



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
April 25, 2024 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Gary Pickavet called the meeting to order at 12:31 p.m.

2. Roll Call

Members present:

Gary Pickavet, Chair
Carmen Jaramillo, Vice Chair
Mike Ostini, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

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

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held March 28, 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 about the winners of the annual Mock Trial competition, which is coordinated by SBCEO with extensive support from the Santa Barbara County Superior Court, offices of the District Attorney and Public Defender, and the nonprofit Teach Democracy. This year's winning team, from Dos Pueblos High School in Goleta, went on to represent Santa Barbara County at the Mock Trial State Finals in late March, where they placed 7th among the 31 counties participating.

b. Legislative Update

The Director reported that AB 1699, a piece of legislation that was vetoed by Governor Newsom in the prior year's legislative session, has been revived in the current session as AB 2088, with most of the same new requirements applied to recruiting for classified vacancies. Despite some minor revisions to the original legislative language, opposition to this proposed bill remains widespread, with ACSA, CASBO, CSBA, and California County Superintendents all signing in opposition, in addition to numerous school districts around the state, including SBCEO and other local districts such as Buellton, Santa Maria Joint Union, and Allan Hancock. The Director committed to keeping the Commission updated on the progress of this legislation.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated May 9, 2024****c. Position Announcements**

- i. Accounting Technician, Senior (Dual – Santa Barbara)
- ii. Early Care and Education Lead (Promotional – Santa Maria)
- iii. Office Assistant (Dual – Santa Barbara)

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

- i. Clerical Assistant (Dual – Santa Maria)
- ii. Director, Facilities (Dual – Santa Barbara)
- iii. Educational Interpreter, ASL – Certified (Open Continuous – Santa Maria)
- iv. Paraeducator (Open Continuous – North)
- v. Senior Software Engineer (Open Continuous – Santa Barbara)

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

b. Salary Reallocation

CLASSIFICATION	CURRENT SALARY RANGE	PROPOSED NEW SALARY RANGE
Paraeducator	60	64
Paraeducator, Behavioral Intervention	62	66
Vocational Assistant	60	64

The Director, Human Resources recommended a reallocation of the salary range for three classifications, as noted above, with an effective date of 5/1/2024. This recommendation was based on challenges in recruiting and retention for all three classifications and has the support of CSEA and the County Superintendent of Schools.

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

c. Job Descriptions — None**UNFINISHED BUSINESS****12. Revision of Merit System Rules – Presented for Second Reading**

4491.11 Simultaneous Actions Affecting Pay Status

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

13. Approve 2024-25 Personnel Commission Meeting Schedule

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

NEW BUSINESS**14. Review of Proposed 2024-2025 Personnel Commission Budget**

This was an information item. A public hearing on the proposed budget will be scheduled concurrently with the regularly scheduled May Personnel Commission meeting.

15. Classified School Employee of the Year Update**a. Resolution**

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini

VOTE: 3-0

b. Letter to CSEY honorees

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

REPORTS**16. PERSONNEL COMMISSIONER REPORTS**

Commissioners Ostini and Pickavet had no PC-related items to report.

Commissioner Jaramillo reported that she had attended the AALRR training on criminal background checks. She thanked SBCEO for coordinating the consortium of local educational agencies that are able to avail themselves of the various training opportunities offered by AALRR.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that she and Melissa Rodriguez represented SBCEO at two local job fairs earlier this month: the State Street Job Fair, coordinated by the Santa Barbara Public Library and the Workforce Development Board; and a job fair coordinated by Santa Barbara City College and the Workforce Development Board. Attendees at the two events were a mix of students; individuals already established in their careers or looking to make a change; and active job-seekers dressed in suits and prepared with resumes. She noted that staff spend a lot of time at these events simply raising the profile of SBCEO, making attendees aware of us as a desirable local employer, explaining our mission, and highlighting the many different career opportunities we have available (not strictly

certificated jobs, which is what many people think when they see “education” in our name). She noted that the goal of attending these kinds of events is not only to fill current vacancies but also to create a pipeline of future applicants.

The Director also reported that HR had started using the NeoEd Onboarding module for classified new hires. She noted that in a period of less than four years, Classified HR had transitioned from an onboarding process that was entirely paper-based, to an electronic onboarding packet on the Informed K12 platform, now to an online experience that’s integrated with the system candidates use to apply for our classified jobs. The Director provided a brief demonstration of the Onboarding module.

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 1:24 p.m. The next regular meeting will be held on Thursday, May 23, 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



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

Apr 20, 2024 through May 17, 2024

Position #	Position Information
2696	Paraeducator • School Nurse, Santa Maria • North County 32.50 hours per week • 10.00 months Bilingual required

Santa Barbara County Board of Education

Classified Personnel Report

June 14, 2024

Appointments***Limited Term/Substitute***

Raja, Shulin April 22, 2024
Paraeducator • Special Education • Various Sites
• Hourly as needed

Probationary

Beevers, Jennifer May 13, 2024
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH
75% • 10 months

Diaz Carrillo, Tomas April 22, 2024
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months

Hunstad, Martina May 8, 2024
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Sakai-Hart, Michelle April 29, 2024
Administrative Assistant • Student and Community Services • Student and Community Services
100% • 12 months

Changes***Anniversary Increase***

Bomer, Dyan May 1, 2024
Administrative Assistant, Senior • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Carpio, Andrew May 1, 2024
Paraeducator • Special Education • Lenora Fillmore Preschool
87.5% • 10 months

Cervantes, Juan	May 1, 2024
Maintenance and Operations Supervisor • Internal Services • Operations South	
100% • 12 months	
 Figueroa, Nelson	 May 1, 2024
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2	
100% • 12 months	
 Kerrutt-Dent, Erin	 May 1, 2024
Certificated Human Resources Specialist • Human Resources • Human Resources Staff	
100% • 12 months	
 Lopez, Jessica	 May 1, 2024
Human Resources Supervisor • Human Resources • Certificated Human Resources Staff	
100% • 12 months	
 Martinez, Serena	 May 1, 2024
Paraeducator • Special Education • Ralph Dunlap School DHOH 2	
75% • 10 months	
 Munar, Desiree	 May 1, 2024
Paraeducator • Special Education • Alice Shaw Preschool	
87.5% • 10 months	
 Olivas, Alleena	 May 1, 2024
Paraeducator • Special Education • Ralph Dunlap School DHOH 2	
62.5% • 10 months	
 Quezada, Jacqueline	 May 1, 2024
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2	
100% • 12 months	
 Robertson, Shawna	 May 1, 2024
Paraeducator • Special Education • Casmalia Preschool 2	
87.5% • 10 months	
 Torres, Liliana	 May 1, 2024
Paraeducator • Special Education • Clarence Ruth Preschool	
75% • 10 months	

Trigueros, Crystal
Paraeducator • Special Education • Regency Preschool
87.5% • 10 months
May 1, 2024

Differential - Add

Braz Gonzalez, Lupita
Paraeducator • Special Education • Alice Shaw Preschool
87.5% • 10 months
Specialized Health Care
May 2, 2024

Differential - Remove

Baro, Jose
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months
Bilingual
May 13, 2024

Probation to Permanent

Arrieta Jacinto, Maria
Paraeducator • Special Education • Cuyama Headstart
37.5% • 10 months
May 1, 2024

Fuentes, Michael
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
87.5% • 12 months
May 1, 2024

Martinez, Veronica
Clerical Assistant • Special Education • Special Education Administration, Santa Maria
100% • 10 months
May 1, 2024

Reallocation

Aceves Garcia, Alejandra
Paraeducator • Special Education • Clarence Ruth Preschool
75% • 10 months
From range 60 to 64
May 1, 2024

Acheoual, Nancy
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months
From range 60 to 64
May 1, 2024

<p>Aguilar Navarrete, Cinthia</p> <p>Paraeducator • Special Education • Montecito Union School</p> <p>81.25% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Aguirre, Ancelmo</p> <p>Paraeducator • Special Education • Cabrillo High School</p> <p>90.825% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Almodovar, Nelson</p> <p>Paraeducator • Special Education • Manzanita Charter School</p> <p>81.25% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Alvarado-Luna, Gabriela</p> <p>Paraeducator • Special Education • Ernest Righetti High School DHOH</p> <p>81.25% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Anderson, Michelle</p> <p>Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K</p> <p>75% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Arrieta Jacinto, Maria</p> <p>Paraeducator • Special Education • Cuyama Headstart</p> <p>37.5% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Bravo, Christina</p> <p>Paraeducator • Special Education • Chapel Head Start</p> <p>43.75% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Braz Gonzalez, Lupita</p> <p>Paraeducator • Special Education • Alice Shaw Preschool</p> <p>87.5% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024

<p>Brown, Sarah</p> <p>Paraeducator • Special Education • Ontiveros Preschool</p> <p>75% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Burquez, Patricia</p> <p>Paraeducator • Special Education • Cabrillo High School</p> <p>93.75% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Carbajal-Esparza, Olivia</p> <p>Paraeducator • Special Education • Speech/Language Services, Miller</p> <p>75% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Carbajal, Silvia</p> <p>Paraeducator • Special Education • Infant Services, South/Valley</p> <p>50% • 12 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Carpio, Andrew</p> <p>Paraeducator • Special Education • Lenora Fillmore Preschool</p> <p>87.5% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Carroll, Jaime</p> <p>Paraeducator • Special Education • Allan Hancock Preschool</p> <p>87.5% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Castro-Ramirez, Fabiola</p> <p>Paraeducator • Special Education • Olga Reed Elementary</p> <p>77.5% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Catalan Pineda, Zurisaday</p> <p>Paraeducator • Special Education • Clarence Ruth Preschool</p> <p>75% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024

Cheong, Cheonghwa	May 1, 2024
Paraeducator • Special Education • Cold Spring School	
81.25% • 10 months	
From range 60 to 64	
Clark, Dionysius	May 1, 2024
Paraeducator • Special Education • New Horizons Preschool B	
87.5% • 10 months	
From range 60 to 64	
Coracero, Antonio	May 1, 2024
Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K	
75% • 10 months	
From range 60 to 64	
de los Cobos, Erin	May 1, 2024
Paraeducator • Special Education • Oak Valley Preschool	
87.5% • 10 months	
From range 60 to 64	
Deines, Jenia	May 1, 2024
Paraeducator • Special Education • Crestview Preschool	
87.5% • 10 months	
From range 60 to 64	
Delgadillo, Fabian	May 1, 2024
Paraeducator • Special Education • Speech/Language Services, McClelland	
87.5% • 10 months	
From range 60 to 64	
Delgado, Elvira	May 1, 2024
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
From range 60 to 64	
Devaux, Gabriela	May 1, 2024
Paraeducator • Special Education • Speech/Language Services, Lompoc 1	
87.5% • 10 months	
From range 60 to 64	

Diaz Carrillo, Tomas	May 1, 2024
Paraeducator • Special Education • Robert Bruce Preschool	
87.5% • 10 months	
From range 60 to 64	
Earle, Rosangel	May 1, 2024
Paraeducator • Special Education • Speech/Language Services, Lompoc 1	
87.5% • 10 months	
From range 60 to 64	
Escalante-Locke, Yvonne	May 1, 2024
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
From range 60 to 64	
Escamilla Hernandez, Dulce	May 1, 2024
Paraeducator • Special Education • De Colores Preschool	
87.5% • 10 months	
From range 60 to 64	
Filomia, Andres	May 1, 2024
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
From range 60 to 64	
Fonceca, Ernestina	May 1, 2024
Paraeducator • Special Education • Cuyama Elementary School	
81.25% • 10 months	
From range 60 to 64	
Fraire, Kathleen	May 1, 2024
Paraeducator • Special Education • Deaf/Hard-of-Hearing Services	
75% • 10 months	
From range 60 to 64	
Funkhouser, Rose Mary	May 1, 2024
Paraeducator • Special Education • Cuyama Elementary School	
81.25% • 10 months	
From range 60 to 64	

Gonzalez, Bertha	May 1, 2024
Paraeducator • Special Education • Infant Services, Santa Maria	
50% • 12 months	
From range 60 to 64	
Gonzalez, Eduardo	May 1, 2024
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
From range 60 to 64	
Gonzalez, Esther	May 1, 2024
Paraeducator • Special Education • Speech/Language Services, Dunlap	
75% • 10 months	
From range 60 to 64	
Hauber, Vanetta	May 1, 2024
Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Santa Maria	
75% • 10 months	
From range 62 to 66	
Hendricks, Kasandra	May 1, 2024
Paraeducator • Special Education • Meridian Head Start	
43.75% • 10 months	
From range 60 to 64	
Hernandez, Ana	May 1, 2024
Paraeducator • Special Education • New Horizons Preschool B	
87.5% • 10 months	
From range 60 to 64	
Hernandez, Rocio	May 1, 2024
Paraeducator • Special Education • Lenora Fillmore Preschool	
87.5% • 10 months	
From range 60 to 64	
Hidalgo, Monique	May 1, 2024
Paraeducator • Special Education • Los Padres Head Start	
43.75% • 10 months	
From range 60 to 64	

Ho, Chrystal	May 1, 2024
Paraeducator • Special Education • Cabrillo High School	
81.25% • 10 months	
From range 60 to 64	
Holt, Max	May 1, 2024
Paraeducator • Special Education • De Colores Preschool	
87.5% • 10 months	
From range 60 to 64	
Jasso, Gabriela	May 1, 2024
Paraeducator • Special Education • Ontiveros Preschool	
75% • 10 months	
From range 60 to 64	
Kerns, Heather	May 1, 2024
Paraeducator • Special Education • Vision Services	
75% • 10 months	
From range 60 to 64	
Lebolo, Lorena	May 1, 2024
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
From range 60 to 64	
Leonard, Julie	May 1, 2024
Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Lompoc	
75% • 10 months	
From range 62 to 66	
Luevanos, Nataly	May 1, 2024
Paraeducator • Special Education • New Horizons Preschool A	
87.5% • 10 months	
From range 60 to 64	
Maldonado, Liliana	May 1, 2024
Paraeducator • Special Education • Cold Spring School	
81.25% • 10 months	
From range 60 to 64	

<p>Marble, Margaret</p> <p>Paraeducator • Special Education • Montecito Union School</p> <p>81.25% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Martinez, Serena</p> <p>Paraeducator • Special Education • Ralph Dunlap School DHOH 2</p> <p>75% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Mireles, Jarery</p> <p>Paraeducator • Special Education • New Horizons Preschool A</p> <p>87.5% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Montgomery, Karyn</p> <p>Paraeducator • Special Education • Vision Services</p> <p>75% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Moreno Covarrubias, Blanca</p> <p>Paraeducator • Special Education • Montecito Union School</p> <p>81.25% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Munar, Desiree</p> <p>Paraeducator • Special Education • Alice Shaw Preschool</p> <p>87.5% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Muniz, Alicia</p> <p>Paraeducator • Special Education • Cuyama Elementary School</p> <p>81.25% • 10 months</p> <p>From range 60 to 64</p>	May 1, 2024
<p>Nash, Shalane</p> <p>Paraeducator • Special Education • Regency Preschool</p> <p>87.5% • 10 months</p> <p>To range 60 to 64</p>	May 1, 2024

Nuno, Ellen	May 1, 2024
Paraeducator • Special Education • Cuyama High School	
81.25% • 10 months	
From range 60 to 64	
Olivas, Alleena	May 1, 2024
Paraeducator • Special Education • Ralph Dunlap School DHOH 2	
62.5% • 10 months	
From range 60 to 64	
Padilla, Leticia	May 1, 2024
Paraeducator • Special Education • Speech/Language Services, Miller	
75% • 10 months	
From range 60 to 64	
Perez, Alexis	May 1, 2024
Paraeducator • Special Education • Young Learners State Preschool, SPED	
87.5% • 10 months	
From range 60 to 64	
Perez, Silvia	May 1, 2024
Paraeducator • Special Education • Young Learners State Preschool, SPED	
87.5% • 10 months	
From range 60 to 64	
Ramirez, Martin	May 1, 2024
Paraeducator • Special Education • Casmalia Preschool 1	
87.5% • 10 months	
From range 60 to 64	
Ramirez, Raquel	May 1, 2024
Paraeducator • Special Education • Oakley Preschool	
87.5% • 10 months	
From range 60 to 64	
Ramos, Sarah	May 1, 2024
Paraeducator • Special Education • Zaca Preschool	
43.75% • 10 months	
From range 60 to 64	

Read, Joseph	May 1, 2024
Paraeducator • Special Education • Orientation and Mobility Specialist 75% • 10 months From range 60 to 64	
Reyes, Delfina	May 1, 2024
Paraeducator • Special Education • Infant Services, Lompoc 50% • 10 months From range 60 to 64	
Robertson, Shawna	May 1, 2024
Paraeducator • Special Education • Casmalia Preschool 2 87.5% • 10 months From range 60 to 64	
Robles, Esther	May 1, 2024
Paraeducator • Special Education • Casmalia Preschool 1 87.5% • 10 months From range 60 to 64	
Rodriguez-Castellanos, Gabriela	May 1, 2024
Paraeducator • Special Education • Speech/Language Services, McClelland 87.5% • 10 months From range 60 to 64	
Rodriguez, Alyssa	May 1, 2024
Paraeducator • Special Education • Alice Shaw Preschool 43.75% • 10 months From range 60 to 64	
Rodriguez, Elizabeth	May 1, 2024
Paraeducator • Special Education • Vision Services 81.25% • 10 months From range 60 to 64	
Rodriguez, Isabel	May 1, 2024
Paraeducator • Special Education • Manzanita Charter School 81.25% • 10 months From range 60 to 64	

Rodriguez, Yenica	May 1, 2024
Paraeducator • Special Education • Cuyama Elementary School	
81.25% • 10 months	
From range 60 to 64	
Rubio, Paloma	May 1, 2024
Paraeducator • Special Education • Oakley Preschool	
87.5% • 10 months	
From range 60 to 64	
Sanchez, Sandra	May 1, 2024
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
From range 60 to 64	
Santiago, Noelia	May 1, 2024
Paraeducator • Special Education • Speech/Language Services, McClelland	
87.5% • 10 months	
From range 60 to 64	
Sherlock, Jennifer	May 1, 2024
Paraeducator • Special Education • Robert Bruce Preschool	
87.5% • 10 months	
From range 60 to 64	
Solorio, Maria	May 1, 2024
Paraeducator • Special Education • Casmalia Preschool 2	
87.5% • 10 months	
From range 60 to 64	
Teran, Ruby	May 1, 2024
Paraeducator • Special Education • Dos Puertas School	
84.375% • 12 months	
From range 60 to 64	
Toro, Jasmine	May 1, 2024
Paraeducator • Special Education • Cold Spring School	
81.25% • 10 months	
From range 60 to 64	

Torres, Brianda	May 1, 2024
Paraeducator • Special Education • Central Avenue Preschool	
87.5% • 10 months	
From range 60 to 64	
Torres, Gloria	May 1, 2024
Paraeducator • Special Education • Central Avenue Preschool	
87.5% • 10 months	
From range 60 to 64	
Torres, Liliana	May 1, 2024
Paraeducator • Special Education • Clarence Ruth Preschool	
75% • 10 months	
From range 60 to 64	
Torres, Marianna	May 1, 2024
Paraeducator • Special Education • Ontiveros Preschool	
75% • 10 months	
From range 60 to 64	
Trigueros, Crystal	May 1, 2024
Paraeducator • Special Education • Regency Preschool	
87.5% • 10 months	
From range 60 to 64	
Trisler, Mary	May 1, 2024
Paraeducator • Special Education • Preschool Assessment Team, Santa Barbara/Valley	
25% • 10 months	
From range 60 to 64	
Trisler, Mary	May 1, 2024
Paraeducator • Special Education • Infant Services	
50% • 12 months	
From range 60 to 64	
Uribe-Garcia, Elizabeth	May 1, 2024
Paraeducator • Special Education • Manzanita Charter School 2	
81.25% • 10 months	
From range 60 to 64	

Vargas, Beatriz	May 1, 2024
Paraeducator • Special Education • Clarence Ruth Preschool	
75% • 10 months	
From range 60 to 64	
Vega, Wendy	May 1, 2024
Paraeducator • Special Education • Speech/Language Services, McClelland	
87.5% • 10 months	
From range 60 to 64	
Velazquez, Ricardo	May 1, 2024
Paraeducator • Special Education • Infant Services, Santa Maria	
50% • 10 months	
From range 60 to 64	
Velazquez, Ricardo	May 1, 2024
Paraeducator • Special Education • School Nurse, Santa Maria	
50% • 10 months	
From range 60 to 64	
Wallan, Jennifer	May 1, 2024
Paraeducator • Special Education • Manzanita Charter School	
81.25% • 10 months	
From range 60 to 64	
Watson, Clarissa	May 1, 2024
Paraeducator • Special Education • Dos Puertas School	
68.75% • 12 months	
From range 60 to 64	
Wold, Kristen	May 1, 2024
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
From range 60 to 64	
Zarate Uribe, Odaliss	May 1, 2024
Paraeducator • Special Education • Allan Hancock Preschool	
87.5% • 10 months	
From range 60 to 64	

Zavala, Abigail
Paraeducator • Special Education • Casmalia Preschool 3
87.5% • 10 months
From range 60 to 64
May 1, 2024

Zepeda-Jimenez, Valeria
Paraeducator • Special Education • Crestview Preschool
87.5% • 10 months
From range 60 to 64
May 1, 2024

Separation

Resignation

Cheong, Cheonghwa
Paraeducator • Special Education • Cold Spring School
81.25% • 10 months
June 7, 2024

Garate, Hermelinda
Clerical Assistant • Special Education • Special Education Support Staff North
100% • 12 months
May 20, 2024

Inzunza Aquino, Celina
Youth Support and Service Specialist - Bilingual • Transitional Youth Services • Transitional Youth - North
100% • 12 months
May 3, 2024

Rodriguez, Alejandra
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months
May 3, 2024

Sanchez Camarena, Maria
Technology Support Administrative Assistant • Information Technology Services • Cathedral Oaks
100% • 12 months
May 15, 2024

Retirement

Sanchez, Naomi
Teaching Assistant • Juvenile Court and Community Schools • Los Robles High School
87.5% • 12 months
June 30, 2024



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	2023-00086
DIVISION	Administrative Services	DEPARTMENT	Accounting
OPENING DATE	05/09/2024	CLOSING DATE	5/23/2024 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	\$10,281.17 - \$12,526.75 Monthly \$123,374.00 - \$150,321.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00079
DIVISION	Administrative Services	DEPARTMENT	Internal Services
OPENING DATE	05/06/2024	CLOSING DATE	5/20/2024 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

- 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

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<http://www.sbceo.org>



Santa Barbara County Education Office

Technology Support Administrative Assistant

SALARY	\$27.71 - \$35.23 Hourly \$4,822.00 - \$6,130.00 Monthly \$57,864.00 - \$73,560.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00085
DIVISION	Administrative Services	DEPARTMENT	Information Technology Services
OPENING DATE	05/06/2024	CLOSING DATE	5/28/2024 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You possess excellent interpersonal and communication skills with strong computer and technology competencies. You have well-developed organizational skills and are careful to maintain information as confidential. You work well both independently and as a team member while representing the office, engaging in highly professional service to others. You multi-task in a fast-paced environment and are comfortable with frequent interruptions and the need to re-prioritize tasks in order to maintain excellent service to others. You take ownership and initiative of tasks and responsibilities of the position. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and all the customers we serve.

General description

Perform a wide variety of complex administrative, accounting, technical writing, operational and organizational functions. Responsible for assisting managers and county education office staff with the daily flow of communications and information regarding policies, procedures, and regulations of Information Technology (IT) Services.

Specific Duties and Responsibilities

- Provide first-level user support for email, industry-standard office productivity software, peripheral and mobile devices, creative tools, and financial system; log and route to appropriate IT staff member, complex service requests and those related to connectivity, security, hardware, Wide Area Network (WAN), and Local Area Network (LAN); escalate high-priority service requests; audit service request records to ensure that all requests have been fulfilled
- Receive and interview callers and visitors to determine their needs for service
- Schedule required services for information technology infrastructure, such as generators, air conditioning and UPS units.
- Obtain quotes from vendors for renewing equipment and service maintenance agreements, taking full responsibility for managing all contracts and their expiration dates to ensure timely processing, avoiding any service interruption.

- Create purchase orders for payment of invoices, order supplies and services, obtain necessary authorizations, and route appropriate copies and backup documentation; create purchase orders for all credit card purchases (for ITS and other departments) and perform monthly reconciliation
- Determine if sufficient funds have been encumbered for planned annual budget expenditures
- Process requests for SBCEO email accounts, set up new accounts in other applications, and send appropriate information to employees and their manager
- Produce email account listings for SBCEO departments to review and process changes by updating the information in the database and on the server
- Process employee termination notices from HR, take appropriate action for all network related accounts (ie. forward email, change passwords, delete accounts, calendar for future actions, etc.)
- Ensure payment for services by producing invoices and ensuring payment is received and posted in the financial system.
- Audit daily email service log reports to confirm all back-up documentation is provided for each email account addition, deletion or edit
- Using financial system, enter and submit all departmental staff leave information and run leave usage reports as needed
- Process and print manual payroll checks and commercial warrants
- Using appropriate tools, for both the financial system and SBCEO networks, unlock accounts, ending unresponsive sessions and assist users with password resets.
- Prepare statistical, financial and administrative reports including letters, memos, Memoranda of Understanding (MOU) agreements, and contracts, by consolidating relevant statistical and financial data
- Take meeting notes and obtain appropriate division approval before distributing communications
- Assist with compilation and development of annual budget by preparing reports and preparing and monitoring invoices and expenses
- Test, finetune and format technical instructions for various services offered by IT Services for end-users, such as user guides, and prepare them for posting on the website, including accessibility audits to ensure ADA compliance.
- Review and edit ITS website pages as needed
- Create online forms
- Assist in preparing executive-level presentations by selecting artwork, formatting, editing, compiling, and making recommendations for improvement.
- Schedule appointments and coordinate arrangements for a variety of meetings, workshops, and seminars
- Create, circulate, and update office calendars to track meetings, events, appointments, and staff vacation
- Arrange travel accommodations, transportation, and process travel claims
- Open, sort and route mail including equipment delivery, responding to mail requiring routine response, and composing other responses for signature of the administrator
- Organize and maintain complex files, both paper and digital
- Monitor office supplies and maintain adequate stock
- Perform special projects and other related job duties as assigned

Requirements

Education: Possession of a high school diploma, supplemented by college or vocational coursework in business or computer technology. Additional relevant work experience may be substituted for post-secondary education.

Experience: five years of increasingly responsible administrative support experience, preferably in an information technology services environment. Additional post-secondary education may be substituted for the required work experience on a year-for-year basis.

Knowledge of:

- Standard office productivity software applications, modern office practices, equipment and administrative procedures
- Telephone and email etiquette
- Statistical and financial record keeping
- Arithmetic, including percentages and fractions
- Report writing practices
- Correct English usage, grammar, spelling, punctuation and vocabulary

Ability to:

- Learn the County Education Office organization, operations, policies and objectives, terminology and programs
- Perform varied, complex administrative tasks and duties with accuracy and frequent interruptions
- Operate standard office equipment including graphical user interfaces for online systems.
- Demonstrate patience and maintain professionalism when dealing with frustrated customers
- Learn how to use and troubleshoot a variety of computer hardware and software, peripheral devices, and mobile devices
- Achieve proficiency in use of SBCEO administrative systems, including financial system
- Learn information technology terminology
- Create technical and end-user procedure documentation
- Maintain current skills and knowledge of computer and office technology terminology
- Establish and maintain effective and professional working relationships with others
- Exercise tact, patience, and courtesy in interactions with others
- Maintain records and prepare reports and memoranda
- Make accurate arithmetic calculations
- Interpret, explain and apply rules, regulations and policies
- Arrange for meetings, workshops, conferences and seminars as required
- Analyze situations accurately and adopt an effective course of action
- Identify opportunities and implement strategies for continuous improvement
- Meet schedules and timelines, re-prioritizing as needed
- Plan and organize work
- Work independently and as part of a team
- Maintain confidentiality of files and other sensitive material

Ability to speak Spanish fluently is desirable.

Working conditions

Most of the work of this position is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. This position is not typically exposed to significant safety hazards. The incumbent may occasionally be required to lift and carry objects weighing 25 lbs., climb, crawl, stoop, kneel, and crouch.

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.

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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.

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Website

<http://www.sbceo.org>



Open Continuous Eligibility List
Braille Transcriber

Rank	Person ID	Eligible List Expiration Date	Status
1	54448260	11/15/24	Referred



**Promotional Eligibility List
Early Care and Education Lead**

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	55380909	11/13/24	Referred	Full-Time	1.00	40 hours/week
2	55386083	11/13/24	Referred	Full-Time	1.00	40 hours/week
2	50449106	11/13/24	Referred	Full-Time	1.00	40 hours/week
3	24559805	11/13/24	Referred	Full-Time	1.00	40 hours/week
4	1664132	11/13/24	Referred	Full-Time	1.00	40 hours/week

Number of applicants: 10

Number of applicants passed screening: 5

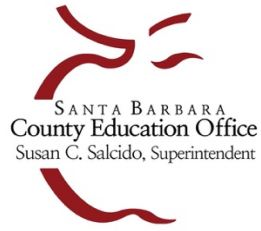
Number of performance/written exam attendees: 5

Number of oral exam attendees: N/A



Open Continuous Eligibility List
Paraeducator (North)

Rank	Person ID	Eligibility Expiration Date	Status
1	54324596	6/21/24	Eligible
1	30446892	11/15/24	Eligible
2	56657578	8/24/24	Declined Offer
2	11753735	7/25/24	Eligible
3	39909412	11/2/24	Hired
4	57856643	11/12/24	Eligible
4	54467626	8/24/24	Eligible
5	55795238	10/3/24	Eligible
6	4145758	8/10/24	Eligible
7	57922742	11/12/24	Eligible



**Open Continuous Eligibility List
Vocational Assistant**

Rank	Person ID	Eligible List Expiration Date	Status
1	11113153	11/1/24	Referred
2	35988769	11/6/24	Referred

Fiscal06a

Comparative Object Summary

Account Object Code	2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2023/24 Rev Budget -Actuals	2023/24 Actuals/ Revised	
Management 1490 - PERSONNEL COMMISSION						
Expense						
2300 Class Admin Sal	157,932	165,260	165,260	.13	100.00 %	
2400 Cler/Office Sal	161,022	160,982	160,742	240.00	99.85 %	
2430 Extra Hours/OT	3,000	3,000		3,000.00		
2440 Substitutes	3,000	3,000		3,000.00		
Total for Object 2000	324,954	332,242	326,002	6,240.13		
3202 PERS2	87,349	88,269	86,668	1,601.21	98.19 %	
3302 OasdMed2	162	94	114	20.17-	121.46 %	
3304 Medi Class	4,703	4,795	4,704	91.18	98.10 %	
3402 H&W2 Class	106,846	113,125	114,567	1,441.50-	101.27 %	
3502 Unempl2 Class	642	165	161	4.18	97.47 %	
3602 WrkComp2 Class	5,056	5,156	5,057	98.52	98.09 %	
Total for Object 3000	204,758	211,604	211,271	333.42		
4300 Supplies	200	100		100.00		
4340 Tangible Dev	400	400		400.00		
4350 Office Supply	3,000	3,100	1,443	1,657.30	46.54 %	
Total for Object 4000	3,600	3,600	1,443	2,157.30		
5200 Travel	2,100	2,100	1,724	376.35	82.08 %	
5201 Out of Cnty Trv	4,000	4,000	3,844	156.05	96.10 %	
5300 Dues/Membership	3,336	3,336	3,156	180.00	94.60 %	
5610 Rntl Les w/o Op	1,675	1,675	1,675		100.00 %	
5630 Repairs	200					
5640 Computer Repr	500	200		200.00		
5650 Maint Agreemnts	1,249	1,249	1,249		100.00 %	
5715 PhotoCopies	400	400		400.00		
5720 Postage	50	50		50.00		
5730 Printing/Dupl	1,025	1,025	215	810.00	20.98 %	
5745 Vehicle Use	300	300	189	111.06	62.98 %	
5800 Prof Consulting	12,774	13,274	5,799	7,475.10	43.69 %	
Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2024, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)						

[ESCAPE](#) [ONLINE](#)

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Account Object Code	2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2023/24 Rev Budget -Actuals	2023/24 Actuals/ Revised	
Management 1490 - PERSONNEL COMMISSION (continued)						
Expense (continued)						
5830 Advertisement	10,301	10,301	2,716	7,585.10	26.37 %	
5930 Postge,Rfl Mtrs	40	40		40.00		
Total for Object 5000	37,950	37,950	20,566	17,383.66		
Total for Org 061,	571,262	585,396	559,281	26,114.51		
Management 1490 and						
Expense accounts						



Personnel Commission Public Hearing

A public hearing on the fiscal year 24-25
Personnel Commission budget will be held.

Thursday, May 23, 2024
Time Certain: 1:00 p.m.

The hearing will be conducted at the following location:

Santa Barbara County Education Office
Board Room
4400 Cathedral Oaks Road
Santa Barbara, California

The hearing will also be available through videoconference at:

Santa Barbara County Education Office
Board Room
402 Farnel Road
Santa Maria, California

Fiscal06a

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
Management 1490 - PERSONNEL COMMISSION							
Expense							
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 %		
Total for Object 2000	324,954	332,242	325,882	365,068		32,826	
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	
Total for Object 3000	204,758	211,604	213,319	236,217		24,613	
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 %		
Total for Object 4000	3,600	3,600	1,443	3,600		0	
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	
<div> <div>Selection</div> <div>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)</div> </div> <div> <div>ESCAPE</div> <div>ONLINE</div> </div> <div>Page 1 of 2</div>							

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
Management 1490 - PERSONNEL COMMISSION (continued)							
Expense (continued)							
5830 Advertisement	10,301	10,301	520	10,301	100.00 %		
5930 Postge,Rfl Mtrs	40	40		40	100.00 %		
Total for Object 5000	37,950	37,950	19,176	37,950		0	
Total for Org 061, Management 1490 and Expense accounts	571,262	585,396	559,819	642,835		57,439	