



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
February 22, 2024 – 12:30 p.m.

AGENDA

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

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

GENERAL FUNCTIONS

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

7. Approval of Minutes of Regular Meeting Held January 25, 2024
(Attachment)

MOVED: SECONDED: VOTE:

8. Communications — None

9. Informational Items

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

REGULAR BUSINESS

10. Informational Items

- a. List of New Positions**
(Attachment)
- b. Classified Personnel Report dated March 14, 2024**
(Attachment)
- c. Position Announcements**
(Attachments)
 - i. Alternative Payment Program Supervisor (Promotional – Santa Barbara and Santa Maria)
 - ii. Clerical Assistant (Dual – Santa Maria)
 - iii. Manager, Communications (Open Continuous – Santa Barbara)
 - iv. Office Assistant (Dual – Santa Maria)

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

- i. Accounting Assistant (Dual – Santa Barbara)
- ii. Administrative Assistant (Dual – Santa Barbara)
- iii. Custodian (Dual – Santa Barbara)
- iv. Custodian/Delivery Driver (Dual – Santa Barbara)
- v. Paraeducator (Open Continuous – North)
- vi. Paraeducator (Open Continuous – South)

MOVED:

SECONDED:

VOTE:

b. Classification of Positions — None**c. Job Descriptions — None****d. Abolition of Classification**
(Attachment)

The Director, Human Resources recommends the abolition of the classification of Webmaster. There are currently no positions allocated in this classification. The evolution of website content management systems has eliminated the need for a dedicated classification of Webmaster. This recommendation has the support of the Director, Communications.

MOVED:

SECONDED:

VOTE:

UNFINISHED BUSINESS

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

- a. 4411 Definitions. Proposed revisions to the definitions of:
 - Reallocation
 - Reclassification
 - Y-rating (proposed new definition)
- b. 4434.1 Reallocation
- c. 4491.4 Salary Placement When Promoted or Reclassified
- d. 4491.8 Salary Placement When Demoted
- e. 4491.10 Salary Reallocation and Adjustments

MOVED:

SECONDED:

VOTE:

NEW BUSINESS

13. Personnel Commission Budget (Attachment)

The Director, Human Resources will present a statement of expenditures through January 31, 2024. This is an information item.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

15. DIRECTOR, HUMAN RESOURCES REPORT

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, March 28, 2024, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.