



**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.

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.



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



Gary Pickavet
Chair, Personnel Commission