



**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.

**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**

Gary Pickavet led the Pledge of Allegiance.

**4. Changes to the Agenda**

The Director, Human Resources noted a correction to one of the attachments in the agenda packet, which was listed as being related to agenda item 11c but was in fact related to agenda item 12.

**5. Introduction of Staff and Guests**

Staff present:

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

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held February 22, 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 annual County spelling bee, held in the SBCEO Auditorium on March 19. She added that our spelling bee follows a format in which the words are read aloud and the students write them down instead of spelling them out loud. Not mentioned in the media release is that Ben de Oliveira, the second-place finisher in the elementary category, is a student in his district's Deaf and Hard of Hearing program. He wears cochlear implants, and the person reading the words had a special Bluetooth device that connected to Ben's hearing aids. This is a wonderful example of how technology and inclusive practices can help students participate and excel in educational activities.

**b. Legislative Update**

No update this month.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions — None****b. Classified Personnel Report dated April 11, 2024****c. Position Announcements**

- i. Accounting Assistant (Dual – Santa Barbara)
- ii. Director, Facilities (Dual – Santa Barbara)

## 11. Action Items

### a. Ratification of Eligibility Lists

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

### b. Classification of Position

The Director recommended 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, with an effective date of April 1. This reclassification had the support of CSEA and the Associate Superintendent, Special Education.

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

### c. Job Description

The Director recommended the approval of revisions to the job description for School Occupational Therapist, primarily for the purpose of clarifying the minimum qualifications and aligning it with our standard format.

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

**UNFINISHED BUSINESS** — None

## **NEW BUSINESS**

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

4491.11 Simultaneous Actions Affecting Pay Status

### **13. Review Draft 2024-25 Personnel Commission Meeting Schedule**

## **REPORTS**

### **14. PERSONNEL COMMISSIONER REPORTS**

Commissioner Jaramillo had no PC-related items to report.

Commissioner Ostini reported that he had attended the SBCEO service awards ceremony, noting that there is more participation in the ceremony now that it is held by Zoom. He was pleased to see Tracie Cordero be recognized for her 20 years of service. He was also pleased to see former County Superintendent Bill Cirone, who gave some brief remarks at the ceremony.

Commissioner Pickavet reported that he attended some excellent workshops at the CSPCA conference earlier in the month. He also reminded all that the annual conflict of interest form is due April 1.

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

The Director reported that the countywide job fair held on February 23 in Santa Maria was very successful. Approximately 150 people attended, almost five times higher than the attendance in 2023. At least one district was able to make a job offer to a special education teacher after an on-site interview.

The Director thanked Commissioner Pickavet for his remarks in appreciation of classified employees at the service awards celebration on February 28.

The Director noted that her highlights from the CSPCA conference were a workshop on diversity, equity, and inclusion; roundtable discussion on training and development for classified HR staff; and a workshop on holding one-day hiring events within a merit system.

The Director gave Melissa Rodriguez an opportunity to share her highlights from the conference, which were a workshop on adding value to the HR analyst role and that same one-day hiring events within a merit system. She appreciated the opportunity to attend and came away inspired with many new ideas she would like to implement. During non-workshop time, she also enjoyed going to the Monterey Bay Aquarium.

The Director reported she recently had the opportunity to tour the new Early Care and Education offices at 722 E. Main Street in Santa Maria with local CSEA leadership. It is a very modern, pleasant facility with plenty of room for the staff (which has grown significantly over the past few years) as well as conference space. After the tour, SBCEO and CSEA had their monthly collaboration meeting in the ECE Board Room.

The Director thanked Commissioner Ostini for agreeing to review Classified School Employee of the Year nominations.

The Director noted that HR has continued to revamp our new hire orientation program and that Melissa Rodriguez had presented the revised program for the first time the previous week, and she had done an excellent job.

#### **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 1:44 p.m. 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.



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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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**March 29, 2024 through April 19, 2024**

Position #	Position Information
2683	Accounting Technician, Senior • Early Care and Education - Hope Center 5 • South 40.00 hours per week • 12.00 months
2689	Paraeducator • Ralph Dunlap School DHOH & Pre-K • North 25.00 hours per week • 10.00 months Signing skills required
2690	Office Assistant • Early Care and Education - Hope Center • South 40.00 hours per week • 12.00 months
2691	Clerical Assistant • Speech/Language Services, Miller • North 5.00 hours per week • 10.00 months

Santa Barbara County Board of Education

Classified Personnel Report

May 9, 2024

**Appointments**

*Limited Term/Substitute*

Moroles, Pamela April 15, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

Ramirez De Santiago, Leticia April 18, 2024  
 Clerical Assistant • Early Care and Education • Lompoc  
 • Hourly as needed

Valdez, Alejandra March 28, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

Valladolid, Jasmin April 19, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

*Probationary*

Bartolon, Mary March 27, 2024  
 Office Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School  
 100% • 11 months

Chan, Tiana April 5, 2024  
 Accounting Assistant • Internal Services • Fiscal Services - Budgeting  
 100% • 12 months

Gonzalez, Yoseline April 15, 2024  
 Manager, Program Services • Children’s Creative Project • Children’s Creative Project  
 100% • 12 months

Guerrero, Isabel March 25, 2024  
 Communications Specialist • Communications • Cathedral Oaks  
 100% • 12 months

Kiner, Philip  
Manager, Communications • Communications • Communications  
100% • 12 months  
April 2, 2024

Lane, Joseph  
Computer/Network Technician, ITS • Information Technology Services • Cathedral Oaks  
100% • 12 months  
April 17, 2024

Mayo, Christian  
Payroll Technician • Internal Services • Payroll  
100% • 12 months  
April 15, 2024

Weber, Max  
Senior Software Engineer • Information Technology Services • Information Technology Services  
100% • 12 months  
April 17, 2024

Zavala, Abigail  
Paraeducator • Special Education • Casmalia Preschool 3  
87.5% • 10 months  
April 15, 2024

## Changes

### *Anniversary Increase*

Barcos, Lydia  
Accounting Technician • School Business Advisory Services • School Business Advisory Services  
50% • 12 months  
April 1, 2024

Catalan Pineda, Zurisaday  
Paraeducator • Special Education • Clarence Ruth Preschool  
75% • 10 months  
April 1, 2024

Consolascio, Sherry  
Food Service Worker • Early Care and Education • Santa Maria Cal-SAFE  
100% • 10 months  
April 1, 2024

Cortez, Heidi  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months  
April 1, 2024



de los Cobos, Erin Paraeducator • Special Education • Oak Valley Preschool 87.5% • 10 months	April 1, 2024
Earle, Rosangel Paraeducator • Special Education • Speech/Language Services, Lompoc 1 87.5% • 10 months	April 1, 2024
Gadler Bell, Marilee School Occupational Therapist • Special Education • School Occupational Therapy Services 100% • 12 months	April 1, 2024
Gonzalez, Esther Paraeducator • Special Education • Speech/Language Services, Dunlap 75% • 10 months	April 1, 2024
Howard, Diane Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 4 100% • 12 months	April 1, 2024
Huitron, Alejandra Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County 100% • 12 months	April 1, 2024
Kerns, Heather Paraeducator • Special Education • Vision Services 75% • 10 months	April 1, 2024
Leon, Monica Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc 2 100% • 12 months	April 1, 2024
Leonard, Julie Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Lompoc 75% • 10 months	April 1, 2024
Maldonado, Liliana Paraeducator • Special Education • Cold Spring School 81.25% • 10 months	April 1, 2024

<p>Marble, Margaret          Paraeducator • Special Education • Montecito Union School          81.25% • 10 months</p>	<p>April 1, 2024</p>
<p>Moreno Covarrubias, Blanca          Paraeducator • Special Education • Montecito Union School          81.25% • 10 months</p>	<p>April 1, 2024</p>
<p>Muhr, Joan          Office Assistant • Information Technology Services • Information Technology Services          30% • 12 months</p>	<p>April 1, 2024</p>
<p>Muniz, Alicia          Paraeducator • Special Education • Cuyama Elementary School          81.25% • 10 months</p>	<p>April 1, 2024</p>
<p>Remick, Cory          Senior Software Engineer • Information Technology Services • Information Technology Services          100% • 12 months</p>	<p>April 1, 2024</p>
<p>Rivera, Fabiola          Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2          100% • 12 months</p>	<p>April 1, 2024</p>
<p>Rodriguez, Isabel          Paraeducator • Special Education • Manzanita Charter School          81.25% • 10 months</p>	<p>April 1, 2024</p>
<p>Rodriguez, Melissa          Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff          100% • 12 months</p>	<p>April 1, 2024</p>
<p>Teran, Ruby          Paraeducator • Special Education • Dos Puertas School          84.375% • 12 months</p>	<p>April 1, 2024</p>
<p>Velazquez, Ricardo          Paraeducator • Special Education • Infant Services, Santa Maria          50% • 10 months</p>	<p>April 1, 2024</p>

Watson, Clarissa  
Paraeducator • Special Education • Dos Puertas School  
68.75% • 12 months  
April 1, 2024

Wold, Kristen  
Paraeducator • Special Education • Montecito Union School  
81.25% • 10 months  
April 1, 2024

***Increased Time (Voluntary)***

Croft, LeWanda  
Manager, Maintenance and Project Planning • Internal Services • Operations South  
100% • 12 months  
From .88130  
April 1, 2024

***Longevity Increment***

Sanchez, Naomi  
Teaching Assistant • Juvenile Court and Community Schools • Los Robles High School  
87.5% • 12 months  
35 years  
April 1, 2024

***Probation to Permanent***

Aguilar Navarrete, Cinthia  
Paraeducator • Special Education • Montecito Union School  
81.25% • 10 months  
April 1, 2024

Cortes, Luis  
Administrative Assistant • Internal Services • Operations South  
100% • 12 months  
April 1, 2024

Holt, Max  
Paraeducator • Special Education • De Colores Preschool  
87.5% • 10 months  
April 1, 2024

Sandoval, Arlyn  
Office Assistant • Special Education • Special Education Support Staff, Lompoc  
100% • 12 months  
April 1, 2024

Santos, Jessica  
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months  
April 1, 2024

Torres, Brianda  
Paraeducator • Special Education • Central Avenue Preschool  
87.5% • 10 months  
April 1, 2024

Vital Alcantar, Yanelly  
Nutrition Program Specialist - Bilingual • Early Care and Education • ECE - Santa Maria 3  
100% • 12 months  
April 1, 2024

***Promotion***

Contreras, Nancy  
Alternative Payment Program Supervisor • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months  
April 1, 2024

Garza-Torrez, Karina  
Alternative Payment Program Supervisor • Early Care and Education • Early Care and Education - Hope Center 4  
100% • 12 months  
May 1, 2024

***Reclassification***

Padilla, Leticia  
Clerical Assistant • Special Education • Speech/Language Services, Miller  
12.5% • 10 months  
From .875 FTE Paraeducator to .75 Paraeducator and .125 Clerical Assistant  
April 1, 2024

**Separation**

***Resignation***

Cazares-Flores, Mariella  
Clerical Assistant • Children and Family Resource Services • Health Linkages - South  
100% • 12 months  
March 29, 2024



Santa Barbara County Education Office  
**Accounting Technician, Senior**

<b>SALARY</b>	\$28.40 - \$36.04 Hourly \$4,941.00 - \$6,271.00 Monthly \$59,292.00 - \$75,252.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00084
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Early Care and Education
<b>OPENING DATE</b>	04/18/2024	<b>CLOSING DATE</b>	5/3/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

**Our ideal candidate**

You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a “can-do” attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

**General description**

Under general direction, perform a variety of complex, technical governmental accounting duties in support of multiple grants and programs and related funds, budgets, and accounts, including the updating and maintenance of journals and ledgers; review, analyze, maintain, and adjust assigned funds, budgets, and accounts; prepare, audit, reconcile, and maintain a variety of financial records, reports, and statements.

**Specific Duties and Responsibilities**

- Provide specialized support for general ledger, accounts payable, accounts receivable, payroll, benefits, or other assigned areas; provide information about applicable laws, regulations, policies, and procedures in order to assure financial transactions comply with established standards, requirements, policies and procedures.
- Serve as technical lead on assigned accounting functions with SBCEO accounting staff and administrators and outside agencies; respond to inquiries and provide detailed and technical information to staff of SBCEO and outside agencies concerning related funds, budgets, accounts, transactions, records, reports in order to exchange needed information and resolve issues or concerns.
- Review and post a variety of financial data to journals and ledgers; balance, audit, and adjust accounts; monitor funds for income and expenditures; code, verify and update accounts to reflect income and expenditures; make appropriate corrections as needed.

- Research and revise accounting data and documents; evaluate and reconcile accounts; compare and reconcile fiscal statements, records, reports and documents to assure accurate fund accounting; audit accounts and related data, records, reports, and statements to ensure accuracy, completeness, and compliance with established requirements; identify errors; resolve discrepancies; review, adjust, and assure accuracy of journal entries.
- Prepare and maintain a variety of financial records, statements, files, and reports related to accounts, funds, income, expenditures, budgets, programs, grants, contracts, reconciliations and assigned activities; assure mandated reports are completed in accordance with established timelines and requirements.
- Develop, prepare, and maintain various budgets as assigned; support departmental managers by assuring expenditures do not exceed established limitations, analyzing budgetary data, and preparing forecasts, projections, and recommendations; ensure grant transactions comply with established requirements; initiate and process account and budget transfers as authorized.
- Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of custom and standard computerized reports and statements; assure accuracy of input and output data.
- Review, audit for accuracy, and process purchase orders, requisitions, warrants, claims, journal entries, and invoices; prepare invoices and other documents for payment; assure proper account coding; issue payments for various financial obligations.
- Receive, audit, and verify incoming monies; check money totals against receipts and invoices to assure accuracy; prepare, audit, and reconcile various deposits; prepare and follow up on invoices and billings.
- Provide technical support with year-end closing, new fiscal year and related accruals, grants, allocations and financial functions as assigned.
- May serve as leadworker over other accounting and clerical staff.
- Perform related duties as assigned.

## Requirements

**Education:** Possession of an associate's degree in accounting, business, or related field preferred.

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

### Knowledge of:

- Methods, procedures, and terminology used in technical accounting, including general ledger, governmental and fund accounting, and grant accounting
- Financial record-keeping practices
- General accounting and business functions of an educational organization
- Policies and objectives of assigned programs and activities
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Databases and enterprise financial systems
- 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
- Analyze data and situations accurately, make sound decisions, and recommend effective courses of action
- Work with speed and accuracy
- Make accurate arithmetical computations
- Use and achieve proficiency with a variety of computerized accounting, enterprise, and other software programs

- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Work independently and as a member of a team
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive materials

### **Licenses and certificates**

Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.

### **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.

### **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>





Santa Barbara County Education Office  
**Early Care and Education Lead (Promotional Only)**

<b>SALARY</b>	\$24.86 - \$31.55 Hourly \$4,325.00 - \$5,490.00 Monthly \$51,900.00 - \$65,880.00 Annually	<b>LOCATION</b>	Santa Maria - Orcutt
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00082
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Early Care and Education
<b>OPENING DATE</b>	04/15/2024	<b>CLOSING DATE</b>	4/24/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Maria		

**General Description**

**Our ideal candidate**

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are detail-oriented and accurate. You are adept at following rules and regulations and working 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 the department goals. You are a team player who thrives on meeting and setting new goals. You are committed to excellence in providing the best service possible.

**General description**

Under general direction, serve as a team leader for a group of staff in the Alternative Payment Program. Depending on assignment, emphasis of duties may be supporting service providers or providing guidance to staff engaged in making eligibility determinations, enrolling eligible families, and providing resource and referral services.

**Specific Duties and Responsibilities**

- Provide support to supervisor in leading a team by: participating in the interview and selection process; onboarding and training new staff; assigning and reviewing work in progress or upon completion; monitoring employee caseloads; providing ongoing training and guidance for staff in program regulations, procedures, and software; participating in the development and presentation of training on program policy changes; and assisting staff in managing complex cases and resolving problems or errors.
- Support the management team in establishing and reinforcing standards and expectations for employee performance, conduct, professional workplace, consistency in applying program rules and following procedures, and customer service; provide performance feedback and needed guidance or correction to staff; provide input to supervisor on employee performance evaluations and disciplinary matters; communicate with supervisor about employee performance issues as well as exceptional employee performance.
- Collaborate with supervisor to modify and document program procedures to align with new and revised policies and practices; design and update forms to reflect new and revised program requirements.

- Organize and conduct periodic audits of case files, contracted providers, and eligibility compliance in preparation for annual program evaluations.
- Review and provide feedback on a variety of written communications, including policies, provider correspondence, and handbooks.
- Conduct trainings for program participants; develop resources in the community and educate program staff about their availability in order to enhance support for program participants.
- Generate or compile required periodic reports for submission to state agencies.
- Make eligibility determinations, enroll eligible children and families, and provide resource and referral services for a small number of difficult or sensitive cases.
- Respond to program participants who express customer service concerns; take or recommend corrective action as appropriate.
- Represents SBCEO during community outreach events to promote services for families.
- May maintain and update staff calendar to ensure sufficient coverage.
- Support supervisor and program management with special projects.
- Perform other duties as assigned that support the overall objective of the position.

## Requirements

A typical way to qualify for this classification would be:

**Education:** Possession of a high school diploma is required. Completion of 24 semester units of college coursework in business, public, or non-profit administration; social sciences, human services, or related field is 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.

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
- Fee and reimbursement schedules
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices and APP file and documentation requirements
- Standard office productivity software applications
- Arithmetic, including percentages and fractions

### Ability to:

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including enrollment, eligibility, and compliance
- Learn principles and practices of supervision and training
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work of self and others
- Learn and apply policies and regulations relating to other assigned programs
- Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- Demonstrate tact and diplomacy
- Communicate effectively both orally and in writing
- 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 California 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**

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### **RECRUITMENT INFORMATION:**

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- 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**

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Santa Barbara, California, 93110

**Phone**

8059644711

**Website**

<http://www.sbceo.org>

## Early Care and Education Lead (Promotional Only) Supplemental Questionnaire

**\*QUESTION 1**

This is a promotional only opportunity. Are you currently an SBCEO employee?

Yes

No

\* Required Question



Santa Barbara County Education Office  
**Office Assistant**

<b>SALARY</b>	\$23.25 - \$29.53 Hourly \$4,045.50 - \$5,138.22 Monthly \$48,546.00 - \$61,658.64 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00083
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Early Care and Education
<b>OPENING DATE</b>	04/15/2024	<b>CLOSING DATE</b>	4/29/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

**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**

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*SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a*

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**Dual Certification Eligibility List  
Clerical 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	34551985	9/27/24	Eligible	Full-Time	1.00	40 hours/week
2	7971743	9/27/24	Eligible	Full-Time	1.00	40 hours/week
3	55205063	9/27/24	Eligible	Full-Time	1.00	40 hours/week
4	56617910	9/27/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 26  
 Number of applicants passed screening: 15  
 Number of performance/written exam attendees: 10  
 Number of oral exam attendees: 6



**Dual Certification Eligibility List  
Director, Facilities**

<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	21336155	10/17/24	Eligible	Full-Time	1.00	40 hours/week
1	46202814	10/17/24	Eligible	Full-Time	1.00	40 hours/week
2	56939300	10/17/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 20

Number of applicants passed screening: 10

Number of performance/written exam attendees: 7

Number of oral exam attendees: 5



**Open Continuous Eligibility List  
Educational Interpreter, American Sign Language, Certified**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible List Expiration Date</b>	<b>Status</b>
1	57536351	10/3/24	Offered



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

<b>Rank</b>	<b>Person ID</b>	<b>Eligibility Expiration Date</b>	<b>Status</b>
1	54324596	6/21/24	Eligible
2	11753735	7/25/24	Eligible
3	54467626	8/24/24	Eligible
4	55795238	10/3/24	Eligible
5	4145758	8/10/24	Eligible



**Open Continuous Eligibility List  
Senior Software Engineer**

<b>Rank</b>	<b>Person ID</b>	<b>Eligibility List Expiration Date</b>	<b>Status</b>
1	55517886	9/26/24	Hired
2	55267802	4/18/24	Declined Offer
3	55146599	9/26/24	Eligible
4	55944087	7/13/24	Declined Offer

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~~Salary**

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;~~
- 1.3. Salary step advancement;
2. ~~Adjustment to same salary step in newly authorized salary range;~~
- 3.4. Promotion, demotion, reclassification, or ~~transfer~~reallocation;
- 4.5. 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,  
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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

## 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
<b>•Thursday, October 24, 2024 12:30pm</b>	<b>Board Rm at SBCEO North &amp; via video in Board Rm SBCEO South</b>
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
<b>•Thursday, March 27, 2025 12:30pm</b>	<b>Board Rm at SBCEO North &amp; via video in Board Rm SBCEO South</b>
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
<b>•Thursday, June 26, 2025 12:30pm</b>	<b>Board Rm at SBCEO North &amp; via video in Board Rm SBCEO South</b>

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.**

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Comparative Object Summary

Account Object Code	2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2024/25 Adopted Budget	2024/25 Adopted/ Revised	2024/25 Adopted- Revised	Comment
<b>Management 1490 - PERSONNEL COMMISSION</b>							
<b>Expense</b>							
2300 Class Admin Sal	157,932	165,260	165,260	181,981	110.12 %	16,721	
2400 Cler/Office Sal	161,022	160,982	160,622	177,087	110.00 %	16,105	
2430 Extra Hours/OT	3,000	3,000		3,000	100.00 %		
2440 Substitutes	3,000	3,000		3,000	100.00 %		
<b>Total for Object 2000</b>	<b>324,954</b>	<b>332,242</b>	<b>325,882</b>	<b>365,068</b>		<b>32,826</b>	
3202 PERS2	87,349	88,269	86,668	101,089	114.52 %	12,820	
3302 OasdMed2	162	94	112	113	120.21 %	19	
3304 Medi Class	4,703	4,795	4,702	5,269	109.89 %	474	
3402 H&W2 Class	106,846	113,125	116,621	123,333	109.02 %	10,208	
3502 Unempl2 Class	642	165	161	181	109.70 %	16	
3602 WrkComp2 Class	5,056	5,156	5,056	6,232	120.87 %	1,076	
<b>Total for Object 3000</b>	<b>204,758</b>	<b>211,604</b>	<b>213,319</b>	<b>236,217</b>		<b>24,613</b>	
4300 Supplies	200	100		100	100.00 %		
4340 Tangible Dev	400	400		400	100.00 %		
4350 Office Supply	3,000	3,100	1,443	3,100	100.00 %		
<b>Total for Object 4000</b>	<b>3,600</b>	<b>3,600</b>	<b>1,443</b>	<b>3,600</b>		<b>0</b>	
5200 Travel	2,100	2,100	1,724	2,100	100.00 %		
5201 Out of Cnty Trv	4,000	4,000	2,848	4,000	100.00 %		
5300 Dues/Membership	3,336	3,336	3,156	3,336	100.00 %		
5610 Rntl Les w/o Op	1,675	1,675	1,675	1,675	100.00 %		
5630 Repairs	200						
5640 Computer Repr	500	200		200	100.00 %		
5650 Maint Agreemnts	1,249	1,249	1,249	1,249	100.00 %		
5715 PhotoCopies	400	400		100	25.00 %	300-	
5720 Postage	50	50		50	100.00 %		
5730 Printing/Dupl	1,025	1,025	215	1,025	100.00 %		
5745 Vehicle Use	300	300	189	300	100.00 %		
5800 Prof Consulting	12,774	13,274	7,600	13,574	102.26 %	300	

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2025, Restricted? = Y, Management = 14, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

ESCAPE ONLINE

Account Object Code	2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2024/25 Adopted Budget	2024/25 Adopted/ Revised	2024/25 Adopted- Revised	Comment
<b>Management 1490 - PERSONNEL COMMISSION (continued)</b>							
<b>Expense (continued)</b>							
5830 Advertisement	10,301	10,301	520	10,301	100.00 %		
5930 Postge,Rfl Mtrs	40	40		40	100.00 %		
<b>Total for Object 5000</b>	<b>37,950</b>	<b>37,950</b>	<b>19,176</b>	<b>37,950</b>		<b>0</b>	
<b>Total for Org 061, Management 1490 and Expense accounts</b>	<b>571,262</b>	<b>585,396</b>	<b>559,819</b>	<b>642,835</b>		<b>57,439</b>	



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Susan C. Salcido, Superintendent of Schools

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### *Resolution No. HR 2024-1*

**WHEREAS**, the California Legislature has designated the third full week in May of each year as Classified School Employee Week; and

**WHEREAS**, existing laws provide for the employment of persons in the public schools in positions not requiring certification qualification as classified employees; and

**WHEREAS**, the Personnel Commission and staff of the Santa Barbara County Education Office recognize and appreciate the contributions of classified employees in providing quality education services and support for the schools in Santa Barbara County.

**NOW, BE IT HEREBY RESOLVED**, that the Personnel Commission and Director, Human Resources, reaffirm and support the designation of the third full week in May as Classified School Employee Week, which is May 19-25 this year; and

**BE IT FURTHER RESOLVED**, that we encourage and support the efforts of classified employees and the contributions they make to the educational community.

**PASSED AND ADOPTED**, by the Personnel Commission of the Santa Barbara County Education Office on April 25, 2024.

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Gary Pickavet  
 Chair, Personnel Commission

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Amy R. Ramos  
 Director, Human Resources



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---

Date

<<First Name>> <<Last Name>>  
 <<School District>>  
 <<School Address>>

Dear <<First Name>>,

It is with the greatest pleasure that we congratulate you on your selection as the 2024 Santa Barbara County Classified School Employee of the Year in the \_\_\_\_\_ category.

This recognition is a testament to your hard work, dedication, and outstanding contributions to your school community. Your commitment to excellence and your ability to go above and beyond to support our students, staff, and families have not gone unnoticed.

California’s Classified School Employees of the Year (CSEY) Program highlights the contributions of classified school employees who support the education of California’s public school students in numerous ways, from facilitating schools’ communication with families to providing engaging instructional support in the classroom to maintaining school buildings – all of which provide an environment conducive to learning. The CSEY Program pays tribute to the admirable efforts of our state's outstanding classified school employees in nine different categories.

Your nomination was submitted by your district, and a review committee selected your nomination for recognition by our County Board of Education. As one of Santa Barbara County’s Classified School Employee of the Year honorees, you will also be considered for state-level recognition as a Classified School Employee of the Year in the \_\_\_\_\_ category. The California Department of Education submits statewide honorees for consideration for a national award for classified employees, the Recognizing Inspiring School Employees (RISE) Award, sponsored by the U.S. Department of Education.

As a recipient of this prestigious honor, you serve as an inspiration to others, demonstrating the vital role classified school employees play in ensuring the success and well-being of our students. Your efforts help create a supportive and enriching learning experience for everyone involved.

Please accept our heartfelt congratulations on this well-deserved honor. We are grateful for your dedication and look forward to your continued success. Once again, congratulations on your achievement, and thank you for all that you do.

Very truly yours,

Gary Pickavet  
Personnel Commission Chair

Carmen Jaramillo  
Personnel Commission Vice-Chair

Mike Ostini  
Personnel Commissioner

C: [District Superintendent]