



**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.

**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.



---

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



---

Gary Pickavet  
Chair, Personnel Commission