



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
January 25, 2024 – 12:30 p.m.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Gary Pickavet called the meeting to order at 12:30 p.m.

**2. Roll Call**

Members present:

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

**3. Pledge of Allegiance**

Mike Ostini led the Pledge of Allegiance.

**4. Changes to the Agenda**

The Director, Human Resources noted that she had corrections to agenda items 11a(v) and 11b, which she would explain when those items came up.

**5. Introduction of Staff and Guests**

Staff present:

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

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held December 14, 2023**

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

**8. Communications — None**

**9. Informational Items****a. Media Releases/Editorials**

The Director, Human Resources summarized a media release announcing the appointment of Vedamarie Ruiz Alvarez Flores to fill the Trustee Area 7 seat on the County Board of Education left vacant by the passing of Trustee Maggi Daane. Ms. Alvarez Flores will attend her first Board meeting as a member on February 8.

**b. Legislative Update**

No update this month.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated February 8, 2024****c. Position Announcements**

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

**11. Action Items****a. Ratification of Eligibility Lists**

- i. Accounting Technician, Senior (Dual – Santa Barbara)
- ii. Custodian (Dual – Santa Barbara)
- iii. Custodian/Maintenance Worker (Dual – Santa Maria)
- iv. Educational Data Analyst (Dual – Santa Barbara)
- v. Manager, Alternative Payment Program (Dual – Santa Maria)

*The Director noted a correction to the rankings on this eligible list.*

- vi. Paraeducator (Open Continuous – North)
- vii. Paraeducator (Open Continuous – South)
- viii. Senior Software Engineer (Open Continuous – Santa Barbara)

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

**b. Classification of Position**

The Director, Human Resources recommended establishing the new classification of Manager, Communications at management salary range 14. This recommendation had the support of the County Superintendent of Schools. The Director noted the correction of one typographical error and the addition of one duty. The motion was to approve the establishment of the classification with the job description as amended.

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

**c. Job Descriptions — None**

**UNFINISHED BUSINESS — None**

## **NEW BUSINESS**

### **12. Revision of Merit System Rules – Presented for First Reading**

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

During the discussion of the proposed revisions, it was asked whether the proposed revisions had been negotiated with CSEA. The Director stated she would review the proposed revisions with CSEA.

## **REPORTS**

### **13. PERSONNEL COMMISSIONER REPORTS**

Commissioner Ostini reported that he had attended the celebration of life for the late County Board of Education Trustee Maggi Daane on January 20. He reported that County Superintendent Susan Salcido and County Board Trustee Joe Howell also attended, along with many other current and former SBCEO employees as well as community members.

Commissioner Jaramillo had no PC-related items to report.

Commissioner Pickavet had no PC-related items to report.

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

- The Director, Human Resources reported that the annual Education Job Fairs that SBCEO coordinates will be taking place in Santa Barbara on Feb. 3 and in Santa Maria on February 24. Nine school districts besides SBCEO have registered to participate, plus one charter school and three institutions of higher education. The Director extended thanks to the Communications team for supporting the effort with a major promotional campaign.

- The Director reported that she and the Associate Superintendent of HR would be presenting a State of the Education Workforce report to the County Board of Education on February 8.
- The Director further reported that she would be attending a School Safety Committee meeting on January 26.
- The Director reminded commissioners that they were all invited to SBCEO's Service Awards ceremony on February 28 at 3:30 by Zoom, and that Tracie Cordero would be receiving her 20-year service award.
- The Director offered kudos to Melissa Rodriguez, noting that she and Melissa had attended a meeting of the Workforce Development Board's Employers' Roundtable. Melissa made a polished presentation about SBCEO, our school districts, and the job fairs we're putting on.
- The Director closed by noting that Tracie was going to try to give us a head start on Classified School Employee of the Year by reaching out to districts early this year.

#### 15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

**CLOSED SESSION** — None scheduled

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 1:47 p.m. The next regular meeting will be held on Thursday, February 22, 2024, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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

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Gary Pickavet  
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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**Jan 20, 2024 through Feb 15, 2024**

<b>Position #</b>	<b>Position Information</b>
2663	Clerical Assistant • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months Bilingual required
2666	Manager, Communications • Communications • South County 40.00 hours per week • 12.00 months
2667	Manager, Communications • Communications • South County 40.00 hours per week • 12.00 months
2669	Alternative Payment Program Supervisor • Early Care and Education - Hope Center 4 • South 40.00 hours per week • 12.00 months
2670	Paraeducator • Dos Puertas School • North County 27.50 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

March 14, 2024

**Appointments**

*Limited Term/Substitute*

Alarcon, Elvira January 25, 2024  
 Clerical Assistant • Special Education • North County  
 • Hourly as needed

Babikian, Darcey January 29, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

Chan, Tiana February 2, 2024  
 Accounting Assistant • Internal Services • Cathedral Oaks  
 • Hourly as needed

Maldonado, Noemi February 8, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

Moore, Lauren February 1, 2024  
 Accounting Assistant • Internal Services • Cathedral Oaks  
 • Hourly as needed

Paterson, Renata February 8, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

*Probationary*

Boykin, Warren January 24, 2024  
 Accounting Technician, Senior • Internal Services • Accounting  
 100% • 12 months

Hendricks, Kasandra February 8, 2024  
 Paraeducator • Special Education • Meridian Head Start  
 43.75% • 10 months

## Changes

### *Anniversary Increase*

Aguilera, Jesus Custodian • Internal Services • Operations South 2 62.5% • 12 months	February 1, 2024
Barajas-Rodriguez, Carolina Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2 100% • 12 months	February 1, 2024
Burquez, Patricia Paraeducator • Special Education • Cabrillo High School 93.75% • 10 months	February 1, 2024
Carroll, Jaime Paraeducator • Special Education • Allan Hancock Preschool 87.5% • 10 months	February 1, 2024
Flores, Julie Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County 100% • 12 months	February 1, 2024
Garcia, Breanna Accounting Technician • Early Care and Education • Early Care and Education - Hope Center 5 100% • 12 months	February 1, 2024
Gomez Sanchez, Grisel Program Associate • Partners In Education • Partners in Education - Program Services 100% • 12 months	February 1, 2024
Gonzales, Selena Office Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 100% • 12 months	February 1, 2024
Hokedo, Paul Administrative Assistant, Senior • Special Education • Special Education Support Staff North 100% • 12 months	February 1, 2024



Monette, Kayna  
Paraeducator • Special Education • Taylor Preschool  
87.5% • 10 months  
February 1, 2024

Rodriguez, Alondra  
Office Assistant • Partners In Education • Partners in Education - Program Services  
100% • 12 months  
February 1, 2024

Smith, Randy  
Computer/Network Support Supervisor • Information Technology Services • Information Technology Services  
100% • 12 months  
February 1, 2024

Taylor, Michael  
Delivery Specialist I • Internal Services • Operations South 2  
100% • 12 months  
February 1, 2024

Van Gundy, Samuel  
Senior Software Engineer • Information Technology Services • Information Technology Services  
100% • 12 months  
February 1, 2024

Yamasaki, Katherine  
Administrative Assistant • Children's Creative Project • Children's Creative Project  
100% • 12 months  
February 1, 2024

***Probation to Permanent***

Locke, Wilson  
Benefits and Employee Relations Analyst • Human Resources • Benefits  
100% • 12 months  
February 1, 2024

Mock, Julie  
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months  
February 1, 2024

Warson, Johnathan  
Accounting Assistant • Internal Services • Fiscal Services - Budgeting  
100% • 12 months  
February 1, 2024

***Professional Growth***

Perez del Campo, Chiara February 2, 2024  
Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center 3  
100% • 12 months  
Professional Growth x 2

***Promotion***

Gomez Suarez, Isaac February 6, 2024  
Custodian/Maintenance Worker • Early Care and Education • Early Care and Education - North County  
100% • 12 months  
From Custodian

Grimaldo, Monica February 1, 2024  
Manager, Alternative Payment Program • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months  
From Alternative Payment Program Supervisor

***Reassignment***

Watson, Clarissa February 1, 2024  
Paraeducator • Special Education • Dos Puertas School  
68.75% • 12 months  
From Los Robles

**Separation**

***Released***

Sedgwick, Shane January 31, 2024  
Computer/Network Technician, Information Technology Services • ITS • Cathedral Oaks  
100% • 12 months  
Non completion of probation

***Resignation***

Edwards, Ajani January 31, 2024  
Educational Interpreter, ASL, Waiver • Special Education • Ralph Dunlap School DHOH  
75% • 10 months

Hoyos, Silkia February 2, 2024  
Paraeducator • Special Education • Taylor Preschool  
87.5% • 10 months

Monette, Kayna

Paraeducator • Special Education • Taylor Preschool  
87.5% • 10 months

February 5, 2024



Santa Barbara County Education Office  
**Alternative Payment Program Supervisor**

<b>SALARY</b>	\$5,401.00 - \$6,864.00 Monthly \$64,812.00 - \$82,368.00 Annually	<b>LOCATION</b>	Various Locations
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00073
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Early Care and Education
<b>OPENING DATE</b>	01/30/2024	<b>CLOSING DATE</b>	2/13/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Maria or Santa Barbara		

**General Description**

We currently have two (2) vacancies, one is based in Santa Maria (1) and the other is based in Santa Barbara (1).

**Our ideal candidate**

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

**General description**

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

**Specific Duties and Responsibilities**

- Participate in interviewing and selecting staff; provide training and professional development to staff; make assignments, balance caseloads among staff, review work in progress or upon completion, and assist staff in resolving problems or errors.
- Set performance standards, provide performance feedback to staff, and prepare performance evaluations; provide counseling to employees and initiate corrective action or progressive discipline process as needed.
- Develop, maintain, and revise APP procedures as policies and practices evolve; train staff on new and revised policies and procedures and maintain training records.
- Conduct periodic file audits to evaluate consistency among ECE offices in applying program rules and following procedures; collaborate with other program supervisors and leadworkers to promote consistency.
- Attend trainings to maintain knowledge of APP requirements.

- Review required reports generated by staff for accuracy; may prepare required reports in a backup capacity; may modify report design to capture information necessary for required reports.
- Support ECE centers with audits of their enrollment files; with appropriate leadworker, conduct external and internal audits of provider and family documentation and fiscal payments.
- Support program manager with the completion of annual program evaluations and required documentation.
- Support program management with special projects.

## Requirements

A typical way to qualify for this classification would be:

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

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

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

### Knowledge of:

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

### Ability to:

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

- Maintain confidentiality of files and other sensitive material

### **Licenses and certificates**

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

### **Working conditions**

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

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

## **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>

## Alternative Payment Program Supervisor Supplemental Questionnaire

**\*QUESTION 1**

**This is a promotional only recruitment, meaning that you must be a current SBCEO employee.**

I understand and confirm that I am a current SBCEO employee.

**\*QUESTION 2**

**Describe your experience in any of the following with the Alternative Payment Program: making eligibility determinations, enrolling families or providers, and/or processing provider payments.**

**\*QUESTION 3**

**Share your lead worker experience in a social service program.**

**\*QUESTION 4**

**We have two vacancies, based in North County (Santa Maria) and South County (Santa Barbara). Which vacancy would you like to be considered for?**

North County (Santa Maria)

South County (Santa Barbara)

\* Required Question



Santa Barbara County Education Office  
**Clerical Assistant (Bilingual Required)**

<b>SALARY</b>	\$20.32 - \$25.81 Hourly \$3,535.00 - \$4,491.00 Monthly	<b>LOCATION</b>	Santa Maria - Orcutt
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00076
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Early Care and Education
<b>OPENING DATE</b>	02/09/2024	<b>CLOSING DATE</b>	2/23/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Maria		

**General Description**

**ADDITIONAL PAY FOR SPECIAL SKILLS:** This positions requires proficiency in Spanish, which will be compensated with a 5% differential of your base pay.

**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 clerical and related duties in support of the assigned program or office operations. Duties may include but are not limited to: word processing, data entry, reception activities, meeting support, room reservations, maintaining files and records in paper and/or electronic format, typing, scanning, and filing. Incumbents work independently, within established guidelines and procedures.

**Specific Duties and Responsibilities**

- Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office
- Receive, screen, and route U.S. and interoffice mail or email sent to a general inbox
- Request, provide, or verify information by means of phone, email, electronic database, or paper forms
- Compose correspondence and email communications from oral instructions or rough drafts
- Using a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed
- Prepare and maintain files according to established procedures



- Prepare purchase orders, invoices, travel claims, and other transactions
- Schedule appointments and coordinate arrangements for meetings, workshops, or conferences
- Maintain confidential information, records and files
- Perform other related duties as assigned

## Requirements

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

**Experience:** Two years of experience performing clerical duties. Experience working in a public education setting preferred.

### Knowledge of:

- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices
- Standard office productivity software applications
- Arithmetic, including percentages and fractions
- Operations, policies, practices, and objectives of County Education Office and assigned program

### Ability to:

- Learn, apply, and explain rules, regulations, policies, and procedures related to assigned function(s) or program(s)
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Organize work and set priorities
- Work with speed and accuracy
- Identify errors and discrepancies in order to pursue correction and resolution
- Review information and make appropriate decisions, within limits of authority
- Make accurate arithmetical computations
- Attain proficiency in an enterprise financial system and other software programs and databases
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Maintain records and prepare reports, using computerized databases or manual data collection
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors

### 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

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#### RECRUITMENT INFORMATION:

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- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- 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>

#### Clerical Assistant (Bilingual Required) Supplemental Questionnaire

\*QUESTION 1

**This position requires the ability to speak, read and write in Spanish.**

I understand.

**\*QUESTION 2**

**This is a full-time position with daily work hours of 9:00a.m. - 6:00p.m.**

I understand.

**\*QUESTION 3**

**Any updates regarding your application will be sent via email. Please ensure that the email listed on your application is accurate and periodically check your email during the recruitment process so that you do not miss any updates. Updates will be sent from [info@schooljobs.com](mailto:info@schooljobs.com).**

I understand.

\* Required Question



Santa Barbara County Education Office  
**Manager, Communications**

<b>SALARY</b>	\$96,382.00 - \$117,431.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00074
<b>DIVISION</b>	Superintendent	<b>DEPARTMENT</b>	Communications
<b>OPENING DATE</b>	02/01/2024	<b>CLOSING DATE</b>	Continuous
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

**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 strategies 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.
- 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.
- Provide support to County Board of Education meetings, including webinar moderation, video production, presenter preparation, and special events
- 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
- 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.

#### **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.*

*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  
**Office Assistant (Bilingual Required)**

<b>SALARY</b>	\$23.25 - \$29.53 Hourly	<b>LOCATION</b>	Santa Maria - Orcutt
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00071
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Juvenile Courts and Community Schools
<b>OPENING DATE</b>	01/22/2024	<b>CLOSING DATE</b>	1/22/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Maria		

## General Description

**ADDITIONAL PAY FOR SPECIAL SKILLS:** This position requires proficiency in Spanish, which will be compensated with a 5% differential of your base pay.

### Our ideal candidate

You are a dependable, punctual, caring professional, with well-developed communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You are a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. You can prioritize tasks and are motivated to complete work with minimal supervision. You are comfortable working with a high degree of attention to detail as well as incorporating 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 students.

### General description

Provide office support and administrative assistance requiring knowledge of County Education Office policies, rules, regulations and procedures, programs, organizations and functions.

## Specific Duties and Responsibilities

- Assist in the organization of the assigned office assuring efficiency of operations and work production
- Compose independently or from oral instructions letters and materials requesting or providing information, including material of a confidential nature
- Prepare correspondence, memorandums and other written materials from rough draft, clear copy or verbal instructions
- Collect statistical and financial data and back-up material in order to consolidate data and prepare statistical, financial and administrative reports for review by management
- May include registrar, student transition, and database entry as assigned
- Interview callers both in person and on the telephone, screen and refer to other individuals as appropriate



- Provide information to a variety of individuals and groups as requested while interpreting and explaining program policies, rules and procedures
- Process office and administrative support details not requiring the immediate attention of management
- Schedule appointments and coordinate arrangements for meetings, workshops or conferences
- Prepare agendas and minutes, attending meetings and recording actions
- Originate and independently prepare material for the manager's approval
- Maintain confidential information, records and files
- Train and provide work direction to clerical assistants as assigned
- Assist the program manager in the revision, preparation and distribution of a variety of documents related to the assigned areas of the program or office
- May prepare and assist in the preparation of information and other documents for submission to the County Board of Education for action
- Monitor and audit budget expenditures, maintaining a variety of records, reports and files
- Open, sort and route mail, responding to mail requiring routine response and composing other responses for the review and signature of management
- May prepare and assist in grant preparation and contract management
- Maintain calendars for management as assigned, including scheduling appointments and arranging travel accommodations
- Oversee the ordering, inventory and distribution of office supplies and forms for the assigned program including preparing purchase orders, invoices, travel claims and other related documents
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and other specialized equipment
- Perform other job-related duties as assigned

## Requirements

**Education:** graduation from high school including or supplemented by business or administrative support courses

**Experience:** three years of increasingly responsible office experience; experience working in a public education setting preferred

## Knowledge and skills

- Knowledge of modern office practices, procedures and equipment
- Knowledge of personal computers and software applications such as Microsoft Office, Excel, and Escape financial system
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of telephone techniques and etiquette that promote a strong sense of service to others
- Knowledge of financial and statistical record keeping including making arithmetic calculations quickly and accurately
- Knowledge of digital and paper record keeping techniques
- Principles of providing work direction that promotes efficiency and production
- Effective oral and written communication skills
- Interpersonal relation skills using tact, patience and courtesy that promote a positive and respectful work environment

## Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs
- 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 skills and speed as required by the assignment
- Operate a computer to enter data, maintain records and generate reports
- Establish and maintain effective working relationships with others
- Meet schedules and timelines
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

### **Licenses and Certificates**

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

### **Working Conditions**

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

### **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>

**Office Assistant (Bilingual Required) Supplemental Questionnaire****\*QUESTION 1**

**This is a bilingual required, 11- month position that has a daily schedule of M-F; 8:00am - 4:30pm.**

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

\* Required Question



Dual Certification Eligibility List  
Accounting Assistant

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	47297364	8/9/24	Eligible	Full-Time	1.00	40 hours/week
1	52822159	8/9/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 28  
Number of applicants passed screening: 12  
Number of performance/written exam attendees: 8  
Number of oral exam attendees: 2



**Dual Certification Eligibility List  
Administrative Assistant**

<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	41617527	7/29/24	Eligible	Full-Time	1.00	40 hours/week
2	51537784	7/29/24	Eligible	Full-Time	1.00	40 hours/week
2	53142370	7/29/24	Eligible	Full-Time	1.00	40 hours/week
2	52718777	7/29/24	Eligible	Full-Time	1.00	40 hours/week
3	30889091	7/29/24	Eligible	Full-Time	1.00	40 hours/week
4	43329985	7/29/24	Eligible	Full-Time	1.00	40 hours/week
5	36233556	7/29/24	Eligible	Full-Time	1.00	40 hours/week
6	79174	7/29/24	Eligible	Full-Time	1.00	40 hours/week
7	56368832	7/29/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 48

Number of applicants passed screening: 24

Number of performance/written exam attendees: 15

Number of oral exam attendees: 10



Dual Certification Eligibility List  
Custodian

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	30380327	6/19/24	Declined Interview	Full-Time	1.00	40 hours/week
2	4300106	7/31/24	Eligible	Full-Time	1.00	40 hours/week
3	56411501	7/31/24	Eligible	Full-Time	1.00	40 hours/week
3	43780554	7/31/24	Eligible	Full-Time	1.00	40 hours/week
4	56449266	7/31/24	Eligible	Full-Time	1.00	40 hours/week
5	7664252	7/31/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 9

Number of applicants passed screening: 6

Number of performance/written exam attendees: 5

Number of oral exam attendees: N/A



**Dual Certification Eligibility List  
Custodian/ Delivery Driver**

<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	26889583	7/4/24	Eligible	Full-Time	1.00	40 hours/week
2	54204013	7/4/24	Declined Interview	Full-Time	1.00	40 hours/week
3	54730298	7/31/24	Declined Interview	Full-Time	1.00	40 hours/week
4	7664252	7/31/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 4

Number of applicants passed screening: 2

Number of performance/written exam attendees: 2

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	11753735	7/25/24	Eligible
4	23052610	7/13/24	Eligible
5	4145758	8/10/24	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
1	56351421	8/10/24	Eligible
2	56057036	6/21/24	Declined Interview

**SANTA BARBARA COUNTY EDUCATION OFFICE  
Personnel Commission**

**CLASS TITLE:       WEBMASTER**

**BASIC FUNCTION**

Under the direction of the Director of Communications, performs the tasks associated with creating and maintaining a highly effective and user-friendly web site.

**REPRESENTATIVE DUTIES**

1.     Assist in the development, implementation, and maintenance of the County Education Office homepage.
2.     Monitor the day-to-day operation of the web site, including the transfer, testing and updating of web materials; convert submitted materials to web documents; expand on-line offerings.
3.     Create and modify web pages and post them appropriately; design, create and implement graphics for web pages.
4.     Validate and update links; convert files between various formats including word processing, spreadsheets, Adobe PDF, Real Audio and Video, HTML.
5.     Locate and identify Internet resources for the educational community and make them available on the server, and communicate effectively with a variety of users to publish requested content on the web site.
6.     Serve as a resource to County Education Office and school district personnel on matters related to the Internet.
7.     Assist in creating and maintaining office listservs.
8.     Evaluate software packages and train users.
9.     Contact and supervise intern assistants.
10.    Check files on the County Education Office system for quality and viruses.
11.    Assist with the development, dissemination and observance of adherence to standards for publishing on County Education Office web pages.
12.    Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Practices, procedures, resources and applications on the Internet.  
Macintosh and Windows operating environments.

Webmaster

Page 2

Word processing software, web page development software, Internet browsers, PERL and JAVA languages and FTP software.

Online text based and graphical interfaces, and Internet protocols.

**Ability to:**

Work cooperatively with others and interact in a professional and effective manner.

Create HTML files and convert various file formats into HTML or PDF formats.

Troubleshoot, analyze and solve web page problems.

Explain complex concepts and Internet-related matters clearly and simply to a wide variety of users.

Establish and maintain effective working relationships.

Plan, organize and manage a variety of tasks

Meet schedules and time lines.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE**

Graduation from high school and two years of college course work in computer science or related field; and two years of increasingly responsible experience creating and maintaining a web site.

**LICENSES AND OTHER REQUIREMENTS**

Incumbents in this class must possess a valid California driver=s license and automobile insurance coverage required by law.

**WORKING CONDITIONS**

Typical office and data processing environment, subject to noise and some lifting.

APPROVED BY THE PERSONNEL COMMISSION: July 22, 1999

- 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.

Approved:	September 17, 1975	September 28, 2023
Revised:	April 29, 1982	November 16, 2023
	May 28, 1992	<u>February 22, 2024</u>
	January 23, 2014	<u>(pending approval)</u>
	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.

Approved:  
Revised:

September 17, 1975  
April 29, 1982  
May 28, 1992  
January 23, 2014  
March 23, 2023

September 28, 2023  
November 16, 2023  
[February 22, 2024](#)  
[\(pending approval\)](#)

**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.

Approved:  
Revised:

September 17, 1975  
April 29, 1982  
May 28, 1992  
May 22, 2014  
March 23, 2023

September 28, 2023  
November 16, 2023  
[February 22, 2024](#)  
[\(pending approval\)](#)

**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.

Approved:  
Revised:

September 17, 1975  
April 29, 1982  
May 28, 1992  
May 22, 2014  
March 23, 2023

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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.

Approved:  
Revised:

September 17, 1975  
April 29, 1982  
May 28, 1992  
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[\(pending approval\)](#)



**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.

Approved:  
Revised:

September 17, 1975  
April 29, 1982  
May 28, 1992  
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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.

Approved:  
Revised:

September 17, 1975  
April 29, 1982  
May 28, 1992  
May 22, 2014  
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February 22, 2024  
(pending approval)

**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.

Approved:  
Revised:

September 17, 1975  
April 29, 1982  
May 28, 1992  
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(pending approval)

**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.

Approved:  
Revised:

September 17, 1975  
April 29, 1982  
May 28, 1992  
May 22, 2014  
March 23, 2023

September 28, 2023  
November 16, 2023  
February 22, 2024  
(pending approval)

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

Approved: September 15, 1975  
Revised: July 22, 1982  
September 24, 1992  
October 27, 2005  
July 24, 2014

## AGENDA ITEM 12b - proposed revision, changes tracked

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4434 Reallocation

### 4434.1 Requests for Reallocation Study

- A. ~~Requests for salary reallocation study of existing classifications shall be presented to the Director together with a statement of the reasons for requesting a study. Requests for study may be initiated by the Program Manager with the approval of the County Superintendent and/or designated Associate Superintendent, or by recognized employee organizations or representatives, by employees, or by the Director. The basis for salary reallocation shall generally be documented difficulty in recruitment and/or retention, labor market changes, and/or internal salary equity. 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. ~~Requests for salary reallocation study are normally initiated during the month of February of each fiscal year. The requests shall be received and processed for change, if any, effective July 1<sup>st</sup> of each fiscal year or a date approved by the County Superintendent. Requests for study may be made outside the regular February to June cycle in the event of an unusual work situation. 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. ~~The Director shall conduct a salary study or have a salary study conducted by a qualified specialist to determine whether a salary reallocation may be appropriate. The Director shall prepare a summary with recommendations as to an appropriate salary range for the classification. Summaries shall be submitted to the Commission and the County Superintendent. Notices shall be sent to the Program Manager and the employee once the Commission has made its determination. The Commission shall hear presentations in regards to the matter and shall make the final determination. 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. ~~No salary reallocation that would affect classified employees who are represented by an exclusive bargaining unit shall be adopted by the Commission until the exclusive bargaining unit has been given reasonable notice of the proposed reallocation. 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

Approved: September 15, 1975  
Revised: July 22, 1982  
September 24, 1992  
October 27, 2005  
July 24, 2014  
February 22, 2024 (pending approval)

## AGENDA ITEM 12b - proposed revision, changes saved

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4434 Reallocation

### 4434.1 Requests for Reallocation Study

- A. Requests for salary reallocation study of existing classifications shall be presented to the Director together with a statement of the reasons for requesting a study. Requests for study may be initiated by the Program Manager with the approval of the County Superintendent and/or designated Associate Superintendent, or by recognized employee organizations or representatives, by employees, or by the Director. The basis for salary reallocation shall generally be documented difficulty in recruitment and/or retention, labor market changes, and/or internal salary equity.
- B. Requests for salary reallocation study are normally initiated during the month of February of each fiscal year. The requests shall be received and processed for change, if any, effective July 1<sup>st</sup> of each fiscal year or a date approved by the County Superintendent. Requests for study may be made outside the regular February to June cycle in the event of an unusual work situation.
- C. The Director shall conduct a salary study or have a salary study conducted by a qualified specialist to determine whether a salary reallocation may be appropriate. The Director shall prepare a summary with recommendations as to an appropriate salary range for the classification. Summaries shall be submitted to the Commission and the County Superintendent. Notices shall be sent to the Program Manager and the employee once the Commission has made its determination. The Commission shall hear presentations in regards to the matter and shall make the final determination.
- D. No salary reallocation that would affect classified employees who are represented by an exclusive bargaining unit shall be adopted by the Commission until the exclusive bargaining unit has been given reasonable notice of the proposed reallocation.

#### Reference:

Education Code Sections 45256, 45285 and 45285.5

Approved: September 15, 1975  
Revised: July 22, 1982  
September 24, 1992  
October 27, 2005  
July 24, 2014  
February 22, 2024 (pending approval)



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.
- ~~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.~~
- ~~C. An employee who is reclassified to a classification allocated to a different (higher or lower) salary range shall retain their anniversary date for the purposes of step advancement.~~

#### Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

February 22, 2024 (pending approval)

**AGENDA ITEM 12c - proposed revision,  
changes saved**

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.
- 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.
- C. An employee who is reclassified to a classification allocated to a different (higher or lower) salary range shall retain their anniversary date for the purposes of step advancement.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

February 22, 2024 (pending approval)

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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 for purposes of step advancement or, if the employee's pay rate is between two steps of the lower salary range, shall be placed I the step of the lower range closes 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

Date(s) Revised: March 31, 1994

October 26, 2017

**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

Date(s) Revised: March 31, 1994

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

Date(s) Revised: March 31, 1994

October 26, 2017

February 22, 2024 (pending approval)

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  
Date(s) Revised: March 31, 1994  
October 26, 2017

# 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 Upon Reallocation and-or  
Salary Schedule Adjustments Restructure**

- 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. In the event of a salary schedule restructure, an employee shall retain the same rate of pay in the restructured salary schedule, if possible. If the salary schedule restructure results in the elimination of the employee's current salary range and/or step, the employee shall be placed at a range and step in the restructured salary schedule that is equal to or immediately above their rate of pay prior to the salary schedule restructure.
- D. An employee affected by salary reallocation or salary schedule restructure shall retain the same anniversary date for purposes of step advancement.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

February 22, 2024 (pending approval)



## 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 Upon Reallocation or  
Salary Schedule Restructure**

- 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. In the event of a salary schedule restructure, an employee shall retain the same rate of pay in the restructured salary schedule, if possible. If the salary schedule restructure results in the elimination of the employee's current salary range and/or step, the employee shall be placed at a range and step in the restructured salary schedule that is equal to or immediately above their rate of pay prior to the salary schedule restructure.
- D. An employee affected by salary reallocation or salary schedule restructure 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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Comparative Object Summary

Account Object Code	2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2023/24 Rev Budget -Actuals	2023/24 Actuals/ Revised
<b>Management 1490 - PERSONNEL COMMISSION</b>					
<b>Expense</b>					
2300 Class Admin Sal	157,932	165,260	165,260	.13	100.00 %
2400 Cler/Office Sal	161,022	160,862	160,382	480.00	99.70 %
2430 Extra Hours/OT	3,000	3,000		3,000.00	
2440 Substitutes	3,000	3,000		3,000.00	
<b>Total for Object 2000</b>	<b>324,954</b>	<b>332,122</b>	<b>325,642</b>	<b>6,480.13</b>	
3202 PERS2	87,349	88,269	86,668	1,601.21	98.19 %
3302 OasdMed2	162	91	81	10.00	89.01 %
3304 Medi Class	4,703	4,794	4,693	101.42	97.88 %
3402 H&W2 Class	106,846	113,125	118,260	5,135.10-	104.54 %
3502 Unempl2 Class	642	165	161	4.18	97.47 %
3602 WrkComp2 Class	5,056	5,155	5,045	109.61	97.87 %
<b>Total for Object 3000</b>	<b>204,758</b>	<b>211,599</b>	<b>214,908</b>	<b>3,308.68-</b>	
4300 Supplies	200	200		200.00	
4340 Tangible Dev	400	400		400.00	
4350 Office Supply	3,000	3,000	1,343	1,657.30	44.76 %
<b>Total for Object 4000</b>	<b>3,600</b>	<b>3,600</b>	<b>1,343</b>	<b>2,257.30</b>	
5200 Travel	2,100	2,100	1,549	550.66	73.78 %
5201 Out of Cnty Trv	4,000	4,000	1,598	2,402.00	39.95 %
5300 Dues/Membership	3,336	3,336	3,156	180.00	94.60 %
5610 Rntl Les w/o Op	1,675	1,675	1,675		100.00 %
5630 Repairs	200	200		200.00	
5640 Computer Repr	500	500		500.00	
5650 Maint Agreemnts	1,249	1,249	1,249		100.00 %
5715 PhotoCopies	400	400		400.00	
5720 Postage	50	50		50.00	
5730 Printing/Dupl	1,025	1,025	215	810.00	20.98 %
5745 Vehicle Use	300	300		300.00	
5800 Prof Consulting	12,774	12,774	2,401	10,373.20	18.79 %

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2024, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

Account Object Code	2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2023/24 Rev Budget -Actuals	2023/24 Actuals/ Revised
<b>Management 1490 - PERSONNEL COMMISSION (continued)</b>					
<b>Expense (continued)</b>					
5830 Advertisement	10,301	10,301	4,020	6,281.00	39.03 %
5930 Postge,Rfl Mtrs	40	40		40.00	
<b>Total for Object 5000</b>	<b>37,950</b>	<b>37,950</b>	<b>15,863</b>	<b>22,086.86</b>	
<b>Total for Org 061, Management 1490 and Expense accounts</b>	<b>571,262</b>	<b>585,271</b>	<b>557,755</b>	<b>27,515.61</b>	