



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

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

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

Carmen Jaramillo led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

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

6. Public Comment — None

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

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

8. Communications — None

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

The Director, Human Resources summarized a media release about the 54th annual Author-Go-Round. She noted that after a hiatus, the event had returned to the north county, with an Author-Go-Round in both Santa Maria and Santa Barbara.

b. Legislative Update

No update this month, as the new legislative cycle has just begun.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated March 14, 2024****c. Position Announcements**

- i. Alternative Payment Program Supervisor (Promotional – Santa Barbara and Santa Maria)
- ii. Clerical Assistant (Dual – Santa Maria)
- iii. Manager, Communications (Open Continuous – Santa Barbara)
- iv. Office Assistant (Dual – Santa Maria)

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

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

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini

VOTE: 3-0

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

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

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo VOTE: 3-0

UNFINISHED BUSINESS

12. Revision of Merit System Rules – Presented for Second Reading and Approval

- 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

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini

VOTE: 3-0

NEW BUSINESS

13. Personnel Commission Budget

The Director, Human Resources presented a statement of expenditures through January 31, 2024. This was an information item.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo had no PC-related items to report.

Commissioner Ostini reported that he had attended the CSEA chapter meeting the previous evening. He noted the closure of Los Prietos Boys Camp on June 30, 2024. He also noted that CSEA and SBCEO had reached a tentative agreement on a successor (2024-27) contract.

Commissioner Pickavet had no PC-related items to report.

15. DIRECTOR, HUMAN RESOURCES REPORT

- SBCEO hosted the annual south county Education Job Fair in Santa Barbara on Feb. 3. Attendance was only marginally higher than last year, but anecdotally, HR received positive feedback from some of the districts in attendance that they made contacts with strong candidates. The north county event will be in Santa Maria at the Souza Center this Saturday, February 24. HR is exploring a number of different options to increase attendance.
- The Director reported that she and Mari Minjarez Gonzales (Associate Superintendent of Human Resources) presented their State of the Workforce report to the County Board of Education on February 8.
- A reminder to Commissioners that they are all invited to the Service Awards ceremony on February 28 at 3:30 by Zoom. Classified HR's own Tracie Cordero will be receiving her 20-year service award.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:21 p.m. The next regular meeting will be held on Thursday, March 28, 2024, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.



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

Gary Pickavet
Chair, Personnel Commission

Santa Barbara County Board of Education

Classified Personnel Report

April 11, 2024

Appointments

Limited Term/Substitute

Ayala-Avila, Edsel	March 25, 2024
Paraeducator • Special Education • Various Sites	
• Hourly as needed	

Delong, Aidan	February 26, 2024
Student Worker • Special Education • Cathedral Oaks	
• Hourly as needed	

Gil-Olivera, Vicente	March 11, 2024
Paraeducator • Special Education • Various Sites	
• Hourly as needed	

Kessler, Karyn	March 4, 2024
Paraeducator • Special Education • Various Sites	
• Hourly as needed	

Sanchez, Jose	February 9, 2024
Paraeducator • Special Education • Various Sites	
• Hourly as needed	

Sprague, Lynette	February 29, 2024
Paraeducator • Special Education • Various Sites	
• Hourly as needed	

Zavala, Abigail	March 4, 2024
Paraeducator • Special Education • Various Sites	
• Hourly as needed	

Probationary

Bulfeda Castro, Orlando	March 5, 2024
Administrative Assistant • Special Education • Special Education Support Staff, Santa Barbara	
100% • 12 months	

Peacock, Kayla
Administrative Assistant • Educational Technology Services • Educational Technology Services
100% • 12 months
March 11, 2024

Changes

Anniversary Increase

Almodovar, Nelson
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months
March 1, 2024

Almquist, Brigitte
Administrative Analyst • Student and Community Services • Student and Community Services
100% • 12 months
March 1, 2024

Alvarado-Luna, Gabriela
Paraeducator • Special Education • Ernest Righetti High School DHOH
81.25% • 10 months
March 1, 2024

De La Cruz, Alejandro
Custodian/Maintenance Worker • Internal Services • Operations North
100% • 12 months
March 1, 2024

Delgado, Elvira
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months
March 1, 2024

Devaux, Gabriela
Paraeducator • Special Education • Speech/Language Services, Lompoc 1
87.5% • 10 months
March 1, 2024

Hallberg, Jessica
Payroll Supervisor • Internal Services • Payroll Administration
100% • 12 months
March 1, 2024

Montgomery, Karyn
Paraeducator • Special Education • Vision Services
75% • 10 months
March 1, 2024

Morin, Jovonni	March 1, 2024
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School	
87.5% • 10 months	
 Perez, Alexis	 March 1, 2024
Paraeducator • Special Education • Young Learners State Preschool, SPED	
87.5% • 10 months	
 Perez, Silvia	 March 1, 2024
Paraeducator • Special Education • Young Learners State Preschool, SPED	
87.5% • 10 months	
 Rios, Josefa	 March 1, 2024
Program Associate • Children and Family Resource Services • Health Linkages - South County	
100% • 12 months	
 Rodriguez, Yenica	 March 1, 2024
Paraeducator • Special Education • Cuyama Elementary School	
81.25% • 10 months	
 Sherchan, Arlene	 March 1, 2024
Administrative Assistant, Superintendent's Office (Confidential) - Exempt • Superintendent • Cathedral Oaks	
100% • 12 months	
 Sherlock, Peter	 March 1, 2024
Computer/Network Technician, ITS • Information Technology Services • ITS - North County	
100% • 12 months	
 Toro, Jasmine	 March 1, 2024
Paraeducator • Special Education • Cold Spring School	
81.25% • 10 months	
 Zarate Uribe, Odaliss	 March 1, 2024
Paraeducator • Special Education • Allan Hancock Preschool	
87.5% • 10 months	

Differential - Add

Acheoual, Nancy

January 22, 2024

Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months
Specialized Health Care

Increased Time (Voluntary)

Moore, Nicholas

March 1, 2024

Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months
From .75

Probation to Permanent

Carrillo, Gabriel

March 1, 2024

Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 3
100% • 12 months

Cheong, Cheonghwa

March 1, 2024

Paraeducator • Special Education • Cold Spring School
81.25% • 10 months

Davis, Eli

March 1, 2024

Payroll Technician • Internal Services • Payroll
100% • 12 months

Devlin, Lux April

March 1, 2024

Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 4
100% • 12 months

Gonzalez Loera, Dulcea

March 1, 2024

Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 2
100% • 12 months

Meers, Julie

March 1, 2024

School Occupational Therapist • Special Education • Infant Services, Santa Maria
40% • 10 months

Mireles, Jarery
Paraeducator • Special Education • New Horizons Preschool A
87.5% • 10 months
March 1, 2024

Mitchell, Kelly
Program Associate • Children’s Creative Project • Children’s Creative Project
100% • 12 months
March 1, 2024

Ramirez, Alejandrina
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months
March 1, 2024

Sherlock, Jennifer
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months
March 1, 2024

Uribe-Garcia, Elizabeth
Paraeducator • Special Education • Manzanita Charter School 2
81.25% • 10 months
March 1, 2024

Promotion

Patrick, Delaney
Manager, Communications • Communications • Communications
100% • 12 months
March 1, 2024

Transfer

Padilla, Leticia
Paraeducator • Special Education • Speech/Language Services, Miller
87.5% • 10 months
From DHOH Support Staff
March 25, 2024

Separation

Released

Cose, Michiel
Paraeducator • Special Education • Arellanes Junior High School
87.5% • 10 months
Non completion of probation
February 29, 2024

Gallas, Marybeth

February 23, 2024

Director, Facilities • Internal Services • Operations Administration

100% • 12 months

Non completion of probation



Santa Barbara County Education Office Accounting Assistant

SALARY	\$22.72 - \$28.84 Hourly \$3,954.00 - \$5,018.00 Monthly \$47,448.00 - \$60,216.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00053
DIVISION	Administrative Services	DEPARTMENT	Internal Services
OPENING DATE	02/29/2024	CLOSING DATE	3/12/2024 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You are a dependable, punctual, caring professional, with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and vendors.

General description

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

Specific Duties and Responsibilities

- Verify, prepare, and process a variety of financial transactions such as purchase orders, reimbursements, requisitions, warrants, and invoices.
- Calculate and ensure accuracy of incoming and outgoing payments.
- Maintain a variety of financial records and files related to accounts, transactions, income, expenditures, and assigned activities
- Using enterprise financial systems and a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed.

- Compare and reconcile statements, records, and other financial documents; identify errors and resolve discrepancies; ensure accurate fund accounting; review data for accuracy and completeness; make corrections as needed.
- Provide service and support to others for assigned accounting functions and/or in the use of enterprise financial systems or databases.
- Respond to inquiries and provide information concerning accounts, budgets, transactions, practices, policies, and procedures.
- Maintain confidential information, records, and files.
- Perform related duties as assigned.

Requirements

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

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

Knowledge of:

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

Ability to:

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

Licenses and certificates

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

Working conditions

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

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

Supplemental Information

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

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

RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
- The examination process may include one or more of the following: written, oral, and performance examination.
- Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Agency

Santa Barbara County Education Office

Phone

8059644711

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Website

<http://www.sbceo.org>



Santa Barbara County Education Office Director, Facilities

SALARY	\$59.09 - \$71.99 Hourly \$10,281.17 - \$12,526.75 Monthly \$123,374.04 - \$150,321.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00079
DIVISION	Administrative Services	DEPARTMENT	Internal Services
OPENING DATE	03/04/2024	CLOSING DATE	3/18/2024 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You are an excellent leader with experience in roles of responsibility for facilities maintenance and construction, preferably with an emphasis on safety, energy efficiency, sustainability, and modernization. You take pride in your programs, have a commitment to workplace safety, and strive for excellence. You have a track record of success in project management. You handle and manage multiple projects to meet timelines and deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You are an excellent communicator, both orally and in writing.

General description

This position oversees strategic facilities planning; directs property management services for SBCEO properties; manages and coordinates facilities maintenance and construction projects for leased and SBCEO-owned properties; directly and through subordinate supervisors and contracted providers, oversees the activities of the custodial, grounds, building maintenance, fleet, and mail/cargo delivery functions.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Prepare long-range facility plans and related policies, with an emphasis on energy efficiency, sustainability, and updating of SBCEO infrastructure; develop and implement goals, objectives, policies, and priorities for assigned functions; collaborate with SBCEO managers and staff to develop and implement effective programs for facilities planning and management; evaluate emerging facilities technologies and recommend adoption of new solutions and practices to improve efficiency and reduce costs.
- Establish and maintain property management services for properties leased by SBCEO, including but not limited to: development of policies and procedures on accessibility, safety, and security; negotiation of leases, tenant improvements, and contracts for support services; and serving as liaison between SBCEO program manager and landlord/property manager.

- Develop scope of work, project specifications, and requests for proposals for maintenance, construction, and other facilities services; communicate with affected managers and staff to plan for and mitigate the impact of projects on program operations; coordinate the competitive bidding process; evaluate proposals and recommend selection of contractors and vendors; coordinate the negotiation and administration of contracts and agreements; ensure that contracted services are provided according to contract terms; establish and maintain project timelines and provide project updates to affected managers and staff; represent SBCEO with inspectors, engineers, architects, contractors, and other service providers, and see projects to completion.
- Collaborate with other managers to ensure safety and security of SBCEO staff and property by correcting facilities-related safety hazards, operating and maintaining building and life safety systems, and participating in the evaluation, planning, and coordination of emergency preparedness systems and practices, including training and drills.
- Plan, direct, and oversee building and vehicle maintenance programs, including grounds, fleet, energy management equipment, and fire and security alarm systems; establish and oversee the execution of preventive maintenance plans for building systems.
- Develop and administer the department's annual budget as well as project budgets; monitor, determine allowability of, and approve expenditures; ensure that funder requirements are met; prepare for and represent the facilities program during facilities audits.
- Select and train staff; assign and review work; establish performance goals and standards; ensure safe workplace practices; provide coaching and leadership development to subordinate supervisors; support supervisors in creating and sustaining high-performance teams.
- Prepare and present staff reports and project updates, as assigned.
- Perform related duties as assigned.

Requirements

Education: Possession of a postsecondary degree (associate's or bachelor's) in business, public administration, construction management, or related field is preferred.

Experience: Four years' experience that included supervision of staff, preferably in the public sector, in construction project management, facilities maintenance, or property management. Experience in energy efficiency and conservation management, sustainability, and/or building and life safety is preferred.

Knowledge of:

- management principles and practices, including goal setting, program development, implementation, and evaluation.
- principles and practices of facilities planning and maintenance.
- strategic planning.
- applicable federal, state, and local laws, regulations, ordinances, policies, and procedures pertaining to the planning, development, construction, and modernization of facilities.
- principles and practices of construction project management.
- technical aspects of facilities planning, construction, and maintenance, including HVAC, plumbing, fire/life safety, carpentry, hardware, water and wastewater, and electrical distribution infrastructure.
- principles and practices of budget development and management.
- principles and practices of contract administration.
- principles and practices of supervision and training.
- workplace safety standards and procedures.
- standard English usage, spelling, vocabulary, grammar, and punctuation.
- arithmetic, including percentages.
- modern office practices, procedures, and equipment, including standard office productivity software.

Ability to:

- perform varied and complex administrative duties.
- gather and analyze data, reach sound conclusions, and determine an appropriate course of action.
- learn operations, policies, practices, and objectives of County Education Office.
- read architectural and engineering plans and specifications.
- prepare a variety of written documents, including policies, project updates, and construction documents.
- initiate, plan, and execute projects.
- make presentations to a wide variety of stakeholders.
- represent department and SBCEO effectively with internal and external contacts.
- work independently and as part of a team.
- provide effective leadership.
- maintain effective working relationships with contractors, property managers, vendors and other service providers, and SBCEO management and staff.
- work effectively to accomplish goals and meet timelines.
- operate a computer and other office equipment and related software programs.
- communicate effectively, both orally and in writing.
- exercise tact and diplomacy.
- perform arithmetic calculations.

Licenses and certificates

- Possession of a related certification — such as Certified Facility Manager (IFMA), Facilities Management Certificate (BOMI), or LEED Accredited Professional — is desirable.
- Possession of a valid California driver's license and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Some duties associated with this position are performed while sitting at a desk and involve extensive use of computers, telephones, and other office equipment. Work is also performed in the field at various sites. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — may occasionally be associated with this position. Incumbent may occasionally be exposed to safety hazards when visiting construction or other worksites and may be required to wear personal protective equipment when performing certain duties.

Local travel by vehicle to a variety of locations countywide is required.

The incumbent may be required to respond on-site to facilities-related matters outside of regular office hours.

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.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>



Promotional Eligibility List
Alternative Payment Program Supervisor (North)

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	50449106	9/9/24	Eligible	Full-Time	1.00	40 hours/week
2	56866626	9/9/24	Eligible	Full-Time	1.00	40 hours/week
2	1664132	9/9/24	Eligible	Full-Time	1.00	40 hours/week

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



Promotional Eligibility List
Alternative Payment Program Supervisor (South)

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	56727915	9/9/24	Eligible	Full-Time	1.00	40 hours/week
2	53586750	9/9/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 2

Number of applicants passed screening: 2

Number of performance/written exam attendees: 2

Number of oral exam attendees: N/A



**Dual Certification Eligibility List
Communications Specialist**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	49702236	8/24/24	Eligible	Full-Time	1.00	40 hours/week
2	56404017	8/24/24	Eligible	Full-Time	1.00	40 hours/week
3	21338958	8/24/24	Eligible	Full-Time	1.00	40 hours/week
4	37318181	8/24/24	Eligible	Full-Time	1.00	40 hours/week
5	56591275	8/24/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 39

Number of applicants passed screening: 18

Number of performance/written exam attendees: 15

Number of oral exam attendees: 5



Dual Certification Eligibility List
Computer/Network Technician, Information Technology Services

Rank	Candidate ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	30079150	9/15/24	Eligible	Full-Time	1.00	40 hours/week
2	40862601	9/15/24	Eligible	Full-Time	1.00	40 hours/week
2	56810827	9/15/24	Eligible	Full-Time	1.00	40 hours/week
3	564910	9/15/24	Eligible	Full-Time	1.00	40 hours/week
4	47256105	9/15/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 29

Number of applicants passed screening: 10

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 7



Open Continuous Eligibility List
Manager, Communications

Rank	Person ID	Eligible Expiration Date	Status
1	56658757	8/16/24	Hired
1	21338958	9/10/24	Eligible
1	56939321	9/10/24	Eligible
2	56883607	9/10/24	Eligible
3	56876438	9/10/24	Eligible
4	35818682	9/10/24	Eligible



**Dual Certification Eligibility List
Office Assistant (Bilingual)**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	21382757	8/26/24	Hired	Full-Time	1.00	40 hours/week
2	32558844	8/26/24	Eligible	Full-Time	1.00	40 hours/week
3	50035468	8/26/24	Eligible	Full-Time	1.00	40 hours/week
4	56604294	8/26/24	Eligible	Full-Time	1.00	40 hours/week
5	56642720	8/26/24	Eligible	Full-Time	1.00	40 hours/week
5	56428193	8/26/24	Eligible	Full-Time	1.00	40 hours/week
5	52361662	8/26/24	Eligible	Full-Time	1.00	40 hours/week
6	50206032	8/26/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 27

Number of applicants passed screening: 13

Number of performance/written exam attendees: 11

Number of oral exam attendees: 8



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

Rank	Person ID	Eligibility Expiration Date	Status
1	55539940	5/15/24	Eligible
2	54324596	6/21/24	Eligible
3	56657578	8/24/24	Eligible
3	11753735	7/25/24	Eligible
4	54467626	8/24/24	Eligible
5	56509124	9/20/24	Eligible
6	23052610	7/13/24	Eligible
7	4145758	8/10/24	Eligible
8	26943579	9/14/24	Eligible



**Dual Certification Eligibility List
Payroll Technician**

Rank	Candidate ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	53586750	9/6/24	Eligible	Full-Time	1.00	40 hours/week
2	56545313	9/6/24	Eligible	Full-Time	1.00	40 hours/week
3	21645022	9/6/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 11
 Number of applicants passed screening: 5
 Number of performance/written exam attendees: 5
 Number of oral exam attendees: 5

Personnel Commission

JOB DESCRIPTION

SCHOOL OCCUPATIONAL THERAPIST

Reports to: Division Coordinator

Division: Special Education

Our ideal candidate

You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and you strive to do a good job at all times.

General description

Provides occupational therapy and services for special education students, ages birth to 22 years, that includes assessment, development of Individualized Education Program (IEP) goals and plans, therapy, and direct intervention strategies and activities to assist students in acquiring functional and independent life skills within their occupational performance in the educational setting. Works with special education teams and provides consultation and training to school personnel and families.

Specific duties and responsibilities

- Provides occupational therapy services to students by conducting assessments in context to their occupational performance within the educational setting using an ecological model to determine their strengths and level of need in areas that may include physical, cognitive, psychosocial and sensory components
- Participates in pre-referral screenings, provides support and recommendations as part of the general education process, and facilitates transition planning
- Participates in intervention planning and implementation of IEP and Individualized Family Service Plan (IFSP) services
- Develops well defined educationally relevant goals and objectives that are part of the student's individual educational program
- Evaluates student progress on individual IEP and IFSP goals and revises goals as needed
- Prepares occupational therapy assessments and progress and makes recommendations
- As a part of the IFSP or IEP team the OT collaborates with professional staff to determine an individualized education plan for students eligible for special education services
- Instructs and collaborates with multidisciplinary teams in occupational therapy treatment approach, and instructional support on understanding, interpreting, and implementing intervention procedures
- Consults with parents and staff on occupational therapy interventions for students
- Provides training and continuing professional development to teachers and resource staff
- Keeps up-to-date on current clinical, theoretical and educational research in the profession and develops up-to-date best practices for therapy services
- Ensures the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies
- Modifies and may design adaptive equipment that enhances students' ability to access learning and technology
- Performs other duties as assigned that support the overall objective of the position

SCHOOL OCCUPATIONAL THERAPIST

Requirements

Education: Master's degree in occupational therapy (or bachelor's degree if received prior to 2007) from an accredited four-year college or university and proof of continuing education.

Experience: One year's experience in a school setting preferred.

Knowledge and Skills:

- Specialized knowledge of the physical, sensory, intellectual, social, and emotional growth patterns of children including the developmental and educational needs of children with specific disabilities
- Current theories and best practices in the application of occupational therapy techniques, including oral motor facilitation, daily living activities, sensory impairments, perceptual motor, fine motor development, and normal and abnormal child development
- Advanced math and interpretive skill to conduct and evaluate statistics
- Sufficient human relations skills to achieve and maintain trust and cooperation with peers and students, to deliver formal discussion with classroom-sized groups, to resolve conflict, and to use advanced lines of inquiry to obtain personal information from students
- Requires professional writing skills sufficient to write reports and correspondence that may be sensitive and have legal implications

Abilities

- Requires ambulatory ability to move to various class and meeting room settings, to stoop, bend and kneel, and to reach
- Hand-arm motion ability and coordination to assist others with physical movements
- Hand-eye-arm coordination ability to use special diagnostic devices and a personal computer keyboard to access and record information
- Visual ability to recognize words, numbers, and non-verbal actions of people
- Auditory ability to project voice and carry out conversations with individuals and small groups in person and over the phone

Licenses and certificates

- License to practice in California
- Certification by the National Board for Certification in Occupational Therapy and registration by the American Occupational Therapy Association
- Valid California driver's license

Working conditions

Moderately active work is performed where some safety considerations exist due to physical effort. Travel to different locations and school sites within the county is required.

Salary range: 99

Approved by the Personnel Commission:	Oct. 25, 2007
Revised:	Dec. 14, 2017
Revised:	July 28, 2022

SCHOOL OCCUPATIONAL THERAPIST

Reports to: ~~Division~~ Coordinator, Special Education

Division: Special Education

Our ideal candidate

You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and you strive to do a good job at all times.

General description

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Specific duties and responsibilities

- Provides occupational therapy services to students by conducting assessments in context to their occupational performance within the educational setting using an ecological model to determine their strengths and level of need in areas that may include physical, cognitive, psychosocial and sensory components
- Participates in pre-referral screenings, provides support and recommendations as part of the general education process, and facilitates transition planning
- Participates in intervention planning and implementation of IEP and Individualized Family Service Plan (IFSP) services
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- Instructs and collaborates with multidisciplinary teams in occupational therapy treatment approach, and instructional support on understanding, interpreting, and implementing intervention procedures
- Consults with parents and staff on occupational therapy interventions for students
- Provides training and continuing professional development to teachers and resource staff
- Keeps up-to-date on current clinical, theoretical and educational research in the profession and develops up-to-date best practices for therapy services
- Ensures the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies
- Modifies and may design adaptive equipment that enhances students' ability to access learning and technology
- Performs other duties as assigned that support the overall objective of the position

SCHOOL OCCUPATIONAL THERAPIST

Requirements

Education: Master's degree in occupational therapy.

~~B~~(or ~~b~~achelor's degree ~~if received prior to 2007~~) from an accredited four-year college or university, if received prior to 2007, is acceptable. ~~and proof of continuing education.~~

Experience: One year's experience in a school setting preferred.

Knowledge of and Skills:

- ~~Specialized knowledge of the~~ Physical, sensory, intellectual, social, and emotional growth patterns of children including the developmental and educational needs of children with specific disabilities
- Current theories and best practices in the application of occupational therapy techniques, including oral motor facilitation, daily living activities, sensory impairments, perceptual motor, fine motor development, and normal and abnormal child development
- ~~Advanced math and interpretive skill to conduct and evaluate statistics~~
- ~~Sufficient human relations skills to achieve and maintain trust and cooperation with peers and students, to deliver formal discussion with classroom-sized groups, to resolve conflict, and to use advanced lines of inquiry to obtain personal information from students~~
- ~~Requires professional writing skills sufficient to write reports and correspondence that may be sensitive and have legal implications~~

Ability to:

- ~~Requires ambulatory ability to~~ Move to various class and meeting room settings, to stoop, bend, and kneel, and to reach
- ~~Use h~~Hand and arm motion ability and coordination to assist others with physical movements
- ~~Utilize h~~Hand-eye arm coordination ability to use special diagnostic devices and a personal computer keyboard to access and record information
- ~~Visual ability to~~ Recognize words, numbers, and non-verbal actions of people
- ~~Auditory ability to~~ Project voice and carry out conversations with individuals and small groups in person and over the phone
- Develop and maintain trust and cooperation with peers and students
- Facilitate formal discussion with classroom-sized groups and resolve conflicts
- Develop reports and correspondence that may be sensitive and have legal implications
- Interpret statistics
- Work in an independent and organized manner as an itinerant service provider

Licenses and certificates

- Valid Occupational Therapist License to practice in issued by the California Board of Occupational Therapy
- Valid certification by the National Board for Certification in Occupational Therapy ~~and~~
- ~~r~~egistration by the American Occupational Therapy Association is preferred
- Valid California driver's license

SCHOOL OCCUPATIONAL THERAPIST

Working conditions

- Moderately active work is performed where some safety considerations exist due to physical effort. Travel to different locations and school sites within the county is required. Requires the ability to move to various class and meeting room settings, stoop, bend, kneel, and reach. Requires the use hand-arm motion ability and coordination to assist others with physical movements. Requires utilization of hand-eye-arm coordination ability to use special diagnostic devices and a personal computer keyboard to access and record information. Requires ability to recognize words, numbers, and non-verbal actions of people. Requires the ability to project voice and carry out conversations with individuals and small groups in person and over the phone.

Salary range: 99

Series

Healthcare

Approved by the Personnel Commission:

Oct. 25, 2007

Revised:

Dec. 14, 2017

Revised:

July 28, 2022

~~January 25~~ March

28, 2024 (pending approval)

SCHOOL OCCUPATIONAL THERAPIST

Reports to: Coordinator, Special Education

Division: Special Education

Our ideal candidate

You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and you strive to do a good job at all times.

General description

Provides occupational therapy and services for special education students, ages birth to 22 years, that includes assessment, development of Individualized Education Program (IEP) goals and plans, therapy, and direct intervention strategies and activities to assist students in acquiring functional and independent life skills within their occupational performance in the educational setting. Works with special education teams and provides consultation and training to school personnel and families.

Specific duties and responsibilities

- Provides occupational therapy services to students by conducting assessments in context to their occupational performance within the educational setting using an ecological model to determine their strengths and level of need in areas that may include physical, cognitive, psychosocial and sensory components
- Participates in pre-referral screenings, provides support and recommendations as part of the general education process, and facilitates transition planning
- Participates in intervention planning and implementation of IEP and Individualized Family Service Plan (IFSP) services
- Develops well defined educationally relevant goals and objectives that are part of the student's individual educational program
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- Consults with parents and staff on occupational therapy interventions for students
- Provides training and continuing professional development to teachers and resource staff
- Keeps up-to-date on current clinical, theoretical and educational research in the profession and develops up-to-date best practices for therapy services
- Ensures the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies
- Modifies and may design adaptive equipment that enhances students' ability to access learning and technology
- Performs other duties as assigned that support the overall objective of the position

SCHOOL OCCUPATIONAL THERAPIST

Requirements

Education: Master's degree in occupational therapy.

Bachelor's degree from an accredited four-year college or university, if received prior to 2007, is acceptable.

Experience: One year's experience in a school setting preferred.

Knowledge of:

- Physical, sensory, intellectual, social, and emotional growth patterns of children including the developmental and educational needs of children with specific disabilities
- Current theories and best practices in the application of occupational therapy techniques, including oral motor facilitation, daily living activities, sensory impairments, perceptual motor, fine motor development, and normal and abnormal child development
- Advanced math

Ability to:

- Develop and maintain trust and cooperation with peers and students
- Facilitate formal discussion with classroom-sized groups and resolve conflicts
- Develop reports and correspondence that may be sensitive and have legal implications
- Interpret statistics
- Work in an independent and organized manner as an itinerant service provider

Licenses and certificates

- Valid Occupational Therapist license issued by the California Board of Occupational Therapy
- Valid certification by the National Board for Certification in Occupational Therapy
- Valid California driver's license

Working conditions

- Moderately active work is performed where some safety considerations exist due to physical effort. Travel to different locations and school sites within the county is required. Requires the ability to move to various class and meeting room settings, stoop, bend, kneel, and reach. Requires the use hand-arm motion ability and coordination to assist others with physical movements. Requires utilization of hand-eye-arm coordination ability to use special diagnostic devices and a personal computer keyboard to access and record information. Requires ability to recognize words, numbers, and non-verbal actions of people. Requires the ability to project voice and carry out conversations with individuals and small groups in person and over the phone.

Salary range: 99

Series

Healthcare



SCHOOL OCCUPATIONAL THERAPIST

Approved by the Personnel Commission:	Oct. 25, 2007
Revised:	Dec. 14, 2017
Revised:	July 28, 2022
	March 28, 2024
	(pending approval)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

4491.11 Simultaneous Actions Affecting Pay Status

A. When more than one personnel action involving changes in an employee's salary step status becomes effective on the same day, all such changes shall be in accordance with these rules and take place in the following order of precedence:

1. Salary step advancement;
2. Adjustment to same salary step in newly authorized salary range;
3. Promotion, demotion, reclassification or transfer.
4. Longevity or other differential pay.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

AGENDA ITEM 12 - proposed revision, changes tracked

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

4491.11 Simultaneous Actions Affecting Pay ~~Status~~

A. When more than one personnel action involving changes ~~in-to~~ an employee's salary range and/or step ~~status-becomes~~ effective on the same day, all such changes shall be in accordance with these rules and take place in the following order of precedence:

1. Salary schedule restructure;

2. Salary schedule increase;

3. Salary step advancement;

~~2. Adjustment to same salary step in newly authorized salary range;~~

3. Promotion, demotion, reclassification, or ~~transfer~~ reallocation;

4. Longevity or other differential pay.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

April 25, 2024 (pending approval)

AGENDA ITEM 12 - proposed revision, changes saved

PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4491 APPLICATION OF SALARY SCHEDULES
- 4491.11 Simultaneous Actions Affecting Pay**

- A. When more than one personnel action involving changes to an employee's salary range and/or step become effective on the same day, all such changes shall be in accordance with these rules and take place in the following order of precedence:
 - 1. Salary schedule restructure;
 - 2. Salary schedule increase;
 - 3. Salary step advancement;
 - 4. Promotion, demotion, reclassification, or reallocation;
 - 5. Longevity or other differential pay.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976
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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

DRAFT

Personnel Commission Meetings
 2024/2025

Date & Time	Location
Thursday, July 25, 2024 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, August 22, 2024 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, September 26, 2024 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, October 24, 2024 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, November 21, 2024 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, December 19, 2024 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, January 23, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, February 27, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, March 27, 2025 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, April 24, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, May 22, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, June 26, 2025 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South

Meetings are typically held the fourth Thursday of each month starting at 12:30 p.m. at the Santa Barbara County Education Office Board Room, located at 4400 Cathedral Oaks Road, Santa Barbara and video conference in the North County Board Room, located at 402 Farnel Road, Santa Maria.

*** The October, March, and June Personnel Commission meetings are typically held at the Santa Barbara County Education North Office Board Room, 402 Farnel Road, Santa Maria, starting at 12:30 p.m.**