



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
December 14, 2023 – 12:30 p.m.

AGENDA

If you need special assistance to participate in the meeting or need this agenda provided in an accessible alternative format, please contact the Human Resources office to help us comply with the Americans with Disabilities Act. Notification at least 48 hours prior to the meeting will assist the Director, Human Resources in making suitable arrangements.

Persons wishing to address the Personnel Commission may complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the end of the public comment period. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. Speakers who need more time may submit written comments.

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**

7. Approval of Minutes of Regular Meeting Held November 16, 2023
(Attachment)

MOVED: SECONDED: VOTE:

8. Communications

9. Informational Items

- a. Media Releases/Editorials**
Available for review from the County Superintendent of Schools.
- b. Legislative Updates**
Available for review from the Director, Human Resources.

REGULAR BUSINESS

10. Informational Items

- a. List of New Positions**
(Attachment)
- b. Classified Personnel Report dated January 4, 2024**
(Attachment)
- c. Position Announcements**
(Attachments)
 - i. Custodian (Dual – Santa Barbara)
 - ii. Custodian/Delivery Driver (Dual – Santa Barbara)
 - iii. Manager, Program Services (Dual – Santa Barbara)

11. Action Items**a. Ratification of Eligibility Lists**
(Attachments)

- i. Paraeducator (Open Continuous – North)
- ii. Paraeducator (Open Continuous – South)
- iii. School Occupational Therapist (Open Continuous – Santa Barbara)

MOVED:

SECONDED:

VOTE:

b. Classification of Position
(Attachment)

The Director, Human Resources recommends establishing the new classification of Manager, Alternative Payment Program at management salary range 14 (proposed job description attached). This recommendation has the support of the Associate Superintendent, Student and Community Services.

MOVED:

SECONDED:

VOTE:

c. Job Descriptions
(Attachments)

The Director recommends the approval of revisions to the job descriptions for the following classifications:

- i. Alternative Payment Program Supervisor
- ii. Child Development Technician (proposed new title of Early Care and Education Lead)
- iii. Child Care Services Technician (proposed new title of Early Care and Education Case Worker)

All proposed revisions have the support of the Associate Superintendent, Student and Community Services. The proposed revisions to the Child Care Services Technician title and job description have the support of CSEA.

MOVED:

SECONDED:

VOTE:

UNFINISHED BUSINESS — None

NEW BUSINESS**12. Proposed Revision to 2023-24 Classification Plan
(Attachment)**

The Director, Human Resources proposes to modify the classification plan by creating a new Early Care and Education series and reassigning existing classifications as appropriate.

MOVED: SECONDED: VOTE:

13. Organization of the Personnel Commission

Nomination and election of officers for calendar year 2024 will be held in accordance with Personnel Commission Rule 4422.2. Current Chair is Mike Ostini.

MOVED: SECONDED: VOTE:

REPORTS**14. PERSONNEL COMMISSIONER REPORTS****15. DIRECTOR, HUMAN RESOURCES REPORT****16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, January 25, 2024, 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.