



**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.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Mike Ostini called the meeting to order at 12:34 p.m.

**2. Roll Call**

Members present:

Mike Ostini, Chair  
Gary Pickavet, Vice Chair  
Carmen Jaramillo, Commissioner

**3. Pledge of Allegiance**

Gary Pickavet led the Pledge of Allegiance.

**4. Changes to the Agenda — None**

**5. Introduction of Staff and Guests**

Staff present:

Amy Ramos, Director, Human Resources  
Tracie Cordero, Classified Human Resources Specialist  
Wendy Garcia, Certificated Human Resources Technician

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held November 16, 2023**

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

**8. Communications — None**

## 9. Informational Items

### a. Media Releases/Editorials

The Director, Human Resources noted that she had provided Commissioners with a media release announcing the passing of County Board of Education Trustee Maggi Daane. She reported that the Board, at their December 8 meeting, made the decision to appoint an interim board member to represent Trustee Area 7 until the next Board election in November 2024. They are currently accepting applications for the interim trustee appointment.

### b. Legislative Update

The Director, Human Resources reported on the following:

#### State minimum wage increases going into effect in 2024

- General minimum wage for California workers: \$16.00 per hour (effective January 1). The first step of SBCEO's lowest salary range is currently \$17.01 per hour.
- Minimum wage for California fast food workers: \$20.00 per hour (effective April 1)
- SB 525, signed by the Governor in October, sets a minimum wage for healthcare workers in California, effective June 1, ranging from \$18 per hour for hospitals with a high Medicare/Medi-Cal patient population to \$23 per hour for large health systems, with a catch-all minimum for other types of health facilities set at \$21 per hour. The Director reported that this law is not expected to significantly impact SBCEO, because "A covered healthcare employee does not include ... work performed in the public sector where the primary duties are not healthcare services." This would seem to exclude, for example, Paraeducators who perform specialized health care procedures as a small part of their duties. The jobs that do perform healthcare services as a primary duty tend to be higher-paid classifications (School Occupational Therapist, Licensed Vocational Nurse) that are already well above the new minimum wage.

#### SB 848

Provides a new leave entitlement for California workers for reproductive loss, which includes five days of leave for such events as a failed adopted, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. We have already updated our language on sick leave to reflect this change, which will take effect January 1.

AB 557

Enables public bodies subject to the Brown Act to allow a member of the body to join an in-person public meeting virtually in “emergency circumstances” or for “just cause” through the end of calendar year 2025. This option will sunset as of January 1, 2026.

If the Governor proclaims a state of emergency in our area (such as due to a flood or wildfire) or statewide, the public body (e.g. Personnel Commission) can hold virtual meetings pursuant to AB 361. AB 557 amends that law so that the Commission would have to pass a resolution that teleconferencing is still necessary every 45 days instead of every 30 days. There is no longer a sunset date for AB 361.

AB 1273

Requires the State Department of Education to convene a Classified Employee Staffing Ratio Workgroup on or before December 31, 2024. The workgroup will be charged with grouping classified assignments and recommending reasonable staffing ratios per grouping. Recommendations due to Legislature by December 31, 2025.

**REGULAR BUSINESS**

**10. Informational Items**

**a. List of New Positions**

**b. Classified Personnel Report dated January 4, 2024**

**c. Position Announcements**

- 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

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

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

### b. Classification of Position

The Director, Human Resources recommended establishing the new classification of Manager, Alternative Payment Program at management salary range 14. This recommendation had the support of the Associate Superintendent, Student and Community Services.

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

### c. Job Descriptions

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

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

**UNFINISHED BUSINESS** — None

## **NEW BUSINESS**

### **12. Proposed Revision to 2023-24 Classification Plan**

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

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

### **13. Organization of the Personnel Commission**

Nomination and election of officers for calendar year 2024 was held in accordance with Personnel Commission Rule 4422.2.

The nominated slate was Gary Pickavet for Chair and Carmen Jaramillo for Vice Chair, effective January 2024.

MOVED: Mike Ostini      SECONDED: Carmen Jaramillo      VOTE: 3-0

## **REPORTS**

### **14. PERSONNEL COMMISSIONER REPORTS**

Commissioner Jaramillo had no PC-related items to report.

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini reported that the celebration of life for the late County Board of Education Trustee Maggi Daane will take place at Orcutt Presbyterian Church on January 20 at 10:00 a.m.

### **15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director, Human Resources reported that the process of transitioning the Child Care Assistant classification and current incumbents from classified to certificated was continuing, with an effective date of January 1 for the transition. HR and Fiscal staff, along with the SBCEA president and CTA labor relations representative, met with current incumbents on November 27 to provide information and answer questions.

She also recognized Tracie Cordero for completing 20 years of service with SBCEO. Tracie and other service award recipients will be recognized at a Zoom awards ceremony on February 28, 2024 at 3:30. Commissioners were asked to save the date and time on their calendars.

The Director reported that the HR Department held its winter luncheon on December 6, which was very enjoyable.

She closed her report by wishing everyone a restful and joyful holiday season and winter break.

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None scheduled

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:28 p.m. 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.



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

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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

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**Dec 9, 2023 through Jan19, 2024**

<b>Position #</b>	<b>Position Information</b>
2660	Manager, Alternative Payment Program • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months
2661	Administrative Assistant • Student and Community Services • South County 40.00 hours per week • 12.00 months
2662	Payroll Technician • Payroll • South County 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

February 8, 2024

**Appointments**

*Limited Term/Substitute*

Gazga Gomez, Ana December 19, 2023  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Johnson, Audrey December 18, 2023  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Reyna, Lillie December 19, 2023  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Short, Alexis December 18, 2023  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

*Probationary*

Cose, Michiel January 9, 2024  
Paraeducator • Special Education • Arellanes Junior High School  
87.5% • 10 months

Hernandez-Ramos, Elizabeth January 8, 2024  
Office Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  
100% • 11 months

Rodriguez, Alyssa January 8, 2024  
Paraeducator • Special Education • Alice Shaw Preschool  
43.75% • 10 months

Wallan, Jennifer January 10, 2024  
Paraeducator • Special Education • Manzanita Charter School  
81.25% • 10 months



## Changes

### *Anniversary Increase*

Cordero, Tracie January 1, 2024  
Classified Human Resources Specialist • Human Resources • Classified Human Resources Staff  
100% • 12 months

Delgadillo, Fabian January 1, 2024  
Paraeducator • Special Education • Speech/Language Services, McClelland  
87.5% • 10 months

Filomia, Andres January 1, 2024  
Paraeducator • Special Education • Montecito Union School  
81.25% • 10 months

Gomez Suarez, Isaac January 1, 2024  
Custodian • Internal Services • Operations North  
37.5% • 12 months

Harris, Debora January 1, 2024  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

Inzunza Aquino, Celina January 1, 2024  
Youth Support and Service Specialist - Bilingual • Transitional Youth Services • Transitional Youth - North  
100% • 12 months

La Riba, Walter January 1, 2024  
Information Technology Support Specialist - Bilingual • Partners In Education • Cathedral Oaks  
100% • 12 months

Ramirez, Raquel January 1, 2024  
Paraeducator • Special Education • Oakley Preschool  
87.5% • 10 months

Sagrero, Maria January 1, 2024  
Administrative Assistant • Internal Services • North County Office  
100% • 12 months

***Decreased Time (Voluntary)***

Croft, LeWanda January 1, 2024  
Manager, Maintenance and Project Planning • Internal Services • Operations South  
88.13% • 12 months  
From 1.0

***Increased Time (Voluntary)***

Burquez, Patricia January 11, 2024  
Paraeducator • Special Education • Cabrillo High School  
93.75% • 10 months  
From .8125

***Longevity Increment***

Borchers, Berthold January 1, 2024  
Instructional Materials and Mail Clerk • Educational Technology Services • Educational Technology Services  
100% • 12 months  
35 years

***Probation to Permanent***

Baeza, Alejandro January 1, 2024  
Finance Systems Supervisor • School Business Advisory Services • School Business Advisory Services  
100% • 12 months

Beltran de Alvarez, Cecilia January 1, 2024  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 10 months

Cansino, Cristina January 1, 2024  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

Castro, Maria January 1, 2024  
Administrative Assistant • Special Education • Special Education Support Staff North  
100% • 12 months

Mendoza, Nathali January 1, 2024  
Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 4  
100% • 12 months

Montes Medina, Agueda January 1, 2024  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

Norrie, Charmaine January 1, 2024  
Administrative Assistant • Transitional Youth Services • Transitional Youth South  
100% • 12 months

Walling, Elizabeth January 1, 2024  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

***Professional Growth***

Lopez, Jessica January 8, 2024  
Human Resources Supervisor • Human Resources • Certificated Human Resources Staff  
100% • 12 months  
Professional Growth x 2

Mock, Julie December 19, 2023  
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months  
Professional Growth x 2

**Separation**

***Leave Exhaustion***

Lemos, Lisa January 29, 2024  
Paraeducator • Special Education • Olga Reed Elementary  
77.5% • 10 months

***Resignation***

Adam, Allison January 26, 2024  
Communications Specialist • Communications • Communications  
100% • 12 months

Aguilar, Xochitl December 31, 2023  
Child Care Assistant • Early Care and Education • Early Steps to Learning  
75% • 12 months  
From Classified to Certificated

Bratcher, Brittany	January 5, 2024
Administrative Assistant • Special Education • Special Education Support Staff, Santa Barbara	
100% • 12 months	
Carrillo, Arlet	December 31, 2023
Child Care Assistant • Early Care and Education • Early Care and Education - Lompoc	
75% • 10 months	
From Classified to Certificated	
Castaneda, Gloria	December 31, 2023
Child Care Assistant • Early Care and Education • Los Alamos State Preschool	
62.5% • 10 months	
From Classified to Certificated	
Diaz, Evelin	December 31, 2023
Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE	
100% • 10 months	
From Classified to Certificated	
Egan, Amya	December 31, 2023
Child Care Assistant • Early Care and Education • Early Care and Education - Lompoc	
75% • 10 months	
From Classified to Certificated	
Esparza, Carrie	January 19, 2024
Paraeducator • Special Education • Manzanita Charter School	
81.25% • 10 months	
Espinosa, Adriana	December 31, 2023
Child Care Assistant • Early Care and Education • De Colores State Preschool	
75% • 10 months	
From Classified to Certificated	
Garcia Mendoza, Adriana	December 31, 2023
Child Care Assistant • Early Care and Education • Learning Place State Preschool	
75% • 10 months	
From Classified to Certificated	

<p>Garcia, Carmen  Child Care Assistant • Early Care and Education • Lompoc Cal-SAFE  75% • 12 months  From Classified to Certificated</p>	<p>December 31, 2023</p>
<p>Gomez, Berenize  Child Care Assistant • Early Care and Education • Santa Ynez Valley State Preschool  75% • 10 months  From Classified to Certificated</p>	<p>December 31, 2023</p>
<p>Hernandez-Ramos, Elizabeth  Office Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  100% • 11 months</p>	<p>January 16, 2024</p>
<p>Herrera, Rosa  Child Care Assistant • Early Care and Education • Just for Kids State Preschool Fillmore  75% • 10 months  From Classified to Certificated</p>	<p>December 31, 2023</p>
<p>Lawton, Rachel  Administrative Assistant • Educational Technology Services • Cathedral Oaks  100% • 12 months</p>	<p>January 2, 2024</p>
<p>Pacheco, Gabrielle  Child Care Assistant • Early Care and Education • Young Learners State Preschool  75% • 10 months  From Classified to Certificated</p>	<p>December 31, 2023</p>
<p>Perez, Jasmin  Child Care Assistant • Early Care and Education • Early Care and Education - Lompoc  75% • 10 months  From Classified to Certificated</p>	<p>December 31, 2023</p>
<p>Santana, Meredith  Paraeducator • Special Education • Robert Bruce Preschool  87.5% • 10 months</p>	<p>January 25, 2024</p>

Wells, Brittany

December 31, 2023

Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE  
100% • 10 months  
From Classified to Certificated



Santa Barbara County Education Office  
**Accounting Assistant**

<b>SALARY</b>	\$3,954.00 - \$5,018.00 Monthly \$47,448.00 - \$60,216.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00053
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Internal Services
<b>OPENING DATE</b>	01/04/2024	<b>CLOSING DATE</b>	1/16/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

**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 work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and vendors.

**General description**

This is an experienced-level classification in which incumbents perform a variety of routine to complex clerical accounting duties related to an assigned area of organization-wide responsibility such as accounts payable, or in support of a department or program. Incumbents ensure that financial transactions comply with established standards, policies, and procedures and perform routine to complex clerical work associated with the assigned function(s) or program. Incumbents work independently, although work is reviewed to ensure accuracy and adequate internal controls.

**Specific Duties and Responsibilities**

- Verify, prepare, and process a variety of financial transactions such as purchase orders, reimbursements, requisitions, warrants, and invoices.
- Calculate and ensure accuracy of incoming and outgoing payments.
- Maintain a variety of financial records and files related to accounts, transactions, income, expenditures, and assigned activities
- Using enterprise financial systems and a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed.
- Compare and reconcile statements, records, and other financial documents; identify errors and resolve discrepancies; ensure accurate fund accounting; review data for accuracy and completeness; make corrections as needed.

- Provide service and support to others for assigned accounting functions and/or in the use of enterprise financial systems or databases.
- Respond to inquiries and provide information concerning accounts, budgets, transactions, practices, policies, and procedures.
- Maintain confidential information, records, and files.
- Perform related duties as assigned.

## Requirements

**Education:** Possession of a high school diploma or GED. Completion of college coursework in accounting, business, or related field is preferred.

**Experience:** Two years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is preferred.

### Knowledge of:

- Methods, procedures, and terminology used in clerical accounting
- Financial record-keeping practices
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette

### Ability to:

- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures related to assigned function(s) or program(s)
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- 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 a variety of computerized accounting and enterprise financial systems, and other software programs and databases
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Represent SBCEO effectively with external parties, such as vendors and school districts

### Licenses and certificates

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

### Working conditions



Employees in this classification generally work in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Privacy may be limited, and interruptions may be frequent.

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 repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

## Supplemental Information

*Classified salary ranges have 25 steps (A-Y). Initial salary placement for new hires is between steps A and J, based on qualifications.*

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

### 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.*

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#### Agency

Santa Barbara County Education Office

#### Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

**Website**

<http://www.sbceo.org>

**Phone**

8059644711



**Santa Barbara County Education Office**  
**Accounting Technician, Senior**

<b>SALARY</b>	\$28.40 - \$36.04 Hourly \$4,941.00 - \$6,271.00 Monthly \$59,292.00 - \$75,252.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00054
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Accounting
<b>OPENING DATE</b>	12/11/2023	<b>CLOSING DATE</b>	12/20/2023 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

**Our ideal candidate**

You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a “can-do” attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

**General description**

Under general direction, perform a variety of complex, technical governmental accounting duties in support of multiple grants and programs and related funds, budgets, and accounts, including the updating and maintenance of journals and ledgers; review, analyze, maintain, and adjust assigned funds, budgets, and accounts; prepare, audit, reconcile, and maintain a variety of financial records, reports, and statements.

**Specific Duties and Responsibilities**

- Provide specialized support for general ledger, accounts payable, accounts receivable, payroll, benefits, or other assigned areas; provide information about applicable laws, regulations, policies, and procedures in order to assure financial transactions comply with established standards, requirements, policies and procedures.
- Serve as technical lead on assigned accounting functions with SBCEO accounting staff and administrators and outside agencies; respond to inquiries and provide detailed and technical information to staff of SBCEO and outside agencies concerning related funds, budgets, accounts, transactions, records, reports in order to exchange needed information and resolve issues or concerns.
- Review and post a variety of financial data to journals and ledgers; balance, audit, and adjust accounts; monitor funds for income and expenditures; code, verify and update accounts to reflect income and expenditures; make appropriate corrections as needed.

- Research and revise accounting data and documents; evaluate and reconcile accounts; compare and reconcile fiscal statements, records, reports and documents to assure accurate fund accounting; audit accounts and related data, records, reports, and statements to ensure accuracy, completeness, and compliance with established requirements; identify errors; resolve discrepancies; review, adjust, and assure accuracy of journal entries.
- Prepare and maintain a variety of financial records, statements, files, and reports related to accounts, funds, income, expenditures, budgets, programs, grants, contracts, reconciliations and assigned activities; assure mandated reports are completed in accordance with established timelines and requirements.
- Develop, prepare, and maintain various budgets as assigned; support departmental managers by assuring expenditures do not exceed established limitations, analyzing budgetary data, and preparing forecasts, projections, and recommendations; ensure grant transactions comply with established requirements; initiate and process account and budget transfers as authorized.
- Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of custom and standard computerized reports and statements; assure accuracy of input and output data.
- Review, audit for accuracy, and process purchase orders, requisitions, warrants, claims, journal entries, and invoices; prepare invoices and other documents for payment; assure proper account coding; issue payments for various financial obligations.
- Receive, audit, and verify incoming monies; check money totals against receipts and invoices to assure accuracy; prepare, audit, and reconcile various deposits; prepare and follow up on invoices and billings.
- Provide technical support with year-end closing, new fiscal year and related accruals, grants, allocations and financial functions as assigned.
- May serve as leadworker over other accounting and clerical staff.
- Perform related duties as assigned.

## Requirements

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

**Experience:** Two years of experience performing paraprofessional accounting duties. Experience in a public sector or public school setting is preferred.

### Knowledge of:

- Methods, procedures, and terminology used in technical accounting, including general ledger, governmental and fund accounting, and grant accounting
- Financial record-keeping practices
- General accounting and business functions of an educational organization
- Policies and objectives of assigned programs and activities
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Databases and enterprise financial systems
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette

### Ability to:

- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
- Analyze data and situations accurately, make sound decisions, and recommend effective courses of action
- Work with speed and accuracy
- Make accurate arithmetical computations
- Use and achieve proficiency with a variety of computerized accounting, enterprise, and other software programs

- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Work independently and as a member of a team
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive materials

### **Licenses and certificates**

Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.

### **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.

### **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.*

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**Agency**

Santa Barbara County Education Office

**Address**

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

**Phone**

8059644711

**Website**

<http://www.sbceo.org>



**Santa Barbara County Education Office**  
**Administrative Assistant**

<b>SALARY</b>	\$25.95 - \$32.93 Hourly \$4,515.00 - \$5,730.00 Monthly \$54,180.00 - \$68,760.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00066
<b>DIVISION</b>	Curriculum and Instruction	<b>DEPARTMENT</b>	Educational Technology Services
<b>OPENING DATE</b>	12/21/2023	<b>CLOSING DATE</b>	1/8/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

**Two (2) full-time vacancies available in Educational Technology Services (1) and Special Education (1).**

**Our ideal candidate**

You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

**General description**

Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

**Specific Duties and Responsibilities**

- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors
- Provide information where independent judgement, knowledge and interpretations are utilized
- Research and compile background material such as statistical and financial data and supporting information
- Compile and prepare comprehensive reports, records, surveys and other documents

- Coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates
- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of meetings
- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records
- May assist with ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- May assist with setting up and processing of numerous contracts for contractors
- Prepare and maintain calendar of activities, meetings, and events
- Schedule appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages or information for web pages
- Assist with online registration for numerous department workshops and events
- Assist with event coordination and setup and provide administrative support as needed
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- Perform other job related duties as assigned

## Requirements

**Education:** Graduation from high school supplemented by evidence of business or office courses or administrative support experience

**Experience:** four years of increasingly responsible office experience

## Knowledge and skills

- Modern office practices, procedures and equipment
- Basic administrative procedures
- Personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment
- Interpersonal skills using tact, patience and courtesy

## Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives



- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Demonstrate keyboarding/typing skills and speed as required by the assignment
- Establish and maintain efficient office procedures, record keeping, and filing systems
- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative positive working relationships
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

### **Licenses and certificates**

Some positions in this classification may require:

- 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 as a condition of employment.

### **Working conditions**

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

### **Supplemental Information**

*Classified salary ranges have 25 steps (A-Y). Initial salary placement for new hires is between steps A and J, based on qualifications.*

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

### **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.
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- 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**

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*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.*

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## Administrative Assistant Supplemental Questionnaire

### \*QUESTION 1

Please indicate which vacancy you would like to be considered for and answer the corresponding supplemental questions for your vacancy of interest.

- Educational Technology Services
- Special Education

### \*QUESTION 2

**Educational Technology Services:** This position will support the coordination of academic events such as Author-Go-Round, Poetry Slam Series, Spelling Bee and much more. Please describe any experience with recruiting authors/participants for an event, creating event programs and designing event marketing material. If you are not interested in this vacancy please submit "N/A"

### \*QUESTION 3

**Educational Technology Services:** This position will support Educational Technology Services with general administrative assistant duties such as creating purchase orders and managing travel arrangements for others. Please share your experience with duties as such. If you are not interested in this vacancy please submit "N/A"

### \*QUESTION 4

**Special Education:** Part of this position includes assisting a technician to install and update computer software programs. Please share any experience you have installing and updating software programs. If you are not interested in this vacancy please submit "N/A"

### \*QUESTION 5

**Special Education:** Share your strategy to prioritize responding to three staff members who have contacted you for support with the following tasks and include your rationale: 1. Assistance with a password reset; 2. Assistance with

logging in to a computer; and 3. Assistance when a mouse is not working. If you are not interested in this vacancy please submit "N/A"

\* Required Question



**Santa Barbara County Education Office  
Communications Specialist**

<b>SALARY</b>	\$29.02 - \$36.89 Hourly \$5,050.00 - \$6,419.00 Monthly \$60,600.00 - \$77,028.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00069
<b>DIVISION</b>	Superintendent	<b>DEPARTMENT</b>	Communications
<b>OPENING DATE</b>	01/09/2024	<b>CLOSING DATE</b>	1/23/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

**Our ideal candidate**

You are an effective communicator, with advanced writing and verbal communications skills, and a willingness to learn new communications tools and strategies. You are highly organized and detail-oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, students, and the community.

**General description**

Under general supervision, this position coordinates and implements internal and external communication strategies for SBCEO and SBCEO provides support to the Director on administrative matters requiring knowledge of department policies and procedures, SBCEO rules and regulations, federal guidelines, and related codes and laws.

**Specific Duties and Responsibilities**

**Specific duties and responsibilities**

- Execute social media strategies, create and maintain web content, market events, update databases and media lists, track projects and media exposure, and select or create digital media.
- Draft, edit, proof, and distribute digital and print communications copy (e.g. press releases, radio commentaries, publications, social media posts, flyers, Superintendent’s columns) to represent SBCEO in the community.
- Research and summarize a variety of topics in order to make recommendations for management about media strategies, suggest topics for editorials, prepare for media interviews, and accomplish other communications goals.
- Gather, synthesize, and report data, including website and social media analytics, to evaluate the effectiveness of various communication strategies and recommend adjustments as needed.
- Coordinate and produce special events, including planning, logistics, marketing, and communications.
- Edit employee newsletter, including content creation and layout.
- Attend, photograph, and report on events and activities, as assigned.
- Advise and support departments to ensure that SBCEO’s communications standards, policies, and procedures are followed.

- Independently or with the Director, represent SBCEO at events; provide staff support at meetings and events by taking notes, registering guests, and other activities.
- Represent SBCEO to the media as authorized by the Director of Communications or the Superintendent.
- Serve as backup webmaster.
- Provide emergency communications support during natural disasters and other urgent situations affecting SBCEO or the community.
- Coordinate update of annual directory including data collection, publication distribution, and billing; provide updated information to key staff throughout the year; maintain lists of principals, superintendents, and school board members for website and directory purposes.
- Provide administrative support to Communications Department including creating requisitions, purchases, and budget reports and monitoring expenditures using SBCEO's enterprise financial system.
- Perform related duties as assigned.

## Requirements

**Education:** Possession of an associate's degree in communications, journalism, public relations, marketing, or related field is required. Possession of a bachelor's degree in a related field is preferred.

**Experience:** Three years of experience in communications, public relations, marketing, or social media management, preferably in the public, education, or nonprofit sectors.

### Knowledge of:

- Correct usage, grammar, spelling, punctuation, and vocabulary
- Effective social media practices and strategies, including Facebook, Twitter, YouTube, and other platforms
- Software applications used in the department
- Public relations practices, procedures, and terminology

### Skill in:

- Cultural competency with populations served by SBCEO

### Ability to:

- Draft a variety of written materials independently and from general oral instructions
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Plan, organize, coordinate, and prioritize work
- Learn to use an enterprise financial system
- Learn principles of budget administration
- Complete work despite frequent interruptions
- Meet schedules and timelines
- Work independently with little direction
- Research topics and succinctly summarize findings
- Quickly learn and navigate new technologies
- Organize and edit rough draft copy
- Take photos using a variety of devices, including camera, phone, and tablet
- Use mobile devices to update digital content
- Interact positively with peers, supervisors, the public, and other agencies
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism
- Operate a variety of office machines and software efficiently
- Ability to speak, read, and write Spanish fluently is preferred. Experience using a website content management system (CMS) and skills in photography and videography are desirable.

## Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

### **Working conditions**

This position 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 lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Work is performed in a typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

### **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**

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**Agency**

Santa Barbara County Education Office

**Phone**

8059644711

**Address**

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Santa Barbara, California, 93110

**Website**

<http://www.sbceo.org>



**Santa Barbara County Education Office  
Custodian**

<b>SALARY</b>	\$19.01 - \$24.13 Hourly \$3,307.00 - \$4,198.00 Monthly \$39,684.00 - \$50,376.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00061
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Internal Services
<b>OPENING DATE</b>	01/08/2024	<b>CLOSING DATE</b>	1/22/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	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.
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- 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**

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Santa Barbara, California, 93110

#### **Phone**

8059644711

#### **Website**

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### **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**

<b>SALARY</b>	\$19.89 - \$25.29 Hourly \$3,461.00 - \$4,401.00 Monthly \$41,532.00 - \$52,812.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00062
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Internal Services
<b>OPENING DATE</b>	01/11/2024	<b>CLOSING DATE</b>	1/24/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

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**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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## **Custodian/Delivery Driver Supplemental Questionnaire**

### **\*QUESTION 1**

**This position will serve as a back up driver for our full-time drivers. However, the majority of this assignment will consist of custodial duties. The schedule for this position has been set for M-F: 8:00am - 5:00pm.**

I understand and under these terms, I am interested in moving forward with my application.

\* Required Question



**Santa Barbara County Education Office  
Custodian/Maintenance Worker**

<b>SALARY</b>	\$20.79 - \$26.40 Hourly \$3,618.00 - \$4,593.00 Monthly \$43,416.00 - \$55,116.00 Annually	<b>LOCATION</b>	Santa Maria - Orcutt
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00064
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Internal Services
<b>OPENING DATE</b>	12/11/2023	<b>CLOSING DATE</b>	12/20/2023 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Maria		

**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 assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain 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, walls, and telephone handsets.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
- Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed.
- Perform semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
- Perform building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; assist in the maintenance of heating systems.
- Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.
- As directed, assist with preventative maintenance and minor repairs of county vehicles.
- Set up rooms for meetings and special events.

- Move materials, equipment, and furniture between various rooms and buildings; deliver mail and other documents as needed.
- Perform other job-related duties as assigned

## Requirements

**Education:** High school diploma or equivalent

**Experience:** Two years of experience in custodial and maintenance duties, preferably working in a school setting

**Knowledge of:**

- Principles and methods of custodial and semi-skilled maintenance.
- Proper use of tools and equipment used in custodial and building maintenance.
- Health and safety regulations.
- Oral and written communication skills.

**Ability to:**

- Clean buildings and related fixtures and equipment.
- Perform maintenance and repairs to assigned buildings, including general carpentry, plumbing, and painting.
- Understand and follow oral and written directions.
- Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
- Work independently with little direction.
- Establish and maintain effective working relationships 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:**

Work includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

## 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.*

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#### **Agency**

Santa Barbara County Education Office

#### **Address**

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

#### **Phone**

8059644711

#### **Website**

<http://www.sbceo.org>





**Santa Barbara County Education Office**  
**Manager, Alternative Payment Program**

<b>SALARY</b>	\$8,031.83 - \$9,785.92 Monthly \$96,382.00 - \$117,431.00 Annually	<b>LOCATION</b>	Santa Maria - Orcutt
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00068
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Early Care and Education
<b>OPENING DATE</b>	01/09/2024	<b>CLOSING DATE</b>	1/16/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Maria		

**General Description**

**This is a promotional opportunity, only available to current SBCEO employees.**

**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.

## 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
- 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.

### **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](#).*

### **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.*

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8059644711

**Website**

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## Manager, Alternative Payment Program Supplemental Questionnaire

**\*QUESTION 1**

This is a promotional only recruitment. Are you a current SBCEO employee?

- Yes  
 No

**\*QUESTION 2**

This role will develop, maintain, and revise APP policies and practices. Please share your efforts in policy development.

**\*QUESTION 3**

The Manager, Alternative Payment Program will ensure that the program is audit-ready and will represent the program during audits. Please share your experience with program or financial audits, what was your role?

**\*QUESTION 4**

This position will oversee the training and professional development of staff. Please share your related experience.

\* Required Question



**Santa Barbara County Education Office**  
**Vocational Assistant**

<b>SALARY</b>	\$19.89 - \$25.29 Hourly	<b>LOCATION</b>	North County
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	2023-00027
<b>DIVISION</b>	Special Education	<b>OPENING DATE</b>	12/20/2023
<b>CLOSING DATE</b>	Continuous	<b>SPECIFIC LOCATION</b>	Santa Maria

**General Description**

**Our ideal candidate**

You are a committed professional with a nurturing and patient demeanor who enjoys working with young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

**General description**

Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participates in staff development trainings and implement vocational programs for students. Assists with students transition from school to work by reinforcing life skills and serving as a job coach at the work site.

**Specific Duties and Responsibilities**

- Transports students to job sites and assists students in learning employment skills.
- Works with students to verify skill level and appropriate job match. Provides individual assistance for students by critiquing, advising, and training at the job site. Develop necessary accommodations for job site.
- Assists students in learning pre-employment skills such as grooming, hygiene, travel skills, transaction handling skills (money and common forms), and community awareness.
- Maintains up-to-date job lists consisting of employer information and job specifications including task analysis. Maintains, updates, and distributes job related data to teachers, employers, supervisors and parents.
- Refers students to suitable employment and volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs. Assists in the development of job training-related activities.
- Enters student employment and other data onto student information systems. Assists students by processing work permits.
- Compiles data for reports on referrals, job placement transactions, retention, and success rates. Assists with local labor market surveys that identify potential employment opportunities and rates of pay.
- Advocate/represent student at the worksite as well as other community locations and ensure equity for all students. Performs other duties as assigned that support the overall objective of the position

## Requirements

### Education and Experience

**Education:** The position typically requires a high school diploma.

**Experience:** Two years of experience in an employment, training, or special education area.

### Knowledge of:

- Employment procedures including those for reaching students with special needs and assuring equal employment opportunity.
- Publicly funded job and training programs, and the rules and regulations governing student employment.
- Features of payroll and employee benefit plans and using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data to computerized student files using established data entry screens.
- Sufficient math skills to compute sums, averages, products, and quotients.
- Sufficient human relation skills to convey private information, to give instructions and conduct interviews, and to facilitate discussions.
- Language, grammar, and writing skill to prepare documentation of work activities.

### Ability to:

- Carry out all aspects of the position such as interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement.
- Achieve harmony and cooperation in communications with others
- Prepare professional correspondence for routine communications.
- Learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Maintain up-to-date files and ensure security of private information

### 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 is performed indoors and in employment locations where minimal safety considerations exist.

## 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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### **Vocational Assistant Supplemental Questionnaire**

#### **\*QUESTION 1**

**This is a 30 hours per week position with a schedule of Monday - Friday, 8:30 a.m. to 3:00 p.m. with a 30 minute lunch and will require you to transport students occasionally.**

I understand and under these conditions, I am still interested in this position.

\* Required Question



**Dual Certification Eligibility List  
Accounting Technician, Senior**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible List Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	53097252	7/2/24	Eligible	Full-Time	1.00	40 hours/week
2	13416383	5/1/24	Eligible	Full-Time	1.00	40 hours/week
2	44833889	5/1/24	Eligible	Full-Time	1.00	40 hours/week
3	19835301	5/1/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 10

Number of applicants passed screening: 6

Number of performance/written exam attendees: 4

Number of oral exam attendees: N/A





**Dual Certification Eligibility List  
Custodian**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible List Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	30380327	6/19/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 5  
Number of applicants passed screening: 3  
Number of performance/written exam attendees: 1  
Number of oral exam attendees: N/A



**Dual Certification Eligibility List  
Custodian/Maintenance Worker**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible List Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	56172091	7/16/24	Eligible	Full-Time	1.00	40 hours/week
1	56136882	7/16/24	Eligible	Full-Time	1.00	40 hours/week
1	42170861	7/16/24	Eligible	Full-Time	1.00	40 hours/week
2	48310221	7/16/24	Eligible	Full-Time	1.00	40 hours/week
3	11214692	7/16/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 8

Number of applicants passed screening: 5

Number of performance/written exam attendees: 5

Number of oral exam attendees: N/A



Dual Certification Eligibility List  
Educational Data Analyst

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	46138453	6/19/24	Eligible	Full-Time	1.00	40 hours/week
2	25210742	6/19/24	Eligible	Full-Time	1.00	40 hours/week
3	55793528	6/19/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 40

Number of applicants passed screening: 5

Number of performance/written exam attendees: 3

Number of oral exam attendees: 3



**Promotional Eligibility List  
Manager, Alternative Payment Program**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible List Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	17931888	1/18/25	Eligible	Full-Time	1.00	40 hours/week
2	54730939	1/18/25	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 3

Number of applicants passed screening: 2

Number of performance/written exam attendees: N/A

Number of oral exam attendees: N/A



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

<b>Rank</b>	<b>Person ID</b>	<b>Eligibility Expiration Date</b>	<b>Status</b>
1	55539940	5/15/24	Eligible
2	54324596	6/21/24	Eligible
3	44542743	1/25/24	Eligible
4	53947207	1/25/24	Eligible
5	16207158	2/2/24	Eligible
6	23052610	7/13/24	Eligible
7	42386917	2/11/24	Eligible



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

<b>Rank</b>	<b>Person ID</b>	<b>Eligibility List Expiration Date</b>	<b>Status</b>
1	54701827	3/5/24	Declined Offer
2	56057036	6/21/24	Declined Interview



**Open Continuous Eligibility List  
Senior Software Engineer**

<b>Rank</b>	<b>Full Name</b>	<b>Eligibility List Expiration Date</b>	<b>Status</b>
1	55267802	4/18/24	Declined
2	55944087	7/13/24	Eligible



## Personnel Commission

### JOB DESCRIPTION

#### MANAGER, COMMUNICATIONS - DRAFT

**Reports to:** Director, Communications

**Division:** Superintendent's Office

#### Our ideal candidate

You are an exceptional communicator who is adept at telling an organization's story, orally as well as in writing and images. You demonstrate initiative in mastering new communication tools and strategies. You are versatile, able to work independently and also lead teams in developing and executing plans and projects. You have a passion for the education field and are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, students, and the community.

#### General description

Under administrative direction, translate organizational objectives into broad terms of public understanding; develop and implement internal and external communication strategies across the organization; provide day-to-day oversight of departmental operations and initiatives; provide functional supervision, guidance, and support to other members of the Communications team; maintain productive relationships with the media and external groups; and ensure that SBCEO has a robust presence across various media channels and platforms.

#### Specific duties and responsibilities

- Develop strategic and segmented communications strategies for the purpose of ensuring services are provided within established and fulfilling all related requirements.
- Support the Director, Communications in achieving department and organizational communications goals with the purpose of inspiring public and community engagement, and awareness of SBCEO impacts and outcomes.
- Coordinate and collaborate with SBCEO divisions and departments to achieve stated goals, including identifying opportunities for improved systems and best practices (e.g. technology integrations, project management, and branding).
- Draft time-sensitive communication materials such as talking points, remarks and speeches, editorials, and media statements for use by Superintendent and other SBCEO leaders in representing the organization; draft and oversee production of other communication materials, including website content, press releases, brochures, surveys, and forms.
- Independently or by leading a team, develop a wide variety of sophisticated materials, e.g. crisis plans, communications plans, annual impact reports, and newsletters.
- Oversee the development and maintenance of communications resources such as media toolkits and branding guides.
- Respond to requests for public records in accordance with state law.
- Design and execute engaging social media strategie and marketing and promotional campaigns for SBCEO events and initiatives; review analytics to determine effectiveness of campaigns and adjust strategy as needed, manage project budgets as applicable.
- Oversee development of a wide range of digital and print communications copy (e.g. radio commentaries, video scripts, multimedia presentations, social media posts, flyers, and articles) that represents SBCEO in the community.



**MANAGER, COMMUNICATIONS - DRAFT**

- Engage in ongoing professional development such as attending workshops, trainings, seminars, and conferences and participating in professional associations to maintain knowledge of industry best practices, trends, and innovations.
- As assigned during emergency or disaster situations, provide prompt and accurate information to SBCEO, district staff, and the public.
- May respond on behalf of the organization to members of the public who contact SBCEO to express concerns about sensitive or controversial topics.
- May perform supervisory duties, including: interviewing and selecting staff; planning, assigning, and reviewing the work of assigned staff; providing coaching, training, and professional development; establishing performance standards and evaluating performance; and taking disciplinary action as needed.

**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 journalism, communications, marketing, education, English, or other related field.

**Experience:** Two years of experience coordinating and implementing communications campaigns and strategies, preferably in the public, education, or nonprofit sectors.

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

**Knowledge of:**

- Public relations practices, procedures, and terminology
- Principles and practices of non-profit marketing
- Effective social media practices and strategies for a professional setting, including Facebook, Instagram, X, YouTube, and other platforms
- Principles and standards of web design
- Principles and practices of project management and supervision
- Principles of budget management
- Graphic design
- Website design and maintenance, site development and management, and website analytics
- Correct English usage, grammar, spelling, punctuation, and vocabulary

**Ability to:**

- Learn County Education Office organization, operations, policies and objectives
- Plan, organize, coordinate, and prioritize work of self and others
- Lead and work effectively with teams to accomplish goals and consistently meet timelines
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change

## MANAGER, COMMUNICATIONS - DRAFT

- Complete work despite frequent interruptions
- Work independently
- Quickly learn and navigate new technologies
- Draft a variety of written materials independently and from general oral instructions
- Organize and edit rough draft copy
- Take photos using a variety of devices, including camera, phone, and tablet
- Use mobile devices to update digital content
- Represent SBCEO positively to the media, the public, and other agencies
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism
- Operate a computer and other office equipment and related software programs, including a content management system

Ability to speak, read, and write Spanish fluently and skills in photography and videography are desirable.

### Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

### Working conditions

Positions in this classification are considered generally sedentary. Most work is performed at a desk and usually involves extensive use of computers, telephones, and other office equipment. Noise levels are typically low to moderate, and interruptions may be frequent. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this classification. The work of this classification involves the use of the senses, including vision (and color vision) and hearing. This classification is not typically exposed to significant safety hazards.

Work is performed in a typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

### Management salary range 14

*Approved by the Personnel Commission:* January 25, 2024  
(pending approval)

- 4400 The Merit System
- 4410 Definitions and Preliminary Statements
- 4411 Definitions

The following terms when used in these rules shall have the meaning indicated below unless the context or prevailing law clearly indicates otherwise.

**Abandonment of Position**

Non-performance of duties and non-appearance by the employee at the worksite without excuse.

**Act or the Act**

The Act shall mean those sections of the Education Code of the State of California applying to the Merit System for classified employees in certain school districts or County Offices of Education that have adopted the Merit System. It shall include all of the provisions of Title 2, Division 3, Part 25, Chapter 5, Article 6, (commencing with Section 45240 of the Education Code) as well as the Education Code provisions of Title 2, Division 3, Part 25, Chapter 1 and Chapter 5, Articles 1 to 4.

**Allocation**

The placement of a class at a particular range on the classified or management salary schedules.

**Anniversary Date**

The first day of the pay period following successful completion of the probationary period. That month and day (for example, March 1) become the date each year on which eligible employees advance to the next higher step in the salary range for their classification.

**Appeal**

A request for review by an employee or a recognized employee organization, to have complaints, protests, or points of disagreement heard after which a former decision may or may not be upheld by a hearing officer, the commission, or the superintendent/governing board.

**Applicant**

A person who has submitted a Santa Barbara County Education Office application to participate or compete in the Office's recruitment process.

**Appointing Authority or Power**

The County Superintendent of Schools or his/her designee, or the Personnel Commission when referring to Commission employees and positions.

**Appointment**

The official act by the appointing authority of offering employment to a person and the acceptance thereof.

**Assignment**

Placement of an appointee in a position. It also refers to the position to which the employee is placed.

**Bargaining Unit Member**

An employee whose position or class falls within a specified group that is represented in the collective bargaining process by an exclusive representative. Identification of such positions is established by the provision of the Educational Employment Relations Act, Government Code 3540, et seq.

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	March 23, 2023	

**Bumping or Displacement Rights**

The right of a permanent employee, under certain conditions, to displace another employee with less seniority in a class.

**Candidate**

A person who participates or competes in one or more portions of the Office’s recruitment process.

**Cause**

Those specific activities, behaviors, or events that are listed within these Rules as being subject to disciplinary action.

**Certificated Service**

Those persons filling positions that require by law the possession of a certificate issued by the California Commission on Teacher Credentialing.

**Certification**

The Personnel Director’s submission of names of eligibles from an appropriate list to the appointing authority or to the authorized program/department head to make selections.

**Class**

(Also referred to as Classification) A group of positions sufficiently alike in respect to their duties and responsibilities to justify common treatment in selection, compensation and other employment processes and sufficiently different from positions of other classes to justify different treatment in one or more of these respects. While defined as a group of positions, class may sometimes consist of but one position where no others of the same kind exist in the service.

**Classify or Classification**

The action of the Personnel Commission approving a position into a Class.

**Classified Service**

All positions in the Santa Barbara County Education Office’s service to which the Act applies and which are not exempt according to the Act.

**Class Description**

See Job Description.

**Commission**

See Personnel Commission.

**Complaint**

A statement concerning violations or alleged violations of the Personnel Commission Rules. This term does not apply to appeals from disciplinary actions, requests for classification study or salary review.

**Continuous Examination**

A method of recruiting applicants in which the last day for filing applications is not specified and examinations are conducted as needed based on the service required.

**County Education Office**

The Santa Barbara County Education Offices located in Santa Barbara and Santa Maria; may also be referred to as Office.

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**C.S.E.A**

California School Employees Association. Chapter #817 is the exclusive representative for employees in certain designated classifications as approved by P.E.R.B.

**Day**

A day in which the County Education Offices are open as reflected in the central office calendar.

**Demotion**

A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower range on the salary schedules.

**Differential or Differential Pay**

A salary allowance in addition to the basic salary rate or schedule, based upon additional skills, responsibilities, qualifications, or specifically scheduled working hours.

**Director**

The Director, Human Resources. The Director, Human Resources is appointed by the Personnel Commission to act as its designated representative in administering and monitoring the application of the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission.

**Discharge or Dismissal**

Involuntary separation from the classified service for cause.

**Dual Certification**

Certification, in specified cases, from an open eligibility list and a promotional eligibility list, in accordance with the examination scores attained by the candidates.

**Eligible**

A person whose name appears on an eligibility list and who is legally qualified to be appointed.

**Eligibility List**

A rank ordered list of the names of persons who have qualified for possible employment in a competitive examination process.

**Emergency Appointment**

An appointment for a period not to exceed 15 working days to prevent stoppage of public business when persons on eligibility lists are not immediately available (Education Code Section 45290).

**Employee**

A person who is legally an incumbent of a position or one who is on authorized leave of absence.

**Employment List**

A list of names from which certification(s) may be made. Includes eligibility lists, reemployment lists, and lists of persons who wish to transfer, demote, be reinstated after resignation, be reemployed after layoff, or be restored after voluntary demotion or reduction to limited-term status.

**Employment Status**

The condition of an employee’s present appointment indicating the degree of permanency with the Santa Barbara County Education Office.

**Examination**

The process of evaluating the fitness and qualifications of applicants.

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**Exempt Classified**

Refers to those positions and employees exempt from the regular classified service as provided in the law. May also refer to types of classes or positions exempt from overtime provisions, e.g. supervisory, administrative, or executive (Education Code 45130).

**Fiscal Year**

July 1st of one calendar year through June 30th of the following calendar year.

**Governing Board**

The Santa Barbara County Board of Education.

**Hearing**

A formal review of evidence, in the presence of the parties involved, in connection with a disciplinary action affecting an employee and concerning an appeal that the employee, employee representative, or a bargaining unit representative has filed.

**Hearing Officer**

A qualified person appointed to hear and make recommendations on appeals of disciplinary actions.

**Hire Date**

Date of original or most recent employment with the Office.

**Incumbent**

An employee assigned to a particular position within a class.

**Industrial Accident or Illness Leave**

Absence because of injury or illness that arose out of and in the course of employment.

**Job Analysis**

A personnel job evaluation technique by which an analyst or designated party uses various combinations of resources not limited to job audit questionnaires, personal interviews, work site observations, and conversations, to collect data on the duties, tasks, and responsibilities of a position.

**Job Description**

(Also referred to as Class Description or Class Specification) A written description, approved by the Personnel Commission, containing a general description, specific duties and responsibilities, working conditions, and the qualification requirements for employment in a classification.

**Job Interest Card**

A documented record stating interest by an individual in a certain Classification. These documents are kept on file in the Human Resources Department and used to notify interested individuals of vacancies.

**Job Series**

A number of classes closely related in duties and responsibilities and arranged in hierarchical order to indicate occupational levels.

**Layoff**

Separation from a regular position because of lack of work and/or lack of funds. A layoff includes any reduction in hours or workdays of employment, or voluntary demotion in order to avoid interruption of employment.

**Leave of Absence**

An approved absence from duty, with or without pay, for a specified and approved period of time.

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[\(pending approval\)](#)

**Limited Term (Also Short-Term)**

A term used in the Education Code to designate employment for periods not to exceed six months or employment of a temporary employee during the authorized absence of a permanent employee. Limited term employees are exempt from the classified service (Education Code 45286).

**Limited Term Employee (Also Short-Term Employee)**

An employee who is serving as a substitute for an absent employee or in a position established for a period of six months or less.

**Longevity Increment**

An amount added to the base salary for employees who have completed a specified number of years of service with the Santa Barbara County Education Office.

**Management Employee**

An employee in a classification designated as management under the provisions and stipulations of Government Code 3540.1 and by the nature of the assigned duties.

**Management Salary Schedule**

The salary schedule for classified management employees, who are excluded from the provisions of the collective bargaining law.

**Merging**

The act of combining two or more eligibility lists, which were established not more than one year apart, in the rank order of the scores of the eligibles.

**Merit System**

A personnel system in which merit and fitness determines an individual’s selection, progress, and retention in the classified service.

**Open Competitive Examination**

Employment examination in which all persons meeting the minimum qualifications for employment may compete.

**Overtime**

Hours worked by overtime-eligible employees in any of the following circumstances: in excess of eight hours in a workday; in excess of 40 hours in a workweek; on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more; on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours; or on a holiday, as defined in these Rules.

**P.E.R.B**

Public Employment Relations Board.

**P.E.R.S**

Public Employee Retirement System in California, or CalPERS.

**Performance Evaluation**

A formal written document of the quantity and quality of the work performed by a person employed in the County Education Office’s classified service.

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**Permanent Employee**

In reference to the Santa Barbara County Education Office employment status, an employee who has been hired and completed an initial probationary period of 130 days of paid status in a permanent position in a classification of the classified service; one year for positions designated as management. In reference to employment status in a specific class, an employee who has completed a probationary period for that class, or who entered the class by transfer, demotion, reinstatement, or reemployment without the requirement serving a probationary period.

**Permanent Position**

A position established for a continuing or indefinite period of time in excess of six months.

**Personnel Commission**

A three-member commission established pursuant to the requirements of the Merit System Act to administer the Merit System in the Office.

**Personnel Commission Rules**

Rules found herein that include procedures to be followed as they pertain to the classified service regarding all matters within the jurisdiction of the Personnel Commission in order to carry out the provisions and purposes of the Merit System (commencing with Education Code Section 45240).

**Personnel Commission Staff**

Those persons appointed by the Director, Human Resources, and the Personnel Commission to carry out the day-to-day operations of the Personnel Commission.

**Personnel Director**

The Director, Human Resources fulfills the duties and responsibilities ascribed to the personnel director in the Act. See Act. See Director.

**Position**

A job identified as part of an approved Classification that includes a combination of duties and responsibilities assigned by the appointing authority requiring the full-time or part-time employment of one person on a permanent or limited-term basis.

**Position Classification**

The process of categorizing jobs by occupational group, series, class, and salary level, according to similarities and differences in duties, responsibilities and qualification requirements.

**Probationary Employee**

An employee serving the probationary period of 130 days in paid status in a permanent position following appointment from an eligibility list established by the Personnel Commission.

**Probationary Period**

The trial period, as established by the Personnel Commission pursuant to Education Code Section 45301, immediately following an original or promotional appointment to a permanent position from an eligibility list. The probationary period is 130 days of paid regular classified service or one year for positions designated as management.

**Professional Expert**

A person employed by the County Education Office in a professional capacity for a specific limited-term project. Such persons are excluded from the classified service.

**Professional Growth Award**

An amount of money added to the base salary based on approved and documented professional growth activities related to the employee’s job classification and overall employment growth in the Office.

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**Promotion**

A change in the assignment of an employee from a position in one class to a position in another class at a higher maximum salary range.

**Promotional Examination**

An examination for a higher classification that is limited to qualified permanent employees of the Office.

**Promotional List**

An eligibility list resulting from a promotional examination limited to qualified permanent employees of the Office.

**Provisional Appointment**

A temporary appointment made in the absence of an appropriate eligibility list, not to exceed 90 workdays except in specified circumstances (Education Code Sections 45287, 45288 and 45289).

**Provisional Employee**

A person employed under a provisional appointment.

**Public Notice**

Announcements of examinations, meetings, hearings, and other actions of the Personnel Commission or Human Resources Department on bulletin boards and through other appropriate channels of distribution.

**Reallocation**

~~Movement~~ The assignment of a classification from one ~~salary schedule or salary rate range~~ to another ~~salary schedule or salary rate range, not connected with a reclassification.~~

**Reassignment**

Involuntary change of an employee’s work location and/or program or department, initiated by the County Education Office. Reassignments may not result in changes to the employee’s salary range, full time equivalency (FTE), anniversary date, or leave balances.

**Reclassification**

The assignment of a position, whether filled or vacant, from one classification to another, ~~because of a significant change in duties or responsibilities. An incumbent may be reclassified along with a position whether new or existing, or the approval by the Personnel Commission of a new or updated classification because of significant change in class title, minimum qualifications, duties, or responsibilities. Reclassification may occur only through a gradual accretion or growth of duties.~~ Reclassification may or may not ~~be~~ result in a change in salary ~~rate range and assignment.~~

**Reemployment**

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

**Reemployment List**

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

**Regular Appointment**

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

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**Regular Employee**

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

**Regular Status**

Probationary or permanent status with the Office.

**Reinstatement**

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

**Related Class**

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

**Resignation**

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

**Restoration**

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

**Rule of Three**

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

**Salary Range**

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

**Salary Rate**

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

**Salary Schedule**

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

**Salary Step**

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

**Senior Management**

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

**Seniority**

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

**Separation**

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

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**Series**

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

**Status**

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

**Step Advancement**

Movement to the next higher step in the salary range for the employee’s classification (see also Anniversary Date).

**Substitute Employee**

An employee occupying a permanent position during the absence of the incumbent or when the position is vacant. Substitute employees are exempt from the classified service.

**Suspension**

An enforced absence of an employee with or without pay pending the outcome of an investigation of allegations that have been filed against an employee that may lead to disciplinary action.

**Teleconference**

A meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

**Temporary**

Employment on a basis other than permanent or probationary. For example, in limited-term or provisional status. Temporary employees are exempt from the classified service.

**Transfer**

Voluntary change of work location and/or program or department to another position in the employee’s classification, initiated by the employee.

**Voluntary Demotion**

A demotion requested by an employee in order to retain employment when layoff from the employee’s positions is imminent or for other reasons, where the action is voluntary on the part of the employee.

**Waiver**

The voluntary relinquishment by an eligible of a right to be considered for appointment from an eligibility list to a certified eligibility list with one or more position locations, or for a specified period of time not to exceed the duration of the eligibility list.

**Y-Rating**

Retention of an employee’s salary range and step when reclassification or reallocation results in the maximum step of the new salary range being lower than the employee’s current step. The retention of the higher salary range and step may occur until such time as there is a step(s) in the salary range to which the employee’s classification is assigned that is equal to or higher than the employee’s retained range and step. During the period that an employee’s salary placement is Y-rated, the employee is ineligible for annual salary step increases and salary schedule increases. Y-rating is not the same as placement of an employee at step Y in a range on the classified salary schedule.

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Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4434 Reallocation

**4434.1 Reallocation**

- A. In the event that position duties are suddenly changed due to reorganization or the assignment of completely new duties and responsibilities, the procedures set forth in the Commission rules shall be followed regarding classifying the position, the qualification process, and/or reallocating the position.
- B. If the County Superintendent or designee submits in writing that the duties of a position have changed due to reorganization or assignment of new duties and responsibilities, the Director shall conduct or have conducted by a qualified specialist a study of allocation and recommend to the Commission reallocation of the position as appropriate.
- C. When a position is reallocated to a higher class, an incumbent who has a continuous employment record of two or more years in one or more of the positions being reallocated may be reallocated with his/her position.

Incumbents with less than two years of service may be required to take a qualifying examination or provide other evidence of qualification.

- D. An employee whose salary for a classification is reallocated upward (salary adjustment within class) shall be placed on that step of the adjusted salary range that will provide a pay increase of not less than five percent, except when the maximum rate of the higher salary range is less than five percent. Transactions resulting in the reallocation of an employee or an adjustment of salary within class shall not affect an employee's anniversary date.
- E. When a position or group of positions is reallocated to a position with an equal or lower wage or salary range, the impact on the incumbent shall be considered a layoff for a lack of work and reemployment rights shall be provided in accordance with the law and Personnel Commission rule 4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds.

Reference:

Education Code Sections 45256, 45285 and 45285.5

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September 24, 1992  
October 27, 2005  
July 24, 2014

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALRY SCHEDULES

**4491.4 Salary Placement When Promoted or Reclassified**

- A. An employee who is promoted or reclassified to a class allocated to higher salary range shall be placed on the step of the new salary range for that class that is at least five percent above the rate of pay the employee received in the previous class but not more than the highest step on the new salary range.
- B. Promoted employees shall serve a new probationary period for the class to which promoted. Further salary advancements shall be in accordance with Rule No. 4491.2

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976  
Date(s) Revised: March 31, 1994  
October 26, 2017

**AGENDA ITEM 12c - proposed revision  
(changes tracked)**

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

**4491.4 Salary Placement When Promoted or Reclassified**

- A. An employee who is promoted or reclassified to a classification allocated to a higher salary range shall be placed on the step of the new salary range for ~~that the new classification~~ that is at least five percent above the ~~rate of paystep at which~~ the employee ~~received was placed~~ in the previous classification but not more than the highest step on the new salary range. If a five percent increase falls between two steps of the new salary range, the employee shall be placed at the higher of the two steps. An employee who is reclassified to a classification allocated to a higher salary range shall retain their anniversary date for purposes of step advancement.
- ~~B. Promoted employees shall serve a new probationary period for the classification to which promoted. Further salary advancements shall be in accordance with Rule No. 4491.2.~~
- ~~B. The step placement for an employee who is reclassified to a classification allocated to a lower salary range shall be as follows:~~
- ~~1. If the employee's current step placement falls between two steps of the lower salary range, the employee shall be placed at the higher of the two steps.~~
  - ~~2. If the employee's current step placement is above the maximum step of the lower salary range, the employee's salary placement shall be Y-rated. That is, the employee may retain the higher salary range and step until such time as there is a step(s) in the lower salary range that is equal to or higher than the employee's retained range and step, at which time the employee shall be placed at the step in the lower salary range that is equal to or immediately above their retained range and step. During the time that the employee's salary is Y-rated, the employee loses their eligibility for annual salary step increases and salary schedule increases.~~

The employee shall retain their anniversary date for purposes of step advancement.

Reference:

Education Code Sections 45260-45261

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PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

**4491.4 Salary Placement When Promoted or Reclassified**

- A. An employee who is promoted or reclassified to a classification allocated to a higher salary range shall be placed on the step of the salary range for the new classification that is at least five percent above the step at which the employee was placed in the previous classification but not more than the highest step on the new salary range. If a five percent increase falls between two steps of the new salary range, the employee shall be placed at the higher of the two steps. An employee who is reclassified to a classification allocated to a higher salary range shall retain their anniversary date for purposes of step advancement.
- B. The step placement for an employee who is reclassified to a classification allocated to a lower salary range shall be as follows:
1. If the employee's current step placement falls between two steps of the lower salary range, the employee shall be placed at the higher of the two steps.
  2. If the employee's current step placement is above the maximum step of the lower salary range, the employee's salary placement shall be Y-rated. That is, the employee may retain the higher salary range and step until such time as there is a step(s) in the lower salary range that is equal to or higher than the employee's retained range and step, at which time the employee shall be placed at the step in the lower salary range that is equal to or immediately above their retained range and step. During the time that the employee's salary is Y-rated, the employee loses their eligibility for annual salary step increases and salary schedule increases.

The employee shall retain their anniversary date for purposes of step advancement.

Reference:

Education Code Sections 45260-45261

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PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4491 APPLICATION OF SALARY SCHEDULES
- 4491.8 Salary Placement When Demoted**

- A. An employee who is granted a voluntary demotion, or selects a voluntary demotion in lieu of layoff, or is involuntarily demoted shall be placed on a step in the lower salary range which is closest to the rate he/she earned in the higher class. However, an alternative salary step placement may be approved by the County Superintendent or designee as recommended by the program manager prior to the effective date of the demotion. The demoted employee shall retain the anniversary date established in the higher class.
- B. An employee who is demoted to his/her former class during the probationary period shall be placed on the step on the former range and retain the former anniversary date he/she held prior to promotion.
- C. An employee who accepts a voluntary demotion as the result of his/her position being reclassified downward shall retain his/her rate of pay and anniversary date for purposes of step advancement or, if the employee's pay rate is between two steps of the lower salary range, shall be placed in the step of the lower range closest to his/her rate of pay.
- D. In the case of a reclassification downward, if the maximum step of the lower salary range is lower than the employee's rate of pay, the employee's rate of pay shall be identified as the "Y" step and the employee shall remain in the "Y" step until such time as his/her job class is equal to or higher than the "Y" step, at which time the employee shall be placed in the maximum step.

Reference:  
Education Code Sections 45260-45261

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**AGENDA ITEM 12d - proposed revision  
(changes tracked)**

PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4491 APPLICATION OF SALARY SCHEDULES
- 4491.8 Salary Placement When Demoted**

- A. An employee who is granted a voluntary demotion, ~~or~~ selects a ~~voluntary~~ demotion in lieu of layoff, or is involuntarily demoted shall be placed on a step in the lower salary range which is closest to (and not above) the rate-step he/she at which the employee earned—was placed in the higher classification. ~~However, an alternative salary step placement may be approved by the County Superintendent or designee as recommended by the program manager prior to the effective date of the demotion.~~ The demoted employee shall retain the anniversary date established in the higher classification.
- ~~B.~~ An employee who competes for and accepts a position in a classification at a lower salary range shall be placed on a step in the lower salary range which is closest to the rate the employee earned in the higher classification. If the employee's current step placement falls between two steps of the lower salary range, the employee shall be placed at the higher of the two steps. The employee's new anniversary date shall be determined in accordance with Rule No. 4491.2, Step Advancement.
- ~~B.C.~~ An employee who is released from a promotional probationary period for a higher classification and is then assigned to a position in the previous classification in which the employee had achieved permanency demoted to his/her former class during the probationary period shall be placed on at the step on-of the former salary range at which the employee was placed prior to the promotion, including any change(s) in step or range applicable to the classification to which the employee is returning and/or for which the employee is eligible. The employee and shall retain the former anniversary date he/she held prior to promotion.
- ~~C.~~ An employee who accepts a voluntary demotion as the result of his/her position being reclassified downward shall retain his/her rate of pay and anniversary date for purposes of step advancement or, if the employee's pay rate is between two steps of the lower salary range, shall be placed in the step of the lower range closest to his/her rate of pay.
- ~~D.~~ In the case of a reclassification downward, if the maximum step of the lower salary range is lower than the employee's rate of pay, the employee's rate of pay shall be identified as the "Y" step and the employee shall remain in the "Y" step until such time as is his/her job class is equal to or higher than the "Y" step, at which time the employee shall be placed in the maximum step.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

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October 26, 2017

February 22, 2024 (pending approval)

**AGENDA ITEM 12d - proposed revision  
(changes saved)**

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

**4491.8 Salary Placement When Demoted**

- A. An employee who is granted a voluntary demotion, selects a demotion in lieu of layoff, or is involuntarily demoted shall be placed on a step in the lower salary range which is closest to (and not above) the step at which the employee was placed in the higher classification. The demoted employee shall retain the anniversary date established in the higher classification.
- B. An employee who competes for and accepts a position in a classification at a lower salary range shall be placed on a step in the lower salary range which is closest to the rate the employee earned in the higher classification. If the employee's current step placement falls between two steps of the lower salary range, the employee shall be placed at the higher of the two steps. The employee's new anniversary date shall be determined in accordance with Rule No. 4491.2, Step Advancement.
- C. An employee who is released from a promotional probationary period for a higher classification and is then assigned to a position in the previous classification in which the employee had achieved permanency shall be placed at the step of the salary range at which the employee was placed prior to the promotion, including any change(s) in step or range applicable to the classification to which the employee is returning and/or for which the employee is eligible. The employee shall retain the anniversary date held prior to promotion.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

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PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4491 APPLICATION OF SALARY SCHEDULES
- 4491.10 Salary Reallocation and Adjustments**

- A. An employee in a job class which is reallocated or adjusted to a different salary range as a result of a salary schedule adjustment shall retain his/her same salary step status in the newly authorized salary range and shall retain the same anniversary date for purposes of step advancement.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976  
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## AGENDA ITEM 12e - proposed revision (changes tracked)

PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4491 APPLICATION OF SALARY SCHEDULES
- 4491.10 Salary Placement When Reallocated and Adjustments**

- A. An employee in a job class which is reallocated or adjusted to a different salary range as a result of a salary schedule adjustment shall retain his/her same salary step status in the newly authorized salary range and shall retain the same anniversary date for purposes of step advancement. An employee in a job classification that is reallocated to a higher salary range shall be placed on the step of the new salary range for that classification that is at least five percent above the rate of pay the employee received prior to the reallocation, but not more than the highest step on the new salary range. If a five percent increase falls between two steps of the new salary range, the employee shall be placed at the higher of the two steps.
- B. If an employee's classification is reallocated to a lower salary range, the employee's salary step placement shall be as follows:
  - 1. If the employee's current step placement is between two steps of the lower salary range, the employee shall be placed at the higher of the two steps.
  - 2. If the employee's current step placement is above the maximum step of the lower salary range, the employee's salary placement shall be Y-rated. That is, the employee may retain the higher salary range and step until such time as there is a step(s) in the lower salary range that is equal to or higher than the employee's retained range and step, at which time the employee shall be placed at the step in the lower salary range that is equal to or immediately above their retained range and step. During the time that the employee's salary is Y-rated, the employee loses their eligibility for annual salary step increases and salary schedule increases.
- C. An employee affected by salary reallocation shall retain the same anniversary date for purposes of step advancement.

Reference:

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## AGENDA ITEM 12e - proposed revision (changes saved)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

### **4491.10 Salary Placement When Reallocated**

- A. An employee in a job classification that is reallocated to a higher salary range shall be placed on the step of the new salary range for that classification that is at least five percent above the rate of pay the employee received prior to the reallocation, but not more than the highest step on the new salary range. If a five percent increase falls between two steps of the new salary range, the employee shall be placed at the higher of the two steps.
- B. If an employee's classification is reallocated to a lower salary range, the employee's salary step placement shall be as follows:
  - 1. If the employee's current step placement is between two steps of the lower salary range, the employee shall be placed at the higher of the two steps.
  - 2. If the employee's current step placement is above the maximum step of the lower salary range, the employee's salary placement shall be Y-rated. That is, the employee may retain the higher salary range and step until such time as there is a step(s) in the lower salary range that is equal to or higher than the employee's retained range and step, at which time the employee shall be placed at the step in the lower salary range that is equal to or immediately above their retained range and step. During the time that the employee's salary is Y-rated, the employee loses their eligibility for annual salary step increases and salary schedule increases.
- C. An employee affected by salary reallocation shall retain the same anniversary date for purposes of step advancement.

#### Reference:

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