings and enrollment projections.~~
- Review required monthly state reports generated by staff for accuracy; may prepare required reports in a backup capacity; may modify report design to capture information necessary for required reports.

ALTERNATIVE PAYMENT PROGRAM SUPERVISOR

- ~~s~~Support ECE centers with audits of their enrollment files; with appropriate leadworker, conduct external and internal audits of provider and family documentation and fiscal payments.
- ~~Monitor appropriate enrollment to ensure contract requirements are met;~~ ~~s~~Support program manager with the completion of annual program evaluations and required documentation.
- ~~Coordinate data validation test to ensure annual data transfer and assessment of data is complete.~~
- Support ~~Director~~ program management with special projects.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of an associate's degree in business, public, or nonprofit administration; social sciences, human services, accounting, business, communications, sociology, or other related field preferred.

Experience: Two years of experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments, including or in addition to at least one year of lead worker experience in a social service program.

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

Knowledge of:

- Policies and procedures related to Alternative Payment Program
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Fee and reimbursement schedules
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette
- General record-keeping practices and APP file and documentation requirements

Ability to:

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including enrollment, eligibility, and compliance
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work of self and others

ALTERNATIVE PAYMENT PROGRAM SUPERVISOR

- Set and adjust priorities for self and others
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- Learn and apply policies and regulations relating to assigned program
- Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- Communicate effectively both orally and in writing
- Draft a variety of written materials, including policies, procedures, correspondence, and web content
- Work independently and as member or leader of a team
- Make accurate arithmetical computations
- Work with speed and accuracy
- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

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.

Occasional evening or weekend work may be required. Occasional lifting and carrying of objects weighing up to 20 lbs.

Series

Administrative Support~~Early Care and Education~~ (proposed)

Salary range 80

Approved by the Personnel Commission:

May 26, 2022

Revised:

December 14, 2023 (pending approval)



ALTERNATIVE PAYMENT PROGRAM SUPERVISOR

Reports to: Manager, Alternative Payment Program

Division: Student and Community Services

Our ideal candidate

You are an effective leader who creates a supportive environment for your team, enabling them to set and achieve goals and provide the best service possible. You are detail-oriented and accurate. You are adept at navigating constantly-evolving rules and regulations and helping your team work within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance departmental goals.

General description

Under general direction, perform a variety of supervisory and administrative duties to ensure that SBCEO fulfills its annual contract for the Alternative Payment Program (APP). Supervise and coordinate the work of staff engaged in determining eligibility of families for Alternative Payment Program, enrolling families and providers in the program, providing resource and referral services for enrolled families, and collaborating with fiscal staff to facilitate payment of providers. Revise program procedures and train staff on evolving requirements.

Specific duties and responsibilities

- Participate in interviewing and selecting staff; provide training and professional development to staff; make assignments, balance caseloads among staff, review work in progress or upon completion, and assist staff in resolving problems or errors.
- Set performance standards, provide performance feedback to staff, and prepare performance evaluations; provide counseling to employees and initiate corrective action or progressive discipline process as needed.
- Develop, maintain, and revise APP procedures as policies and practices evolve; train staff on new and revised policies and procedures and maintain training records.
- Conduct periodic file audits to evaluate consistency among ECE offices in applying program rules and following procedures; collaborate with other program supervisors and leadworkers to promote consistency.
- Attend trainings to maintain knowledge of APP requirements.
- Review required reports generated by staff for accuracy; may prepare required reports in a backup capacity; may modify report design to capture information necessary for required reports.
- Support ECE centers with audits of their enrollment files; with appropriate leadworker, conduct external and internal audits of provider and family documentation and fiscal payments.
- Support program manager with the completion of annual program evaluations and required documentation.
- Support program management with special projects.

ALTERNATIVE PAYMENT PROGRAM SUPERVISOR

Requirements

A typical way to qualify for this classification would be:

Education: Possession of an associate's degree in business, public, or nonprofit administration; social sciences, human services, or other related field preferred.

Experience: Two years of experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments, including or in addition to at least one year of lead worker experience in a social service program.

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

Knowledge of:

- Policies and procedures related to Alternative Payment Program
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Fee and reimbursement schedules
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette
- General record-keeping practices and APP file and documentation requirements

Ability to:

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including enrollment, eligibility, and compliance
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- Learn and apply policies and regulations relating to assigned program
- Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- Communicate effectively both orally and in writing
- Draft a variety of written materials, including policies, procedures, correspondence, and web content
- Work independently and as member or leader of a team
- Make accurate arithmetical computations



ALTERNATIVE PAYMENT PROGRAM SUPERVISOR

- Work with speed and accuracy
- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

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.

Occasional evening or weekend work may be required. Occasional lifting and carrying of objects weighing up to 20 lbs.

Series

Early Care and Education (proposed)

Salary range 80

Approved by the Personnel Commission:

May 26, 2022

Revised:

December 14, 2023 (pending approval)



CHILD DEVELOPMENT TECHNICIAN

Reports to: Director, Child Development

Division: Educational Services

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are detail-oriented and accurate. You are adept at following rules and regulations and working within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance the department goals. You are a team player who thrives on meeting and setting new goals. You are committed to excellence in providing the best service possible.

General description

The Child Development Technician serves as a team leader and senior provider of customer service to subsidized Child Development Programs and is responsible for coaching and training staff. This position requires demonstrated knowledge of the compliance aspects of the programs as well as enrollment and eligibility determination. This individual coordinates, organizes, monitors, and enrolls children and families into the subsidized child care programs offered through the Santa Barbara County Education Office. This individual also determines family program eligibility and reimbursement rates according to established guidelines, monitors provider payments, and facilitates compliance reporting and auditing.

Specific duties and responsibilities

- Serve as point-of-contact for families to advise and assist on enrollment, program requirements, procedures, forms, and obligations for subsidized childcare on a sustained basis
- Monitor childcare caseload and client data
- Interpret and resolve reimbursement rates
- Coordinate and oversee monthly family fee billing, prepare routine reports and resolve provider account discrepancies as needed
- Train staff and serve as a technical resource for the software programs used to determine fees and record parent, student, and provider eligibility information and reimbursements
- Monitor accuracy of data and assure quality control for audit preparation
- Serve as liaison to contract providers
- Maintain up-to-date client file data such as employment, childcare provider history, medical, and other information
- Review documentation for accuracy and work with families to resolve discrepancies
- Oversee and participate in ongoing audits by external agencies of parent and provider files
- Prepare monthly mandated reports that are connected to funding and ensure up-to-date information on child development data
- Monitor contract earnings for provider expenditures and enrollment

CHILD DEVELOPMENT TECHNICIAN

- Assist with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance
- Establish waiting lists of eligible families and prepare related documents
- Issue notice of eligibility notices when necessary
- Provide assistance to the Director for projects, interagency activities, balancing workload, training on office routines, and general support
- Attend regular monthly meetings with partnering agencies
- Participate in statewide conference calls and trainings as directed by the CDE
- Design, update forms, and create fillable documents
- Facilitate staff meetings
- Train staff on new regulatory guidelines and software programs
- Serve as Fiscal Services liaison concerning budget matters regarding providers
- Perform other duties as assigned that support the overall objective of the position

Requirements

Education: High school diploma; college units in early childhood education or child development preferred

Experience: Four years of experience related to child development that includes making eligibility decisions in a social service, pre-school or child care environment highly desirable

Knowledge and Skills

- Knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping
- Working knowledge of fee and reimbursement schedules, file and documentation requirements
- Basic knowledge of early childhood development and teaching methods used with children in the program
- Sufficient computer skills to operate desktop productivity software and perform data entry
- Understanding of modern office practices and procedures
- Well-developed English language and written communication skills
- Requires sufficient math skill to perform complex business math computations
- Sufficient human relation skills to exercise proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office

Abilities

- Interpret and apply regulations, policies, procedures and guidelines related to childcare, enrollment, eligibility, and compliance
- Process a high volume of transactions and remain calm in stressful or urgent situations
- Independently establish, schedule, and sequence activities to meet all deadlines with a high degree of accuracy

AGENDA ITEM 11c(ii) - proposed revisions, changes tracked

CHILD DEVELOPMENT TECHNICIAN-EARLY CARE AND EDUCATION LEAD

Reports to: Alternative Payment Program Supervisor~~Director, Child Development~~

Division: Student and Community~~Educational~~ Services

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are detail-oriented and accurate. You are adept at following rules and regulations and working within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance the department goals. You are a team player who thrives on meeting and setting new goals. You are committed to excellence in providing the best service possible.

General description

Under general direction,~~The Child Development Technician~~ serves as a team leader for a group of staff in the Alternative Payment Program. Depending on assignment, emphasis of duties may be supporting service providers or providing guidance to staff engaged in making eligibility determinations, enrolling eligible families, and providing resource and referral services. ~~and senior provider of customer service to subsidized Child Development Programs and is responsible for coaching and training staff. This position requires demonstrated knowledge of the compliance aspects of the programs as well as enrollment and eligibility determination. This individual coordinates, organizes, monitors, and enrolls children and families into the subsidized child care programs offered through the Santa Barbara County Education Office. This individual also determines family program eligibility and reimbursement rates according to established guidelines, monitors provider payments, and facilitates compliance reporting and auditing.~~

Specific duties and responsibilities

- Provide support to supervisor in leading a team by: participating in the interview and selection process; onboarding and training new staff; assigning and reviewing work in progress or upon completion; monitoring employee caseloads; providing ongoing training and guidance for staff in program regulations, procedures, and software; participating in the development and presentation of training on program policy changes; and assisting staff in managing complex cases and resolving problems or errors.
- Support the management team in establishing and reinforcing standards and expectations for employee performance, conduct, professional workplace, consistency in applying program rules and following procedures, and customer service; provide performance feedback and needed guidance or correction to staff; provide input to supervisor on employee performance evaluations and disciplinary matters; communicate with supervisor about employee performance issues as well as exceptional employee performance.
- Collaborate with supervisor to modify and document program procedures to align with new and revised policies and practices; design and update forms to reflect new and revised program requirements.

- Organize and conduct periodic audits of case files, contracted providers, and eligibility compliance in preparation for annual program evaluations.
- Review and provide feedback on a variety of written communications, including policies, provider correspondence, and handbooks.
- Conduct trainings for program participants; develop resources in the community and educate program staff about their availability in order to enhance support for program participants.
- Generate or compile required periodic reports for submission to state agencies.
- Make eligibility determinations, enroll eligible children and families, and provide resource and referral services for a small number of difficult or sensitive cases.
- Respond to program participants who express customer service concerns; take or recommend corrective action as appropriate.
- Represents SBCEO during community outreach events to promote services for families.
- May maintain and update staff calendar to ensure sufficient coverage.
- Support supervisor and program management with special projects.
- Perform other duties as assigned that support the overall objective of the position.

~~± Serve as point of contact for families to advise and assist on enrollment, program requirements, procedures, forms, and obligations for subsidized childcare on a sustained basis~~

~~± Monitor childcare caseload and client data~~

~~± Interpret and resolve reimbursement rates~~

~~± Coordinate and oversee monthly family fee billing, prepare routine reports and resolve provider account discrepancies as needed~~

~~± Train staff and serve as a technical resource for the software programs used to determine fees and record parent, student, and provider eligibility information and reimbursements~~

~~± Monitor accuracy of data and assure quality control for audit preparation~~

~~± Serve as liaison to contract providers~~

~~± Maintain up to date client file data such as employment, childcare provider history, medical, and other information~~

~~± Review documentation for accuracy and work with families to resolve discrepancies~~

~~± Oversee and participate in ongoing audits by external agencies of parent and provider files~~

~~± Prepare monthly mandated reports that are connected to funding and ensure up-to-date information on child development data~~

~~± Monitor contract earnings for provider expenditures and enrollment~~

~~± Assist with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance~~

~~± Establish waiting lists of eligible families and prepare related documents~~

~~± Issue notices of eligibility notices when necessary~~

~~± Provide assistance to the Director for projects, interagency activities, balancing workload, training on office routines, and general support~~

~~± Attend regular monthly meetings with partnering agencies~~

~~± Participate in statewide conference calls and trainings as directed by the CDE~~

~~± Design, update forms, and create fillable documents~~

- ~~• Facilitate staff meetings~~
- ~~• Train staff and provide ongoing support on new regulatory guidelines and software programs~~
- ~~• Serve as Fiscal Services liaison concerning budget matters regarding providers~~
- ~~• Perform other duties as assigned that support the overall objective of the position~~

Requirements

A typical way to qualify for this classification would be:

~~Education: High school diploma; college units in early childhood education or child development preferred Possession of a high school diploma is required. Completion of 24 semester units of college coursework in business, public, or non-profit administration; social sciences, human services, or related field is preferred.~~

~~Experience: Four years of experience related to child development that includes making eligibility decisions in a social service, pre-school or child care environment highly desirable Two years of experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments.~~

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

Knowledge of: ~~and~~ Skills

- ~~• Knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping~~
- ~~• Working knowledge of fee and reimbursement schedules~~
- ~~• file and documentation requirements~~
- ~~• Basic knowledge of early childhood development and teaching methods used with children in the program~~
- ~~• Sufficient computer skills to operate desktop productivity software and perform data entry~~
- ~~• Understanding of modern office practices and procedures~~
- ~~• Well-developed English language and written communication skills~~
- ~~• Requires sufficient math skill to perform complex business math computations~~
- ~~• Sufficient human relation skills to exercise proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office~~
- Policies and procedures related to Alternative Payment Program
- Fee and reimbursement schedules
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices and APP file and documentation requirements
- Standard office productivity software applications

- Arithmetic, including percentages and fractions

Ability to:

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including childcare, enrollment, eligibility, and compliance
- Learn principles and practices of supervision and training
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work of self and others
- Learn and apply policies and regulations relating to other assigned programs
- Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- Demonstrate tact and diplomacy
- Communicate effectively both orally and in writing
- Work independently and as member or leader of a team
- Make accurate arithmetical computations
- Work with speed and accuracy
- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- ~~Process a high volume of transactions and remain calm in stressful or urgent situations~~
- ~~Independently establish, schedule, and sequence activities to meet all deadlines with a high degree of accuracy~~
- ~~Maintain productive work relationships with staff, students and external agencies~~
- ~~Preserve strict confidentiality of private and sensitive information~~
- ~~Work in an office setting engaged in work of a primarily sedentary nature~~
- ~~Have sufficient ambulatory ability to use common office equipment and retrieve documents~~
- ~~Have hand-eye-arm coordination to use a computer keyboard~~
- ~~Visual acuity to recognize read and write written materials and computer screens~~
- ~~Have auditory ability to carry on conversations in person and over the phone~~
- ~~Perform all aspects of the position~~

Licenses and certificates

May require a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working conditions

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

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.

Occasional evening or weekend work may be required. Occasional lifting and carrying of objects weighing up to 20 lbs.

Series

~~Clerical~~ Early Care and Education (proposed)

Salary range 70

Approved by the Personnel Commission:

October 25, 2007

Revised:

July 27, 2017

December 14, 2023 (pending approval)



EARLY CARE AND EDUCATION LEAD

Reports to: Alternative Payment Program Supervisor

Division: Student and Community Services

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are detail-oriented and accurate. You are adept at following rules and regulations and working within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance the department goals. You are a team player who thrives on meeting and setting new goals. You are committed to excellence in providing the best service possible.

General description

Under general direction, serve as a team leader for a group of staff in the Alternative Payment Program. Depending on assignment, emphasis of duties may be supporting service providers or providing guidance to staff engaged in making eligibility determinations, enrolling eligible families, and providing resource and referral services. .

Specific duties and responsibilities

- Provide support to supervisor in leading a team by: participating in the interview and selection process; onboarding and training new staff; assigning and reviewing work in progress or upon completion; monitoring employee caseloads; providing ongoing training and guidance for staff in program regulations, procedures, and software; participating in the development and presentation of training on program policy changes; and assisting staff in managing complex cases and resolving problems or errors.
- Support the management team in establishing and reinforcing standards and expectations for employee performance, conduct, professional workplace, consistency in applying program rules and following procedures, and customer service; provide performance feedback and needed guidance or correction to staff; provide input to supervisor on employee performance evaluations and disciplinary matters; communicate with supervisor about employee performance issues as well as exceptional employee performance.
- Collaborate with supervisor to modify and document program procedures to align with new and revised policies and practices; design and update forms to reflect new and revised program requirements.
- Organize and conduct periodic audits of case files, contracted providers, and eligibility compliance in preparation for annual program evaluations.

EARLY CARE AND EDUCATION LEAD

- Review and provide feedback on a variety of written communications, including policies, provider correspondence, and handbooks.
- Conduct trainings for program participants; develop resources in the community and educate program staff about their availability in order to enhance support for program participants.
- Generate or compile required periodic reports for submission to state agencies.
- Make eligibility determinations, enroll eligible children and families, and provide resource and referral services for a small number of difficult or sensitive cases.
- Respond to program participants who express customer service concerns; take or recommend corrective action as appropriate.
- Represents SBCEO during community outreach events to promote services for families.
- May maintain and update staff calendar to ensure sufficient coverage.
- Support supervisor and program management with special projects.
- Perform other duties as assigned that support the overall objective of the position.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a high school diploma is required. Completion of 24 semester units of college coursework in business, public, or non-profit administration; social sciences, human services, or related field is preferred.

Experience: Two years of experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments.

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

EARLY CARE AND EDUCATION LEAD

Knowledge of:

- Policies and procedures related to Alternative Payment Program
- Fee and reimbursement schedules
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices and APP file and documentation requirements
- Standard office productivity software applications
- Arithmetic, including percentages and fractions

Ability to:

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including enrollment, eligibility, and compliance
- Learn principles and practices of supervision and training
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work of self and others
- Learn and apply policies and regulations relating to other assigned programs
- Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- Demonstrate tact and diplomacy
- Communicate effectively both orally and in writing
- Work independently and as member or leader of a team
- Make accurate arithmetical computations
- Work with speed and accuracy
- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

May require a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.



EARLY CARE AND EDUCATION LEAD

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.

Occasional evening or weekend work may be required. Occasional lifting and carrying of objects weighing up to 20 lbs.

Series

Early Care and Education (proposed)

Salary range 70

<i>Approved by the Personnel Commission:</i>	October 25, 2007
<i>Revised:</i>	July 27, 2017
	December 14, 2023 (pending approval)

Santa Barbara County Education Office
Personnel Commission

CHILD CARE SERVICES TECHNICIAN

Summary

Performs enrolling and registering of children and families into the subsidized childcare programs offered through the Santa Barbara County Education Office. Determines family program eligibility and need.

Distinguishing Career Features

The Child Care Services Technician provides customer service to the Child Development Programs that requires demonstrated knowledge of the programs as well as enrollment and eligibility determination.

Essential Duties and Responsibilities

Enrolls children and families into the program. Determines level of need, family income, and eligibility for subsidies.

Assists families with enrollment applications.

Applies family fees according to income level, family size and other needs; all according to fee schedules established by the Department of Education.

May assist families by making referrals to other subsidies and support. Serves as a family advocate.

Advises families on program requirements, procedures and obligations for subsidized childcare on a sustained basis.

Works with other agencies to maintain up-to-date client file data such as employment, medical and other information

Reviews documentation for accuracy and contacts families to correct discrepancies.

Serves as point-of-contact for parents to arrange and track their participation in childcare activities and verify participation that complies with program obligations.

Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance.

Prepares communications with families including those for terminating services.

Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills

Requires a basic knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping. Requires working knowledge of special subsidy programs. Requires knowledge of and skill at using personal computers to access and use common desktop productivity software and perform data entry on

to student information databases. Requires knowledge of and skills in office methods and procedures, proper English language usage, grammar, syntax, composition, vocabulary, spelling and punctuation. Requires sufficient math skill to perform business math computations. Requires sufficient human relation skills to use proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office.

Abilities

Requires the ability to learn and apply regulations, policies, guidelines and procedures relating to childcare, enrollment, eligibility, and compliance. Requires the ability to multi-task and remain calm in possible stressful and/or urgent situations. Requires the ability to work independently and collaboratively, prioritize workload, analyze problems and determine solutions. Requires the ability to compile student and family-related data. Requires the ability to maintain productive work relationships with staff, parents and external agencies. Requires the ability to compose general office correspondence, analyze income and other financial documentation. Requires the ability to maintain accurate records, file and maintain filing systems, maintain confidentiality of private and/or sensitive information. May require the ability to work varying shifts.

Physical Abilities

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

Education and Experience

Requires a high school diploma or equivalent plus two years of experience in social service and/or community work. College units in early childhood education or child development are preferred.

Licenses and Certificates

May require a valid California driver's license and insurance coverage as required by law.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

APPROVED BY THE PERSONNEL COMMISSION: October 25, 2007

AGENDA ITEM 11c(iii) - proposed revisions, changes tracked

~~Santa Barbara County Education Office
Personnel Commission~~

~~CHILD CARE SERVICES TECHNICIAN~~ EARLY CARE AND EDUCATION CASE WORKER

Reports to: ~~Alternative Payment Program Supervisor~~

Division: ~~Student and Community Services~~

Our ideal candidate

You are a dependable, punctual, caring professional with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving program guidelines and work methods. You are committed to providing the best service available to program participants and service providers.

General descriptionSummary

Under general supervision, determines families' eligibility for subsidized child care programs and other Early Care and Education programs offered through the Santa Barbara County Education Office. Performs ~~e~~Enrollsing and registersing of eligible children and families and provides a wide range of services and support to program participants. into the subsidized childcare programs offered through the Santa Barbara County Education Office. Determines family program eligibility and need.

Distinguishing Career Features

The Child Care Services Technician provides customer service to the Child Development Programs that requires demonstrated knowledge of the programs as well as enrollment and eligibility determination.

SpecificEssential dDuties and rResponsibilities

Enrolls children and families into the program.—Determines level of need, family income, and eligibility for subsidies; enrolls children and families into the program.—

Assists families in completingwith enrollment applications; may complete applications or prepare other required documentation on behalf of applicants with limited literacy; reviews documentation for accuracy and contacts families to correct discrepancies.

Applies family fees according to income level, family size and other needs; all according to fee schedules established by the California dDepartments of Social Services or Education.

Provides comprehensive support to~~May assist~~ families by making referrals to other subsidies, services, and support for which they may be eligible; ~~S~~serves as a family advocate.

Advises families on program requirements, procedures and obligations for subsidized child care/childcare on a sustained basis.

Partners/Works with other agencies to maintain up-to-date client file data such as employment, medical, and other information.

~~Reviews documentation for accuracy and contacts families to correct discrepancies.~~

Serves as point-of-contact for parents to arrange and track their participation in child care activities and verify participation that complies with program obligations.

Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance.

Prepares communications with families including those for terminating services.

Represents SBCEO during community outreach events to promote services for families.

Performs other duties as assigned that support the overall objective of the position.

RequirementsQUALIFICATIONS

Education: Possession of a high school diploma is required. Completion of 12 semester units of college coursework in business, public, or non-profit administration; social sciences, human services, or related field is preferred. College units in early childhood education or child development are preferred.

Experience: Two years of clerical or direct service experience in human or social services.

Knowledge of:and Skills

~~Requires a basic knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping. Requires working knowledge of special subsidy programs. Requires knowledge of and skill at using personal computers to access and use common desktop productivity software and perform data entry on to student information databases. Requires knowledge of and skills in office methods and procedures, proper English language usage, grammar, syntax, composition, vocabulary, spelling and punctuation. Requires sufficient math skill to perform business math computations. Requires sufficient human relation skills to use proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office.~~

- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices

- Standard office productivity software applications
- Arithmetic, including percentages and fractions

Ability to:

~~Requires the ability to learn and apply regulations, policies, guidelines and procedures relating to childcare, enrollment, eligibility, and compliance. Requires the ability to multi-task and remain calm in possible stressful and/or urgent situations. Requires the ability to work independently and collaboratively, prioritize workload, analyze problems and determine solutions. Requires the ability to compile student and family related data. Requires the ability to maintain productive work relationships with staff, parents and external agencies. Requires the ability to compose general office correspondence, analyze income and other financial documentation. Requires the ability to maintain accurate records, file and maintain filing systems, maintain confidentiality of private and/or sensitive information. May require the ability to work varying shifts.~~

- Learn and apply regulations, policies, guidelines and procedures relating to program eligibility, enrollment, and compliance
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Organize work and set priorities
- Work with speed and accuracy
- Identify errors and discrepancies in order to pursue correction and resolution
- Review information and make appropriate decisions, within limits of authority
- Make accurate arithmetical computations
- Attain proficiency in software programs and databases used by program
- Establish and maintain effective working relationships with others
- Work independently and as part of a team
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors

Physical Abilities

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. -Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. -Requires the ability to interact with parents. -Requires near visual acuity to write and read written materials and computer screens. -Requires sufficient hearing and speech ability for ordinary and telephone conversations. -Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

Education and Experience

~~Requires a high school diploma or equivalent plus two years of experience in social service and/or community work. College units in early childhood education or child development are preferred.~~

Licenses and Certificates

May require a valid California driver's license and insurance coverage as required by law.

Working Conditions

Work is performed indoors where minimal safety ~~hazard~~ considerations exist. Occasional evening and weekend work may be offered. Occasional lifting of objects weighing up to 20 lbs.

Series

Instructional

Salary range 61

APPROVED BY THE PERSONNEL COMMISSION: -October 25, 2007

Revised: December 14, 2023 (pending approval)



EARLY CARE AND EDUCATION CASE WORKER

Reports to: Alternative Payment Program Supervisor

Division: Student and Community Services

Our ideal candidate

You are a dependable, punctual, caring professional with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving program guidelines and work methods. You are committed to providing the best service available to program participants and service providers.

General description

Under general supervision, determines families' eligibility for subsidized child care programs and other Early Care and Education programs offered through the Santa Barbara County Education Office. Enrolls and registers eligible children and families and provides a wide range of services and support to program participants.

Specific duties and responsibilities

- Determines level of need, family income, and eligibility for subsidies; enrolls children and families into the program.
- Assists families in completing enrollment applications; may complete applications or prepare other required documentation on behalf of applicants with limited literacy; reviews documentation for accuracy and contacts families to correct discrepancies.
- Applies family fees according to income level, family size and other needs; all according to fee schedules established by the California departments of Social Services or Education.
- Provides comprehensive support to families by making referrals to other subsidies, services, and support for which they may be eligible; serves as a family advocate.
- Advises families on program requirements, procedures and obligations for subsidized child care on a sustained basis.
- Partners with other agencies to maintain up-to-date client file data such as employment, medical, and other information.
- Serves as point-of-contact for parents to arrange and track their participation in child care activities and verify participation that complies with program obligations.
- Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance.
- Prepares communications with families including those for terminating services.



EARLY CARE AND EDUCATION CASE WORKER

- Represents SBCEO during community outreach events to promote services for families.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma is required. Completion of 12 semester units of college coursework in business, public, or non-profit administration; social sciences, human services, or related field is preferred.

Experience: Two years of clerical or direct service experience in human or social services.

Knowledge of:

- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices
- Standard office productivity software applications
- Arithmetic, including percentages and fractions

Ability to:

- Learn and apply regulations, policies, guidelines and procedures relating to program eligibility, enrollment, and compliance
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Organize work and set priorities
- Work with speed and accuracy
- Identify errors and discrepancies in order to pursue correction and resolution
- Review information and make appropriate decisions, within limits of authority
- Make accurate arithmetical computations
- Attain proficiency in software programs and databases used by program
- Establish and maintain effective working relationships with others
- Work independently and as part of a team
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors



EARLY CARE AND EDUCATION CASE WORKER

Physical Abilities

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

Licenses and Certificates

May require a valid California driver's license and insurance coverage as required by law.

Working Conditions

Work is performed indoors where minimal safety hazards exist. Occasional evening and weekend work may be offered. Occasional lifting of objects weighing up to 20 lbs.

Series

Instructional

Salary range 61

Approved by the Personnel Commission:

October 25, 2007

Revised:

December 14, 2023 (pending approval)

PROPOSED CHANGES TO CLASSIFICATION PLAN,
2023-34

AGENDA ITEM 12

Administrative Support Series	Salary Range	Information Technology Series	Salary Range
Administrative Analyst	77	Audiovisual Services Supervisor	92
Administrative Assistant	72	Computer/Network Support Supervisor	97
Administrative Assistant, Senior	75	Computer/Network Technician II	87
Administrative Assistant, Superintendent's Office (Confidential) -	75	Computer/Network Technician, Information Technology Services	88
Administrative Support Supervisor	90	Information Technology Support Specialist - Bilingual	88
Alternative Payment Program Supervisor	89	Senior Software Engineer	99
Executive Assistant to the County Superintendent (Confidential) -	90	Technology Support Administrative Assistant	75
Office Assistant	67		
Program Associate	72	Instructional Series	Salary Range
Reprographics Administrative Assistant	70	Braille Transcriber	72
Training and Development Assistant	73	Child Care Assistant	53
		Child Care Services Technician - Early Care and Education Case Worker (proposed new title)	61
Clerical Series	Salary Range	Educational Interpreter, American Sign Language, Certified	86
Child Development Technician	79	Educational Interpreter, American Sign Language, Waiver	82
Clerical Assistant	61	Health Advocate	62
Clerical Interpreter	68	Health Advocate - Bilingual	64
Clerical Translator	68	Paraeducator	60
Data Entry Clerk	53	Paraeducator, Behavioral Intervention	62
Instructional Materials and Mail Clerk	65	Teaching Assistant	64
Nutrition Program Specialist - Bilingual	63	Youth Outreach Mentor	66
Switchboard Operator/Receptionist - Bilingual	62	Youth Support and Service Specialist - Bilingual	60
Data Analysis Series	Salary Range	Maintenance/Operations/Transportation Series	Salary Range
Educational Data Analyst	84	Custodian	58
Student Information Specialist	72	Custodian/Delivery Driver	60
<u>Early Care and Education Series (proposed)</u>	<u>Salary Range</u>	Custodian/Maintenance Worker	62
<u>Alternative Payment Program Supervisor</u>	<u>80</u>	Delivery Specialist I	62
Child Development Technician - Early Care and Education Lead (proposed new title)	70	Delivery Specialist II	64
<u>Food Service Worker</u>	<u>53</u>	Lead Custodian/Maintenance Worker	64
<u>Nutrition Program Specialist - Bilingual</u>	<u>63</u>	Maintenance and Operations Supervisor	88
Food Service Series	Salary Range	Media and Design Series	Salary Range
Food Service Worker	53	Communications Specialist	77
		Digital Media Resources Developer	87
Healthcare Series	Salary Range	Digital Media Resources Specialist, IMS	75
Licensed Vocational Nurse	82	Mixed Media Specialist	77
School Occupational Therapist	99	Reprographics Supervisor	77
		Webmaster	87
Human Resources Series	Salary Range		
Benefits and Employee Relations Analyst	84		
Certificated Human Resources Specialist	79		
Certificated Human Resources Technician	70		
Classified Human Resources Analyst	84		
Classified Human Resources Specialist	79		
Human Resources Supervisor	90		

Revised August 1, 2023
Revised November 1, 2023

Effective July 1, 2023