



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
March 28, 2024 – 12:30 p.m.

**AGENDA**

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

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

**GENERAL FUNCTIONS**

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

**7. Approval of Minutes of Regular Meeting Held February 22, 2024**  
(Attachment)

MOVED:                      SECONDED:                      VOTE:

**8. Communications — None**

**9. Informational Items**

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

**REGULAR BUSINESS**

**10. Informational Items**

- a. List of New Positions — None**
- b. Classified Personnel Report dated April 11, 2024**  
(Attachment)
- c. Position Announcements**  
(Attachments)
  - i. Accounting Assistant (Dual – Santa Barbara)
  - ii. Director, Facilities (Dual – Santa Barbara)

## 11. Action Items

### a. Ratification of Eligibility Lists (Attachments)

- i. Alternative Payment Program Supervisor (Promotional – North)
- ii. Alternative Payment Program Supervisor (Promotional – South)
- iii. Communications Specialist (Dual – Santa Barbara)
- iv. Computer/Network Technician, ITS (Dual – Santa Barbara)
- v. Manager, Communications (Santa Barbara)
- vi. Office Assistant (Dual – Santa Maria)
- vii. Paraeducator (Open Continuous – North)
- viii. Payroll Technician (Dual – Santa Barbara)

MOVED:

SECONDED:

VOTE:

### b. Classification of Position

*Proposed reclassification of one position identified in the Instructional Series*

The Director recommends that one position currently classified as a Paraeducator, 87.5% time, be reclassified into two positions in separate existing classifications: Paraeducator (Instructional Series), 75% time, salary range 60, and Clerical Assistant, 12.5% time (Clerical Series), salary range 61. The effective date would be April 1. This reclassification has the support of CSEA and the Associate Superintendent, Special Education.

MOVED:

SECONDED:

VOTE:

### c. Job Description (Attachments)

The Director recommends the approval of revisions to the job description for School Occupational Therapist.

MOVED:

SECONDED:

VOTE:

**UNFINISHED BUSINESS — None**

**NEW BUSINESS**

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

4491.11 Simultaneous Actions Affecting Pay Status

**13. Review Draft 2024-25 Personnel Commission Meeting Schedule  
(Attachment)**

**REPORTS**

**14. PERSONNEL COMMISSIONER REPORTS**

**15. DIRECTOR, HUMAN RESOURCES REPORT**

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

**CLOSED SESSION — None scheduled**

**ADJOURNMENT**

The next regular meeting will be held on Thursday, April 25, 2024, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.