



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
January 25, 2024 – 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 December 14, 2023
(Attachment)

MOVED: SECONDED: VOTE:

8. Communications — None

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 February 8, 2024**
(Attachment)
- c. Position Announcements**
(Attachments)
 - i. Accounting Assistant (Dual – Santa Barbara)
 - ii. Accounting Technician, Senior (Dual – Santa Barbara)
 - iii. Administrative Assistant (Dual – Santa Barbara)
 - iv. Communications Specialist (Dual – Santa Barbara)
 - v. Custodian (Dual – Santa Barbara)
 - vi. Custodian/Delivery Driver (Dual – Santa Barbara)
 - vii. Custodian/Maintenance Worker (Dual – Santa Maria)
 - viii. Manager, Alternative Payment Program (Dual – Santa Maria)
 - ix. Vocational Assistant (Open Continuous – Santa Maria)

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

- i. Accounting Technician, Senior (Dual – Santa Barbara)
- ii. Custodian (Dual – Santa Barbara)
- iii. Custodian/Maintenance Worker (Dual – Santa Maria)
- iv. Educational Data Analyst (Dual – Santa Barbara)
- v. Manager, Alternative Payment Program (Dual – Santa Maria)
- vi. Paraeducator (Open Continuous – North)
- vii. Paraeducator (Open Continuous – South)
- viii. Senior Software Engineer (Open Continuous – Santa Barbara)

MOVED:

SECONDED:

VOTE:

b. Classification of Position
(Attachment)

The Director, Human Resources recommends establishing the new classification of Manager, Communications at management salary range 14 (proposed job description attached). This recommendation has the support of the County Superintendent of Schools.

MOVED:

SECONDED:

VOTE:

c. Job Descriptions — None**UNFINISHED BUSINESS — None**

NEW BUSINESS

12. Revision of Merit System Rules – Presented for First Reading (Attachments)

- a. 4411 Definitions. Proposed revisions to the definitions of:
 - Reallocation
 - Reclassification
 - Y-rating (proposed new definition)
- b. 4434.1 Reallocation
This rule is proposed for deletion. The proposed revisions to PC Rules 4491.4 and 4491.10 eliminate the need for this rule.
- c. 4491.4 Salary Placement When Promoted or Reclassified
- d. 4491.8 Salary Placement When Demoted
- e. 4491.10 Salary Reallocation and Adjustments

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

14. DIRECTOR, HUMAN RESOURCES REPORT

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, February 22, 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.