



**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.

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.

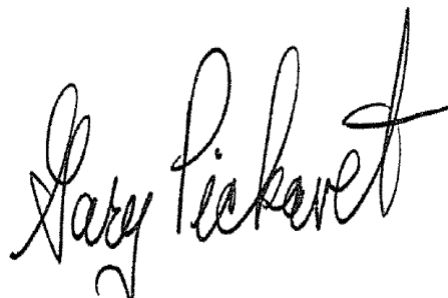
CLOSED SESSION — None scheduled

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