



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
May 23, 2024 – 12:30 p.m.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Gary Pickavet called the meeting to order at 12:30 p.m.

**2. Roll Call**

Members present:

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

**3. Pledge of Allegiance**

Carmen Jaramillo led the Pledge of Allegiance.

**4. Changes to the Agenda — None**

**5. Introduction of Staff and Guests**

Staff present:

Mari Minjarez Gonzales, Associate Superintendent, Human Resources  
Amy Ramos, Director, Human Resources  
Tracie Cordero, Classified Human Resources Specialist  
Wendy Garcia, Certificated Human Resources Technician

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held April 25, 2024**

MOVED: Carmen Jaramillo    SECONDED: Mike Ostini

VOTE: 3-0

**8. Communications — None**

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

The Director, Human Resources summarized media releases about the 2024 Classified School Employees of the Year and 2025 Teacher of the Year being recognized at the Board meeting on May 9; the awarding of scholarships to graduating seniors on the Superintendent's Student Advisory Council; and the upcoming I Madonnari, the annual street painting festival at the Santa Barbara Mission that is the major annual fundraiser for the Children's Creative Project, one of the three non-profits that's administered by SBCEO.

**b. Legislative Update**

The Director reported a follow-up to AB 2088: the PCASC Board recently voted to register its opposition to this legislation.

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

- i. Accounting Assistant (Dual – Santa Barbara) – *inadvertently omitted from original agenda*
- ii. Director, Facilities (Dual – Santa Barbara)
- iii. Technology Support Administrative Assistant (Dual – Santa Barbara)

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

- i. Braille Transcriber (Open Continuous – Santa Maria)
- ii. Early Care and Education Lead (Promotional – Santa Maria)
- iii. Paraeducator (Open Continuous – North)
- iv. Vocational Assistant (Open Continuous – Santa Maria)

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

**b. Classification of Positions — None**

**c. Job Descriptions — None**

**UNFINISHED BUSINESS — None**

## **NEW BUSINESS**

### **12. Personnel Commission Budget Review**

The Director, Human Resources presented a statement of expenditures through April 30, 2024. This was an information item.

### **13. Public Hearing on Approval of Proposed 2024-25 Personnel Commission Budget**

Gary Pickavet called the public hearing to order at 1:00 p.m. The public hearing was conducted in accordance with the requirements of California Education Code Section 45253 for consideration of the Personnel Commission budget for fiscal year 24-25. No members of the public were present for the public hearing. The public hearing was closed at 1:01 p.m.

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

## **REPORTS**

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

Commissioner Jaramillo reported that her district, Lompoc Unified, has a new Director of Classified Human Resources. She also reported that she could not attend the Personnel Commission meeting scheduled for June 27. It was agreed to change the date and time of the meeting to Monday, June 24 at 1:30 p.m.

Commissioner Ostini reported that he enjoyed attending the Classified School Employees of the Year ceremony on May 9.

Commissioner Pickavet had no PC-related items to report.

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

The Director reported that she was honored to attend the 2024 Women of Achievement luncheon held on May 1 by the Santa Barbara chapter of the Association of Women in Communication. This year, four individuals were recognized as women of achievement, all of them in the field of education, and one of the honorees was Dr. Susan Salcido.

The Director reported that she was again privileged this year to be asked to serve as a reviewer for Crystal Apple nominations. The Crystal Apple Awards are made to Santa Barbara County educators, including classified staff, in a process sponsored by the Santa Barbara County Teachers Federal Credit Union and coordinated by SBCEO's Teacher Programs and Support. She noted that it was very inspiring to read all the enthusiastic and sometimes very touching nominations of educators and classified staff throughout our county.

The Director concluded by reporting that SBCEO had recently partnered with SELPA (Special Education Local Plan Area) to offer our staff who have extensive public contact the opportunity to attend a two-part de-escalation training presented by the Mental Health Manager at SELPA. The Director reported that she attended and found the training valuable.

#### **16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

#### **CLOSED SESSION**

The Commission went into closed session at 1:14 p.m. with the Associate Superintendent, Human Resources to discuss the process for the annual performance evaluation for the Director, Human Resources. Closed session ended at 1:22 p.m. The action taken by the Commission was to waive the Director's evaluation for 2023-24, in accordance with Personnel Commission Rule 4463.2.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:24 p.m. The next regular meeting will be held on Monday, June 24, 2024, at 1:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.



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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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**May 18, 2024 through June 18, 2024**

<b>Position #</b>	<b>Position Information</b>
2697	Custodian/Maintenance Worker • Early Care and Education - North County • North 40.00 hours per week • 12.00 months
2698	Accounting Technician • Fiscal Services - Budgeting • South 40.00 hours per week • 12.00 months
2699	Early Care and Education Case Worker • Early Care and Education - Lompoc • North County 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

July 11, 2024

**Appointments**

*Probationary*

Amezcuca Cornejo, Uriel June 6, 2024  
Custodian/Delivery Driver • Internal Services • Operations South 2  
100% • 12 months

Meza Diaz, Jose May 24, 2024  
Custodian • Internal Services • Operations South  
100% • 12 months

Ore, Ailey June 14, 2024  
Office Assistant • Early Care and Education • Early Care and Education - Hope Center  
100% • 12 months

Sanchez, Daniel May 20, 2024  
Custodian/Maintenance Worker • Early Care and Education • Early Care and Education - North County  
100% • 12 months

**Changes**

*Anniversary Increase*

Avila Ramirez, Elizabeth June 1, 2024  
Program Associate • Transitional Youth Services • Transitional Youth South  
100% • 12 months

Ayala, Gerardo June 1, 2024  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County  
100% • 12 months

Baro, Jose June 1, 2024  
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  
87.5% • 10 months

Braz Gonzalez, Lupita June 1, 2024  
 Paraeducator • Special Education • Alice Shaw Preschool  
 87.5% • 10 months

Castillo, Erika June 1, 2024  
 Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2  
 75% • 10 months

Clark, Dionysius June 1, 2024  
 Paraeducator • Special Education • New Horizons Preschool B  
 87.5% • 10 months

Dal Bon, Darnyl June 1, 2024  
 Administrative Assistant • Children and Family Resource Services • Health Linkages Administration  
 100% • 12 months

Fierro, Kaylyn June 1, 2024  
 Accounting Technician • School Business Advisory Services • School Business Advisory Services  
 50% • 12 months

Freedland, Anna June 1, 2024  
 Executive Assistant to the County Superintendent (Confidential) - Exempt • Superintendent • Cathedral Oaks  
 100% • 12 months

Gonzalez, Eduardo June 1, 2024  
 Paraeducator • Special Education • Montecito Union School  
 81.25% • 10 months

Hernandez, Ana June 1, 2024  
 Paraeducator • Special Education • New Horizons Preschool B  
 87.5% • 10 months

Hernandez, Emeterio June 1, 2024  
 Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School  
 87.5% • 12 months

Lebolo, Lorena June 1, 2024  
 Paraeducator • Special Education • Montecito Union School  
 81.25% • 10 months

Owens, Vera  
Administrative Assistant, Senior • Career Technical Education Program • Hope Center  
100% • 12 months  
June 1, 2024

Torres, Marianna  
Paraeducator • Special Education • Ontiveros Preschool  
75% • 10 months  
June 1, 2024

Vazquez, Magaly  
Program Associate • Transitional Youth Services • Transitional Youth - North  
100% • 12 months  
June 1, 2024

Vickery, Lupie  
Administrative Assistant, Senior • Curriculum and Instruction • Curriculum and Instruction  
100% • 12 months  
June 1, 2024

Weinstein, Claudia  
Payroll Technician • Internal Services • Payroll  
100% • 12 months  
June 1, 2024

***Probation to Permanent***

Ahumada, Isela  
Youth Outreach Mentor • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School 2  
87.5% • 10 months  
June 1, 2024

Castro-Ramirez, Fabiola  
Paraeducator • Special Education • Olga Reed Elementary  
77.5% • 10 months  
June 1, 2024

Coronado, Lissandra  
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  
87.5% • 10 months  
June 1, 2024

Croft, LeWanda  
Manager, Maintenance and Project Planning • Internal Services • Operations South  
100% • 12 months  
June 1, 2024



Estrada, Jacqueline June 1, 2024  
Accounting Technician • Special Education • Special Education Accounting  
100% • 12 months

King Kondos, Victoria June 1, 2024  
Health Advocate • Children and Family Resource Services • Health Linkages - South County  
100% • 12 months

Lockwood, Donald June 1, 2024  
Audiovisual Services Supervisor • Information Technology Services • Information Technology Services  
100% • 12 months

McConnell, Victor June 1, 2024  
Computer/Network Technician, ITS • Information Technology Services • North County  
100% • 12 months

Morin, Catalina June 1, 2024  
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  
87.5% • 10 months

Ramirez, Martin June 1, 2024  
Paraeducator • Special Education • Casmalia Preschool 1  
87.5% • 10 months

Read, Joseph June 1, 2024  
Paraeducator • Special Education • Orientation and Mobility Specialist  
75% • 10 months

Torres, Gloria June 1, 2024  
Paraeducator • Special Education • Central Avenue Preschool  
87.5% • 10 months

***Promotion***

Harris, Debora June 3, 2024  
Early Care and Education Lead • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

Sena, Rosalynd

June 3, 2024

Early Care and Education Lead • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

## **Separation**

### ***Layoff***

Ahumada, Isela

June 6, 2024

Youth Outreach Mentor • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School 2  
87.5% • 10 months

Valencia Sherratt, Lisa

June 30, 2024

Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration  
62.5% • 12 months

### ***Released***

Kiner, Philip

May 21, 2024

Manager, Communications • Communications • Cathedral Oaks  
100% • 12 months  
Non completion of probation

### ***Resignation***

Rodriguez, Melissa

June 28, 2024

Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff  
100% • 12 months



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

<b>SALARY</b>	\$25.95 - \$32.93 Hourly \$4,515.00 - \$5,730.00 Monthly \$54,180.00 - \$68,760.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00089
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Internal Services
<b>OPENING DATE</b>	06/11/2024	<b>CLOSING DATE</b>	6/25/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

The Santa Barbara County Education is seeking experienced candidates with strong accounting skills to provide accounting support to SBCEO’s fiscal services team.

There is currently (1) full-time vacancy available which will be based out of our Santa Barbara office.

**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 supervision, perform a variety of complex and technical budget and accounting duties in support of an assigned program or centralized function; maintain, review, audit, and adjust assigned accounts; process, record, and audit various transactions; prepare, reconcile, and maintain a variety of financial records, reports, and statements.

**Specific Duties and Responsibilities**

- Perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function; provide technical accounting support for various programs, accounts, funds, grants, or functions.
- Maintain, verify, and audit assigned accounts, and make appropriate adjustments; match, sort, check, code, and post a variety of financial data such as income, expenditures, and transfers; review, adjust, and assure accuracy of ledgers and journal entries; balance, adjust, and reconcile accounts.

- Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents such as purchase orders, reimbursements, deposits, claims, requisitions, credit memos, warrants, and invoices; calculate, prepare, and assure accuracy of incoming and outgoing payments; assist in assuring transactions comply with established standards and requirements.
- Provide accounting support to assigned program by responding to inquiries and providing technical information related to accounts, budgets, transactions, records, laws, regulations, policies, and procedures; communicate with staff of SBCEO and outside agencies to exchange needed information and resolve issues or concerns.
- Research, compile, prepare, verify and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, statements and files related to accounts, income, expenditures, funds, budgets and assigned activities.
- Distribute, receive, process, audit, and evaluate a variety of forms, such as time sheets, invoices, and reimbursement claims; compare and reconcile forms, statements, records, reports and other financial documents; identify errors, make corrections, and resolve discrepancies.
- Process accounts payable as assigned; prepare, audit, and code invoices for payments; assure accuracy and completeness of invoices; verify invoices and match with purchase orders and other documents; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
- Perform a variety of duties related to purchasing materials, equipment, and supplies for an assigned program as required, including researching cost and availability of items; ordering, receiving, storing, and distributing supplies and equipment; coordinating with vendors on item specifications, delivery issues, price, and returns; and monitoring and maintaining adequate inventory levels of supplies and equipment.
- Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Calculate, prepare, and revise budgetary data as directed; monitor funds for income and expenditures; assist in assuring expenditures comply with established requirements; provide recommendations concerning budget preparation, development, revisions, and amendments; prepare and review budget actions; assure availability of funds.
- Maintain fiscal calendars and timelines as required; assist in assuring mandated reports, records and data are completed and submitted to appropriate agency or staff according to established timelines; provide technical support with year-end closing, new fiscal year and related financial functions.
- May serve as leadworker over Accounting Assistants.
- Perform related duties as assigned.

## Requirements

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

**Experience:** Three 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 technical 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
- Learn methods, procedures, and terminology used in grant accounting
- 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 others
- 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.

**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**  
**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>	Various Locations
<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>	06/11/2024	<b>CLOSING DATE</b>	6/28/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara or Santa Maria		

**General Description**

The Santa Barbara County Education office is seeking a seasoned accounting professional to join our Early Care and Education (ECE) team as an Accounting Technician, Senior. In this role, you will play a pivotal role in the fiscal operations of our ECE team. If you are passionate about accounting and providing services to families in Santa Barbara County, this is the perfect opportunity for you.

There is currently (1) one full-time vacancy available, which can be based out of our Santa Barbara office or our Santa Maria office. If chosen to be based out of our Santa Maria office, please note that you will be required to travel to Santa Barbara for onboarding training. Additionally, subsequent travel to Santa Barbara will be necessary from time to time.

**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  
**Clerical Assistant (Bilingual Required)**

<b>SALARY</b>	\$20.32 - \$25.81 Hourly \$3,535.00 - \$4,491.00 Monthly \$42,420.00 - \$53,892.00 Annually	<b>LOCATION</b>	Santa Maria - Orcutt
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00087
<b>DIVISION</b>	Special Education	<b>OPENING DATE</b>	05/24/2024
<b>CLOSING DATE</b>	6/7/2024 11:59 PM Pacific	<b>SPECIFIC LOCATION</b>	Santa Maria

**General Description**

This position is eligible for an an 8% salary increase, effective July 1, 2024.

**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 clerical and related duties in support of the assigned program or office operations. Duties may include but are not limited to: word processing, data entry, reception activities, meeting support, room reservations, maintaining files and records in paper and/or electronic format, typing, scanning, and filing. Incumbents work independently, within established guidelines and procedures.

**Specific Duties and Responsibilities**

- Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office
- Receive, screen, and route U.S. and interoffice mail or email sent to a general inbox
- Request, provide, or verify information by means of phone, email, electronic database, or paper forms
- Compose correspondence and email communications from oral instructions or rough drafts
- Using a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed
- Prepare and maintain files according to established procedures
- Prepare purchase orders, invoices, travel claims, and other transactions
- Schedule appointments and coordinate arrangements for meetings, workshops, or conferences

- Maintain confidential information, records and files
- Perform other related duties as assigned

## Requirements

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

**Experience:** Two years of experience performing clerical duties. Experience working in a public education setting preferred.

### Knowledge of:

- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices
- Standard office productivity software applications
- Arithmetic, including percentages and fractions
- Operations, policies, practices, and objectives of County Education Office and assigned program

### Ability to:

- Learn, apply, and explain rules, regulations, policies, and procedures related to assigned function(s) or program(s)
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- 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 an enterprise financial system and other software programs and databases
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Maintain records and prepare reports, using computerized databases or manual data collection
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors

### 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.*

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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>

### Clerical Assistant (Bilingual Required) Supplemental Questionnaire

#### \*QUESTION 1

**This position requires the ability to speak, read and write in Spanish.**

I understand and confirm that I have the ability to speak, read and write in Spanish.

\* Required Question



**Santa Barbara County Education Office**  
**Early Care and Education Caseworker**

<b>SALARY</b>	\$20.32 - \$25.81 Hourly \$3,535.00 - \$4,491.00 Monthly \$42,420.00 - \$53,892.00 Annually	<b>LOCATION</b>	Various Locations
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00091
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Early Care and Education
<b>OPENING DATE</b>	06/14/2024	<b>CLOSING DATE</b>	6/28/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Maria or Lompoc		

**General Description**

This position is eligible for an an 8% salary increase, effective July 1, 2024.

The Santa Barbara County Education office is looking for a customer oriented individual with high attention to detail, to join our Early Care and Education team. As an Early Care and Education Caseworker, you will be responsible for determining family eligibility and enrolling them in our programs. Additionally, you will be able to connect families with other resources. Join our ECE family and help make a difference in the lives of the families in Santa Barbara County!

We currently have (2) two full-time vacancies. One vacancy will be based out of our Santa Maria office and the other will be based out of our Lompoc office.

**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 program guidelines and work methods. You are committed to providing the best service available to program participants and service providers.

**General description**

Under general supervision, determines families’ eligibility for subsidized child care programs and other Early Care and Education programs offered through the Santa Barbara County Education Office. Enrolls and registers eligible children and families and provides a wide range of services and support to program participants.

**Specific Duties and Responsibilities**

- Determines level of need, family income, and eligibility for subsidies; enrolls children and families into the program.

- Assists families in completing enrollment applications; may complete applications or prepare other required documentation on behalf of applicants with limited literacy; reviews documentation for accuracy and contacts families to correct discrepancies.
- Applies family fees according to income level, family size and other needs; all according to fee schedules established by the California departments of Social Services or Education.
- Provides comprehensive support to families by making referrals to other subsidies, services, and support for which they may be eligible; serves as a family advocate.
- Advises families on program requirements, procedures and obligations for subsidized child care on a sustained basis.
- Partners with other agencies to maintain up-to-date client file data such as employment, medical, and other information.
- Serves as point-of-contact for parents to arrange and track their participation in child care activities and verify participation that complies with program obligations.
- Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance.
- Prepares communications with families including those for terminating services.
- Represents SBCEO during community outreach events to promote services for families.
- Performs other duties as assigned that support the overall objective of the position.

## Requirements

Education: Possession of a high school diploma is required. Completion of 12 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 clerical or direct service experience in human or social services.

### Knowledge of:

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

### Ability to:

- Learn and apply regulations, policies, guidelines and procedures relating to program eligibility, enrollment, and compliance
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- 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 software programs and databases used by program
- Establish and maintain effective working relationships with others
- Work independently and as part of a team
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors

## **Physical Abilities**

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

## **Licenses and Certificates**

May require a valid California driver's license and insurance coverage as required by law.

## **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 and weekend work may be offered. Occasional lifting of objects weighing up to 20 lbs.

## **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>

## Early Care and Education Caseworker Supplemental Questionnaire

**\*QUESTION 1**

We currently have (2) two vacancies available. Please select which one you would like to be considered for.

- Santa Maria
- Lompoc

\* Required Question



Santa Barbara County Education Office

**Early Care and Education Caseworker (Mixteco Required)**

<b>SALARY</b>	\$20.32 - \$25.81 Hourly \$3,535.00 - \$4,491.00 Monthly \$42,420.00 - \$53,892.00 Annually	<b>LOCATION</b>	Santa Maria - Orcutt
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00090
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Early Care and Education
<b>OPENING DATE</b>	06/14/2024	<b>CLOSING DATE</b>	6/28/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Maria		

**General Description**

This position is eligible for an an 8% salary increase, effective July 1, 2024.

The Santa Barbara County Education office is looking for a customer oriented individual with high attention to detail, to join our Early Care and Education team. As an Early Care and Education Caseworker, you will be responsible for determining family eligibility and enrolling them in our programs. Additionally, you will be able to connect families with other resources. Join our ECE family and help make a difference in the lives of the families in Santa Barbara County!

We currently have (1) one vacancy that will be based out of our Santa Maria office and requires Mixteco skills and will receive a 5% bilingual differential.

**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 program guidelines and work methods. You are committed to providing the best service available to program participants and service providers.

**General description**

Under general supervision, determines families’ eligibility for subsidized child care programs and other Early Care and Education programs offered through the Santa Barbara County Education Office. Enrolls and registers eligible children and families and provides a wide range of services and support to program participants.

**Specific Duties and Responsibilities**

- Determines level of need, family income, and eligibility for subsidies; enrolls children and families into the program.

- Assists families in completing enrollment applications; may complete applications or prepare other required documentation on behalf of applicants with limited literacy; reviews documentation for accuracy and contacts families to correct discrepancies.
- Applies family fees according to income level, family size and other needs; all according to fee schedules established by the California departments of Social Services or Education.
- Provides comprehensive support to families by making referrals to other subsidies, services, and support for which they may be eligible; serves as a family advocate.
- Advises families on program requirements, procedures and obligations for subsidized child care on a sustained basis.
- Partners with other agencies to maintain up-to-date client file data such as employment, medical, and other information.
- Serves as point-of-contact for parents to arrange and track their participation in child care activities and verify participation that complies with program obligations.
- Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance.
- Prepares communications with families including those for terminating services.
- Represents SBCEO during community outreach events to promote services for families.
- Performs other duties as assigned that support the overall objective of the position.

## Requirements

Education: Possession of a high school diploma is required. Completion of 12 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 clerical or direct service experience in human or social services.

### Knowledge of:

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

### Ability to:

- Learn and apply regulations, policies, guidelines and procedures relating to program eligibility, enrollment, and compliance
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- 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 software programs and databases used by program
- Establish and maintain effective working relationships with others
- Work independently and as part of a team
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors

## **Physical Abilities**

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

## **Licenses and Certificates**

May require a valid California driver's license and insurance coverage as required by law.

## **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 and weekend work may be offered. Occasional lifting of objects weighing up to 20 lbs.

## **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.
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- 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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*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>

**Early Care and Education Caseworker (Mixteco Required) Supplemental Questionnaire**

**\*QUESTION 1**

**This position required Mixteco skills.**

I understand and confirm that I know Mixteco.

\* Required Question



Santa Barbara County Education Office  
**Manager, Fiscal Services**

<b>SALARY</b>	\$9,087.25 - \$11,071.67 Monthly \$109,047.00 - \$132,860.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00088
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Accounting
<b>OPENING DATE</b>	06/17/2024	<b>CLOSING DATE</b>	7/1/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

This position is eligible for an an 8% salary increase, effective July 1, 2024.

**Our ideal candidate**

You are an innovative professional with excellent communication skills and a proven track record of establishing rapport and earning the trust of colleagues and end users through your demeanor and results. You are highly responsible and take ownership of all tasks and responsibilities of the position. You successfully set priorities, work accurately and efficiently, and meet deadlines. You conduct research, thoroughly analyze data, and summarize and express complex concepts concisely to others who have varying levels of understanding. You understand politically sensitive issues and handle them in a diplomatic and confidential manner. You take the initiative to solve problems, either independently or in collaboration with other managers. You mentor and train others, and give credit where it is due. You are solutions oriented, inspire others, and lead by example. You are committed to providing the best service available to the Santa Barbara County Education Office and the members of your team.

**General description**

Under administrative direction, plans, organizes, and directs financial accounting operations to ensure accurate and timely accounting reports, statements of financial condition, processing and payment of accounting transactions, and accounting for determining revenues and special funding. Facilitates development of, and compiles information for the annual budget process. Responsible for the efficient and effective operations of accounting and budget administration functions that include but are not limited to special accounts, accounts receivable and payable, payroll, budget administration, and general ledger.

**Specific Duties and Responsibilities**

1. Plan, organize, and direct the work of staff engaged in fiscal activities including budget control records, receipt and disbursement of funds, special funding, financial performance statements including general ledger, and other accounting activities. Train and supervise accounting staff to ensure that accurate and timely preparation of transactions and entries.

2. Provide technical expertise and direction regarding accounting issues and discrepancies.
3. Serve as the department's team leader for developing and enhancing automated accounting and financial information systems, including those that are part of integrated data management programs.
4. Participate in development of accounting controls to ensure the validity and accuracy of financial information and statements.
5. Ensure separation of activities, access to and accounting of assets, and proper execution of transactions.
6. Audit financial data and documents to assure accuracy, completeness, and compliance with County Education Office policies and procedures and applicable government regulations.
7. Recommend changes to policies and procedures that improve internal controls; review financial record-keeping procedures and techniques and recommend and implement improvements, assuring efficiency and compliance with County Office policies and applicable regulations.
8. Participate in closing of the general ledger for year-end financial reporting which includes all special funding, current accounting expenditures, deferred balances, and employee-based accounts such as payroll and accruals.
9. Coordinate activities connected with independent audits by organizing documents, providing requested information, and preparing reports.
10. Facilitate the budget development process by researching and gathering information such as FTEs, projected overhead, and details for expenditures; provide support to departments in budget development and critique budget proposals.
11. Implement the approved budget and integrate it into the financial systems; serve as a resource for questions regarding budgets, accounts and related information.
12. Monitor and analyze the utilization of funds, including those from general, grant, capital, and other sources.
13. Prepare periodic reports of revenue and expense performance, account balances, and cash balances.
14. Develop and maintain management information and control processes to assist department leaders in understanding financial position with respect to program goals and objectives.
15. Produce accounting transactions including accounts payable, accounts receivable, and adjustments to general ledger or other areas, as required.
16. Perform other duties as assigned that support the overall objective of the position.

## Requirements

**Education:** Possession of a bachelor's degree in accounting, business administration, or a related field.

**Experience:** Four years of experience performing professional accounting duties, preferably in an educational setting. Two years of experience as a supervisor of accounting staff are also required (in addition to, or as part of, the professional accounting experience).

### Knowledge of:

- Principles, practices, and regulations pertaining to accounting, financial record-keeping, internal controls, and auditing for educational entities
- Principles, procedures, and methods used in budget preparation and financial analysis and research
- California School Accounting Manual
- Generally Accepted Accounting Principles and Generally Accepted Auditing Standards
- General accounting and business functions of an educational organization
- Policies and laws relating to categorical programs
- Financial management software applications
- Practices and principles of management, supervision, and training
- County Office organization, operations, policies, and objectives
- Principles and practices of fixed asset management

- Principles and practices of public budget preparation
- Grant accounting
- Arithmetic, including percentages and fractions, and advanced mathematics
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications

**Ability to:**

- Interpret, explain, apply, and enforce laws, regulations, policies, rules, and procedures related to assignment
- Analyze situations accurately and adopt an effective course of action
- Prepare clear, complete, and concise financial records.
- Analyze accounting data and prepare financial statements
- Conduct technical accounting-related research
- Learn and apply the sections of the California Education Code related to accounting, auditing, and reporting
- Use a variety of computerized accounting, enterprise, and other software programs for data management and analysis
- Evaluate historical data and use inferential methods to develop projections and formulate recommendations based on projections
- Think critically and creatively
- Prepare professional quantitative and narrative reports
- Supervise, train, and manage the performance of assigned staff in a manner that encourages teamwork, high morale, and efficiency
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Establish and maintain effective working relationships with individuals at all levels of the organization and districts served
- Communicate effectively both orally and in writing
- Develop and make effective oral presentations
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations and mathematical calculations
- Work with speed and accuracy
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

**Licenses and certificates**

May require possession of a valid driver's license.

**Working conditions**

Typical office environment; occasional travel to other sites and meetings is required.

**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.*

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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  
**Classified Human Resources Analyst**

<b>SALARY</b>	\$33.90 - \$43.05 Hourly \$5,898.00 - \$7,490.00 Monthly \$70,776.00 - \$89,880.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00092
<b>DIVISION</b>	Human Resources	<b>OPENING DATE</b>	06/18/2024
<b>CLOSING DATE</b>	7/2/2024 11:59 PM Pacific	<b>SPECIFIC LOCATION</b>	Santa Barbara

**General Description**

This position is eligible for an an 8% salary increase, effective July 1, 2024.

The Santa Barbara County Education Office is seeking experienced human resources professionals for the position of Classified HR Analyst. Come join our dynamic Human Resources team!

**Our ideal candidate**

You have highly developed analytical and critical thinking skills. You are able to manage multiple projects effectively and meet timelines. Your oral and written communication skills are exceptional. You are equally skilled at attending to details and seeing the big picture. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You are committed to providing the best service possible to Santa Barbara County Education Office departments, employees, and applicants.

**General description**

Under general direction, perform a full range of professional analytical work associated with merit system human resources, including examination development and validation, recruitment planning and applicant sourcing, position classification, compensation, and other human resources research.

**Specific Duties and Responsibilities**

- In collaboration with hiring managers, plan and develop comprehensive recruitment plans, including applicant sourcing and appropriate examination process.
- Develop qualified and diverse applicant pipelines and sources by a variety of methods, including social media, professional networking, participating in recruiting events, identifying appropriate advertising and outreach, preparing position announcements, and writing and placing advertisements.
- Promote the recruitment and retention of qualified applicant pools by prompt and professional communication with job applicants regarding employment opportunities, application and recruitment status, examination results, and SBCEO employment process.
- Review applications to determine whether applicants meet minimum qualifications.
- In consultation with subject matter experts, develop various types of examinations that result in ranked eligibility lists to be used in the selection of candidates for classified jobs; select items for written examinations; develop written

exercises and performance examinations; develop oral examination competencies, scoring guidelines, and questions; set passpoints.

- Ensure content validity and predictive power of examinations by reviewing item histories and examination results and making refinements as needed.
- Facilitate the administration and scoring of examinations.
- Certify eligibility lists in accordance with Personnel Commission Rules.
- Facilitate the onboarding of new classified employees by providing new hire documents, monitoring the completion of pre-employment requirements, arranging pre-employment physical examinations, processing new employee records and files, and scheduling new employee orientation. May conduct new employee orientation.
- Promote understanding and acceptance of merit system practices by educating hiring managers on the classified selection process and their opportunities to participate.
- May serve as a rater or oral examination panelist as needed.
- Under the direction of the Director of Human Resources, conduct classification studies and draft reports regarding the establishment of new job classifications, reclassification of positions, and revision of current job descriptions; draft new or revised job descriptions for approval by Personnel Commission.
- Under the direction of the Director of Human Resources, conduct compensation studies and draft reports and recommendations for salaries for proposed new classifications or revised salaries for current classifications.
- Respond to salary surveys conducted by other parties.
- Analyze current classified human resources practices and processes and propose modifications, with the goals of greater efficiency, validity, effectiveness, and equity.
- As assigned, draft revisions to sections of the classified employee handbook or Personnel Commission Rules.
- May conduct research or data collection on human resources-related topics as assigned.
- Perform related duties as assigned.

## Requirements

**Education:** Possession of a bachelor's degree in human resources, public or business administration, psychology, social sciences, or related field. Additional related professional experience may be substituted for up to two years of the required higher education on a year-for-year basis.

**Experience:** Two years of professional experience in human resources that included one or more of the following: employee recruitment; applicant sourcing; examination development; position classification; and compensation administration. A master's degree in a closely related field may be substituted for up to one year of required professional experience. Experience in public sector human resources and/or a merit system is preferred. This position is based in Santa Barbara, and the incumbent will be required to work on-site.

### Knowledge of:

- principles, practices, methods and terminology used in public human resources administration, including job analysis, selection, recruitment, classification and compensation
- federal and state employment law relating to employee selection
- merit system rules and regulations
- generally accepted professional practices in the development and validation of employee selection procedures, job classification, and job analysis
- correct English usage, grammar, spelling, punctuation and vocabulary
- arithmetic, including percentages and fractions
- modern office practices, procedures, and equipment
- telephone and email etiquette
- standard office productivity software applications, including spreadsheet programs
- record-keeping practices

### Ability to:

- gather, evaluate, and analyze data and draw sound conclusions
- analyze situations accurately and adopt an effective course of action

- draft a variety of written documents, including advertisements, examination materials, candidate communications and correspondence, recommendations, rules, and procedures
- perform accurate arithmetical calculations
- communicate effectively, both orally and in writing
- interpret, explain, and apply laws, regulations, rules, and policies
- learn County Education Office organization, operations, policies and objectives
- learn and apply California Education Code relating to classified employee selection
- maintain current knowledge of laws, rules, and regulations related to classified human resources
- learn and apply descriptive statistics
- plan and organize work to meet deadlines
- work independently and as part of a team
- interact effectively with a wide variety of people within and outside the organization
- operate a computer and other office equipment and related software programs
- use a human resources information system, enterprise financial system, applicant tracking system, and other proprietary and commercial databases
- maintain accurate records and files
- maintain confidentiality of sensitive information

#### **Licenses and certificates:**

- Possession of a valid California Class C driver's license, insurance as required by law, and the use of a dependable automobile are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

#### **Working conditions**

This position 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 lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and recruiting events and conduct interviews and examinations, is required. Occasional overnight travel may be required.

#### **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>

## **Classified Human Resources Analyst Supplemental Questionnaire**

### **\*QUESTION 1**

**Please describe your experience in employment examination development, position classification, and/or compensation administration, including the employer(s) for whom you performed this work. (200 words or fewer) If you have no work experience in any of these areas, please respond "N/A."**

### **\*QUESTION 2**

**If you have experience in employee recruitment or applicant sourcing, please share examples of the types of jobs you recruited for. (200 words or fewer) If you have no work experience in either of these areas, please respond "N/A."**

### **\*QUESTION 3**

**Please describe your professional experience using applicant tracking systems, such as NeoGov, Oracle Taleo, BambooHR, or Workday Recruiting. Please list the systems you have used and whether you were involved with the implementation. (200 words or fewer) If you have no professional experience with these systems, please respond "N/A."**

\* Required Question



**Dual Certification Eligibility List  
Accounting Assistant**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	35393440	9/20/24	Declined Interview	Full-Time	1.00	40 hours/week
1	48898614	12/7/24	Eligible	Full-Time	1.00	40 hours/week
1	45025306	12/7/24	Eligible	Full-Time	1.00	40 hours/week
1	54474490	12/7/24	Eligible	Full-Time	1.00	40 hours/week
1	57741428	12/7/24	Eligible	Full-Time	1.00	40 hours/week
2	58200089	12/7/24	Eligible	Full-Time	1.00	40 hours/week
2	57004839	12/7/24	Eligible	Full-Time	1.00	40 hours/week
2	50683824	12/7/24	Eligible	Full-Time	1.00	40 hours/week
2	57400280	12/7/24	Eligible	Full-Time	1.00	40 hours/week
2	13856853	8/10/24	Declined offer	Full-Time	1.00	40 hours/week
3	47297364	12/7/24	Eligible	Full-Time	1.00	40 hours/week
4	50874431	12/7/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 22

Number of applicants passed screening: 11

Number of performance/written exam attendees: 10

Number of oral exam attendees: N/A



Dual Certification Eligibility List  
Office Assistant

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	57850392	11/22/24	Hired	Full-Time	1.00	40 hours/week
2	54474490	11/22/24	Eligible	Full-Time	1.00	40 hours/week
3	46061610	11/22/24	Eligible	Full-Time	1.00	40 hours/week
3	57851296	11/22/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 60  
 Number of applicants passed screening: 20  
 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	30446892	11/15/24	Eligible
2	56657578	8/24/24	Declined Offer
2	11753735	7/25/24	Eligible
3	16422783	12/12/24	Eligible
4	54467626	8/24/24	Eligible
5	55795238	10/3/24	Eligible
6	57844423	12/12/24	Eligible
7	4145758	8/10/24	Eligible
8	57922742	11/12/24	Eligible
8	54831143	12/12/24	Eligible
9	58094527	12/14/24	Hired
10	57389382	12/3/24	Hired





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

<b>Rank</b>	<b>Candidate ID</b>	<b>Eligibility List Expiration Date</b>	<b>Status</b>
1	8518672	12/12/24	Eligible
2	56351421	8/10/24	Declined Interview
2	56605940	12/12/24	Eligible
3	57825726	12/12/24	Eligible
4	57149585	11/29/24	Hired
5	16386774	12/12/24	Eligible



*Personnel Commission*

**JOB DESCRIPTION**

**CERTIFICATED HUMAN RESOURCES SPECIALIST**

**Reports to:** Human Resources management

**Division:** Human Resources

**Our ideal candidate**

You work efficiently, with strong attention to detail. You are a problem-solver with a “can-do” attitude, and have the ability to work collaboratively on teams and consult effectively and independently with all levels of employees. You understand the sensitive nature of your work and it shows in your care when providing great service to others. You communicate with a high level of respect, patience, and understanding. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

**General Description**

Coordinate the recruitment and employment functions for certificated employees. Maintain consistent and respectful communication with department managers and staff to ensure timely and current records for all certificated employees. Implement modern and creative recruitment strategies including but not limited to job fairs, social media, varied advertisements, developing systems to increase certificated job pools and developing networks. Research, seek, and assist in writing grants to support employees, career ladders, and the field of employment in education. Assist in the development of employee supports to enhance recruitment and retention. Interpret and apply human resources policies and rules consistent with law. Assist in the preparation of information necessary for collective bargaining.

**Specific duties and responsibilities**

- Manage the recruitment and employment of certificated personnel
- Conduct certificated employee reference checks to assist departments in the hiring process
- Establish salary placement and verify experience of newly hired certificated employees
- Determine annual salary schedule adjustments and prepare contracts for certificated employees
- Collaborate with managers in the development and updates of certificated job descriptions
- Coordinate and monitor physicals and other certificated employee requirements
- Process and orient new certificated hires including the completion of required forms, obtaining required documents, and participating in employee orientation
- Monitor certificated employee evaluations and send reminders and information to supervisors as necessary to ensure timely processing
- Administer leave for the certificated employees and determine employee eligibility and entitlements for various leaves such as sick leave, catastrophic leave, leave without pay, and leave under the Family Medical Leave Act and California Family Rights Act
- Coordinate the day-to-day certificated human resources functions of the department

**CERTIFICATED HUMAN RESOURCES SPECIALIST**

- Assist in the development and maintenance of department procedures and procedure manuals
- Assist in the maintenance of the human resources information systems and application system to ensure the integrity, utility and availability of data and functionality
- Compose and distribute certificated personnel job bulletins and advertisement of vacancies
- Participate in planning of countywide educator fairs, attend external job fairs, and conduct offsite recruitment as necessary
- Independently research and creatively implement modern and effective recruitment strategies
- Develop nationwide network of professionals to foster recruitment of certificated employees
- Monitor and troubleshoot certificated staff shortages
- Develop professional growth systems that foster recruitment and retention
- Respond to inquiries and provide technical information regarding human resources policies, procedures, salary, transfers, and job openings
- Maintain a wide variety of specialized personnel records and files related to recruitment, credentials, references, coursework, requirements, salary, and other data
- Coordinate and administer employee recognition for all SBCEO employees
- Prepare and process documents and information related to collective bargaining activities including employee relations and negotiations while maintaining confidentiality
- Review, interpret, apply, and explain legal mandates, policies, regulations and guidelines pertaining to certificated personnel
- Develop, maintain, and disseminate detailed and updated lists of certificated employees
- Design, oversee and maintain division website information
- Compile and prepare various complex statistical and financial documents, reports, and surveys
- Monitor, interpret, and enter data to submit state and county-level reports as assigned
- Coordinate and prepare materials for presentation to the County Board of Education or other entities with whom the manager communicates
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Process administrative details not requiring the immediate attention of the manager
- Prepare and distribute meeting notices and agendas, attend meetings to participate and record proceedings and prepare and distribute comprehensive minutes of meetings
- Assist with planning and coordinating training events including training schedules, attendance, and resolving issues
- Coordinate and monitor ordering, inventory and distribution of office supplies and forms
- Prepare and maintain calendar of activities, meetings, and events including scheduling appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- Compose and independently prepare and distribute correspondence, memoranda, reports and other documents, including that of a confidential nature



**CERTIFICATED HUMAN RESOURCES SPECIALIST**

- Assist in the preparation and monitoring of designated budgets
- Process purchase orders and encumbrances as assigned
- Perform other essential job-related duties as assigned

**Requirements**

Education: preferably two years of higher education coursework in public or business administration, human resources, or a field related to education or any combination of human resources experience and higher education in a related field; human resources certification preferred

Experience: five years of responsible human resources experience and/or senior-level office management preferably in an educational institution, or higher education in a related field in lieu of experience

**Knowledge and skills**

- Principles, practices, and regulations pertaining to school employee human resources management, including credential requirements for certificated personnel
- Basic principles of office organization and management
- Modern office practices, procedures and equipment
- Advanced software and applications including Microsoft Office (advanced Excel), Google Docs, Google Forms, Google Survey, and FileMaker Pro
- Database management and cross-database auditing
- Statistical and financial record keeping
- Advanced oral and written communication skills
- Organization skills including advanced attention to detail
- Advanced interpersonal skills using tact, respect, patience and courtesy with a variety of contacts

**Abilities**

- Learn County Education Office organization, operations, policies, rules and objectives
- Coordinate the establishment and maintenance of automated record-keeping systems and databases for certificated human resources
- Independently interpret and apply relevant laws, regulations, and policies using sound judgment
- Analyze problems and develop creative solutions
- Plan and organize work in an efficient and highly detailed manner
- Gather information and compose varied correspondence, reports and other documents
- Perform statistical calculations with speed and accuracy
- Analyze and interpret credential requirements and university transcripts
- Communicate effectively both verbally and in writing with a high level of professionalism
- Establish and maintain effective and professional working relationships with others



**CERTIFICATED HUMAN RESOURCES SPECIALIST**

**Licenses and certificates**

Requires a valid California 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. Requires travel and participation at events in a variety of school districts and the community.

**Salary range 79**

*Approved by the Personnel Commission:* August 24, 2006

*Revised:* June 28, 2018



**CERTIFICATED HUMAN RESOURCES ANALYST - DRAFT**

**Reports to:** Human Resources Management

**Division:** Human Resources

**Our ideal candidate**

You have highly developed analytical and critical thinking skills. You are able to manage multiple projects effectively and meet timelines. Your oral and written communication skills are exceptional. You are equally skilled at attending to details and seeing the big picture. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You are committed to providing the best service possible to Santa Barbara County Education Office departments, employees, and applicants.

**General description**

Under general direction, perform a full range of professional analytical work associated with certificated human resources, including assessment development and validation, recruitment planning and applicant sourcing, credentials, position classification, and compensation.

**Specific duties and responsibilities**

- In collaboration with hiring managers, plan and develop comprehensive recruitment plans, including applicant sourcing and appropriate qualification analysis.
- Develop qualified and diverse applicant pipelines and sources by a variety of methods, including social media, professional networking, participating in recruiting events, identifying appropriate advertising and outreach, developing web content, preparing position announcements, and writing and placing advertisements.
- Promote the recruitment and retention of qualified applicant pools by prompt and professional communication with job applicants regarding employment opportunities, application and recruitment status, qualification assessment, and the SBCEO employment process.
- Review applications to determine whether applicants meet minimum qualifications or are potentially eligible for a permit and/or credential from the California Commission on Teacher Credentialing (CCTC).
- Guide applicants who may be eligible for a permit through the application process with the CCTC and inform hiring managers of any steps taken and subsequent progress on eligibility.
- Serve as a technical resource to hiring managers, employees, and applicants concerning credential authorizations, requirements and application procedures.
- Educate hiring managers about CCTC requirements and processes and credentialing programs available to support staff.
- Analyze coursework, transcripts, and other criteria to verify Basic Skills Proficiency for individuals to apply for any basic teaching credential/permit.
- Evaluate and interpret transcripts and work experience for initial salary placement and subsequent column advancement.
- Answer technical questions requiring interpretation, research, and knowledge of regulations pertaining to credentialing.
- Monitor assignments of certificated staff; help identify mis-assignments, and assist in the resolution of such situations.

## **CERTIFICATED HUMAN RESOURCES ANALYST - DRAFT**

- Onboard new certificated employees by analyzing transcripts, determining initial salary placement, and preparing offer letters, contracts, and compensation notices.
- Conduct new employee orientation for certificated staff.
- Collaborate with hiring managers to draft new and revised certificated job descriptions; conduct compensation studies and draft recommendations for salaries for proposed new classifications.
- Respond to certificated salary surveys conducted by other parties.
- Analyze current certificated human resources practices and processes and propose modifications, with the goals of greater efficiency, effectiveness, and equity.
- Draft revisions to the certificated employee handbook, certificated policies, or procedures.
- May conduct research or data collection on human resources-related topics as assigned.
- Perform related duties as assigned.

### **Requirements**

**Education:** Possession of a bachelor's degree in human resources, public or business administration, psychology, social sciences, or related field. Additional related professional experience may be substituted for up to two years of the required higher education on a year-for-year basis.

**Experience:** Two years of professional experience in human resources that included one or more of the following: employee recruitment; applicant sourcing; credentials analysis; assessment development; position classification; or compensation administration. A master's degree in a closely related field may be substituted for up to one year of required professional experience.

Experience in public sector human resources is preferred.

### **Knowledge of:**

- principles, practices, methods and terminology used in public human resources administration, including job analysis, selection, recruitment, classification and compensation
- federal and state employment law relating to employee selection
- education code and other relevant rules and regulations
- generally accepted professional practices in the development of employee selection procedures, job description development, qualifications assessment, and job analysis
- correct English usage, grammar, spelling, punctuation and vocabulary
- arithmetic, including percentages and fractions
- modern office practices, procedures, and equipment
- telephone and email etiquette
- standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing
- record-keeping practices

**CERTIFICATED HUMAN RESOURCES ANALYST - DRAFT**

**Ability to:**

- gather, evaluate, and analyze data and draw sound conclusions
- analyze situations accurately and adopt an effective course of action
- draft a variety of written documents, including advertisements, assessment materials, candidate communications and correspondence, recommendations, rules, and procedures
- perform accurate arithmetical calculations
- communicate effectively, both orally and in writing
- interpret, explain, and apply laws, regulations, rules, and policies
- learn County Education Office organization, operations, policies and objectives
- maintain current knowledge of laws, rules, and regulations related to certificated human resources
- plan and organize work to meet deadlines
- work independently and as part of a team
- interact effectively with a wide variety of people within and outside the organization
- operate a computer and other office equipment and related software programs
- use a human resources information system, enterprise financial system, applicant tracking system, and other proprietary and commercial databases
- maintain accurate records and files
- maintain confidentiality of sensitive information

**Licenses and certificates**

- Possession of a valid California Class C driver's license, insurance as required by law, and the use of a dependable automobile are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

**Working conditions**

This position 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 lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and recruiting events and conduct interviews and examinations, is required. Occasional overnight travel may be required.

**Series**

Human Resources

**Salary range 84** (pending approval)





**CERTIFICATED HUMAN RESOURCES ANALYST - DRAFT**

*Approved by the Personnel Commission:*      June 24, 2024 (pending approval)



## Personnel Commission

### JOB DESCRIPTION

#### **HUMAN RESOURCES SPECIALIST - DRAFT**

**Reports to:** Human Resources management

**Division:** Human Resources

#### **Our ideal candidate**

You work efficiently, with strong attention to detail. You are a problem-solver with a “can-do” attitude, and have the ability to work collaboratively on teams, and consult effectively and independently with all levels of employees. You understand the sensitive nature of your work and it shows in your care when providing great service to others. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You communicate effectively. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service available to Santa Barbara County Education Office departments, employees, and applicants, as well as school districts.

#### **General Description**

Under general supervision, perform a variety of highly specialized human resources functions. This position is responsible for the daily support of a wide variety of human resources functions related to the recruitment, selection, employment and retention of staff.

#### **Specific duties and responsibilities**

- Support recruitment and selection of certificated staff in compliance with appropriate laws, rules, and County Education Office policies
- Provide new hire documents, monitor the completion of pre-employment requirements, arrange pre-employment physical examinations as necessary, process new employee records and files, and schedule new employee orientation
- Prepare contracts and compensation notices for certificated staff
- Provide technical guidance regarding proper standards and procedures required in the processing of personnel transactions
- Interpret and explain provisions of state and federal employment laws and employment-related County Education Office policies to employees, supervisors, managers, applicants and others
- Coordinate human resources activities and operations with other departments and agencies
- Assist in the development, revision, and maintenance of department procedure manuals, employee handbooks, and other publications
- Assist in the maintenance of the human resources information system by administering certificated employee position control and generally ensuring the integrity, utility and availability of data and functionality of the system
- Maintain a variety of confidential personnel records, files and documents
- Prepare a variety of statistical reports related to human resources operations and salary administration
- May support interview and examination processes by scheduling and proctoring
- Assist in drafting job description revisions and gathering information about comparable positions for certificated classifications

## **HUMAN RESOURCES SPECIALIST - DRAFT**

- Oversee and maintain the employee evaluation program including monitoring timelines, sending notifications, and monitoring probationary periods
- Administer certificated employee leaves, preparing individualized correspondence regarding legal rights and timelines, and advising employees on federal and state leave protections
- Draft for review: correspondence, memoranda, reports and other documents including those of a confidential nature
- Monitor fingerprint clearance and subsequent arrest notifications for certificated new hires and employees
- Consistent with law, process all personnel transactions involving appointments and changes in employment for certificated staff
- Research employment histories and prepare layoff documentation for certificated staff
- May represent the office on committees related to human resources as assigned
- May participate in or assist in preparation for meetings and/or negotiations with labor representatives
- Attend workshops and conferences designed to maintain awareness of current and best practices in human resources
- Collect and provide data for, and assist in coordination of, annual employee recognition event
- Perform other essential job-related duties as assigned

### **Requirements**

A typical way to qualify for this classification would be:

Education: completion of 48 semester units in human resources, public or business administration, psychology, social sciences, or related field

Experience: two years of administrative or paraprofessional experience in human resources, preferably in the public sector or public education

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

### **Knowledge of:**

- Modern office practices, procedures and equipment
- Standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing
- Recruitment and selection procedures
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Arithmetic, including percentages and fractions
- Record-keeping practices
- Telephone and email etiquette
- Record-keeping practices



**HUMAN RESOURCES SPECIALIST - DRAFT**

**Ability to:**

- Learn principles and practices of public human resources administration including recruitment, selection, job description development, and compensation administration
- Learn County Education Office organization, operations, policies, objectives, and programs
- Analyze situations accurately and adopt an effective course of action
- Work independently and as part of a team
- Interact effectively with a wide variety of people within and outside the organization
- Perform arithmetic calculations with speed and accuracy
- Explain and apply laws, rules, regulations, and policies
- Establish and maintain accurate records and files
- Gather and summarize information, and prepare reports
- Plan and organize work to meet deadlines
- Operate a computer and other office equipment and use a human resources information system, enterprise financial system, applicant tracking system, and other proprietary and commercial databases
- Communicate effectively, orally and in writing
- Maintain accurate records and files
- Maintain confidentiality of sensitive information

**Licenses and Certificates**

- Valid California driver’s license, automobile insurance required by law, and the use of a dependable automobile
- Must be eligible to be a custodian of records as required by the Department of Justice

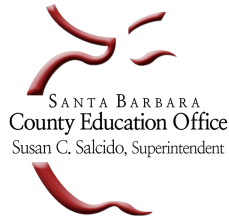
**Working Conditions**

This position 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 lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and recruiting events and conduct interviews and examinations, is required. Occasional overnight travel may be required.

**Salary Range 79 (pending approval)**

*Approved by the Personnel Commission: June 24, 2024 (pending approval)*



## *Personnel Commission*

### JOB DESCRIPTION

#### **EXECUTIVE ASSISTANT TO THE COUNTY SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) - EXEMPT**

**Reports to:** Superintendent of Schools

**Division:** Superintendent's Office

#### **Our ideal candidate**

You possess exceptional multi-tasking abilities, expert level written and verbal communication skills, and are extraordinarily self-directed. You are experienced in handling a wide range of administrative and executive support related tasks and are able to work independently with little or no supervision. You are exceedingly well organized, flexible and enjoy the administrative challenges of supporting a busy office of diverse people and programs. You have the ability to interact with staff at all levels in a fast-paced environment, sometimes under pressure. Remaining proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. You possess strong decision-making ability and attention to detail is equally important along with strong analytical skills. You have the ability to operate a computer and use appropriate software applications and peripheral office equipment. You have clear knowledge of the functions of the County Education Office and its operating procedures. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

#### **General description**

Serve as the personal, confidential and executive assistant to the County Superintendent of Schools. Perform a variety of highly complex and responsible administrative and administrative support duties including research, interpretive and advisory tasks, and advanced problem solving. Maintain records and archives with precise organization. Serve as office manager for the Superintendent's Office, prioritizing and delegating work, coordinating operating procedures, monitoring communications, and directing assigned staff. Coordinate and staff County Board of Education meetings. Collaborate with the communications director and north county liaison regarding officewide communication. Manage communication to superintendents and board members. Perform liaison duties with County Education Office staff, county and state officials, community leaders, parents, and general public.

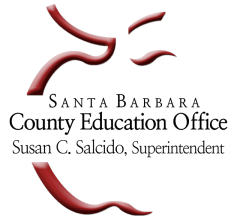
#### **Specific duties and responsibilities**

- Perform complex and responsible administrative support duties including independently processing administrative details not requiring the immediate attention of the superintendent
- Research, gather and prepare information needed in administrative decisions, meetings, and in facilitating implementation of policies and programs
- Communicate and serve as liaison with County Education Office staff, the public, members of various boards, school districts, parents, community agencies, county and state officials, and others

**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) - EXEMPT**

regarding the Office's educational programs and services

- Provide and exchange general information and assistance, resolving issues as appropriate
- Schedule meetings and coordinate activities Coordinate cabinet, district superintendents, and Board meetings and work with management on assignments provided by the superintendent
- Prepare Board agenda and minutes, serving as administrative support to the Board and keeping Board records
- Serve as a critical and key position on the superintendent's cabinet
- Represent the superintendent and the Office at various community events when requested
- Maintain the superintendent's appointment calendar, make travel arrangements including conference registration and lodging, and set dates and confirm arrangements for superintendent's speaking appointments, conferences and community events
- Coordinate the daily activities of the superintendent's office, prioritizing the workload, scheduling and assigning work to others, and monitoring quality of work and production schedules
- Manage highly sensitive calls to the superintendent's office that may be of political or legal content by determining the best course of support and/or action
- Under the superintendent's guidance, communicate with school district superintendents and school board members
- Maintain highly confidential information including that which is used for the development of management positions
- Model a high standard of professionalism and service to others
- Receive and screen office visitors and telephone calls, take messages, provide information and answer questions where judgment, knowledge or interpretation of policies, procedures, and regulations are necessary, make referrals to appropriate departments or programs, exercise discretion in public contacts, and refer to legal counsel when appropriate
- Independently perform and assist with administrative details including correspondence, preparing background summaries, and reports
- Prepare and maintain a variety of administrative records and files including material of a highly confidential nature
- Maintain confidentiality of information and records and monitor matters in progress and priority files
- Perform other essential job-related duties and responsibilities as assigned



**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) - EXEMPT**

**Requirements**

Education: Associate's Degree or higher

Experience: six years of experience in a responsible administrative support position and experience in a public education setting preferred

**Knowledge and skills**

- Knowledge of the role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- Brown Act legal requirements, agenda and minute preparation for meetings, governing board structure and role
- Modern administrative office practices, procedures and equipment
- Computer software programs, modern technology, social media, and databases
- Highly professional manners, etiquette, patience, tact, and advanced interpersonal communication skills
- Principles of training and providing work direction that promotes high standards, professionalism, collaboration, and a positive work environment
- Synthesize large quantities of information into clear and concise language
- Interpret and apply analyzed data, utilize advanced research methods, and apply advanced report writing techniques
- Highly professional register of English usage, grammar, spelling, punctuation and vocabulary
- Demonstrates keyboarding/typing skills
- Strong organizational and multitasking skills as well as attention to detail

**Abilities**

- Promote a high standard of professionalism and a positive, healthy work environment
- Organize, plan and control work assignments and projects involving a multiplicity of components and staff to achieve goals and objectives
- Anticipate outcomes and plan and prepare preemptively
- Perform varied, complex administrative tasks and administrative support duties
- Compose correspondence and written materials independently
- Produce tables, charts, graphics and analysis than can be published in any professional presentation
- Edit and proofread documents
- Meet schedules and timelines in spite of frequent interruptions
- Establish and maintain effective working relationships



**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) - EXEMPT**

- Interpret, explain and apply laws, rules, regulations and policies
- Work independently with little direction and take initiative to address issues independently
- Analyze situations accurately and adopt an effective course of action
- Complete multiple tasks quickly, accurately, and efficiently, without additional prompts and with frequent interruptions
- Anticipate events ahead of time and the details needed in preparation
- Prepare and maintain well-organized administrative records and files
- Train and provide work direction and guidance to others
- Maintain confidentiality and security of sensitive and political information

**Licenses and certificates**

Valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

**Working conditions**

Office environment subject to frequent interruptions with minimal exposure to health and safety risks.

**Salary range 90**

<i>Approved by the Personnel Commission:</i>	August 26, 1998
<i>Revised:</i>	May 27, 1999
	October 23, 2014
	June 28, 2018





**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) ~~---~~ EXEMPT**

**Reports to:-** County Superintendent of Schools

**Division:-** Superintendent's Office

**Our ideal candidate**

You possess exceptional multi-tasking abilities, expert level written and verbal communication skills, and are extraordinarily self-directed. You are experienced in handling a wide range of administrative and executive support related tasks and are able to work independently with little or no supervision. You are exceedingly well organized, flexible and enjoy the administrative challenges of supporting a busy office of diverse people and programs. You have the ability to interact with staff at all levels in a fast-paced environment, sometimes under pressure. Remaining proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. You possess strong decision-making ability and attention to detail is equally important along with strong analytical skills. You have the ability to operate a computer and use appropriate software applications and peripheral office equipment. You have clear knowledge of the functions of the County Education Office and its operating procedures. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

**General description**

~~Serve~~Under general direction, serve as ~~the personal, confidential and executive assistant~~Cabinet-level aide to the County Superintendent of Schools. -Perform a variety of highly complex and responsible administrative ~~and administrative support~~ duties including research, interpretive and advisory tasks, ~~and advanced problem-solving.~~ ~~Maintain records and archives with precise organization, and processing administrative details not requiring the immediate attention of the superintendent.~~ Serve as office manager for the Superintendent's Office, prioritizing and delegating work, coordinating operating procedures, monitoring communications, and ~~directing assigned staff.~~ ~~Coordinate and staff County Board of Education meetings. Collaborate with the communications director and north county liaison regarding officewide communication. Manage communication to superintendents and board members. Perform liaison duties with County Education Office staff, county and state officials, community leaders, parents, and general public.~~ ~~supervising assigned staff.~~

**Specific duties and responsibilities**

- ~~• Perform complex and responsible administrative support duties including independently processing administrative details not requiring the immediate attention of the~~

**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) ~~---~~ EXEMPT**

superintendent

- ~~• Research, gather and prepare information needed in administrative decisions, meetings, and in facilitating implementation of policies and programs~~
- Communicate and serve as liaison with County Education Office staff, the public, members of various boards, school districts, parents, community agencies, county and state officials, and others regarding the Office's educational mission, programs, and services
- ~~• Provide and exchange general information and assistance, resolving issues as appropriate~~
- ~~• Schedule meetings and coordinate activities Coordinate cabinet, district superintendents, and Board meetings and work with management on assignments provided by the superintendent~~
- ~~• Prepare Board agenda and minutes, serving as administrative support to the Board and keeping Board records~~
- ~~• Serve as a critical and key position on the superintendent's cabinet~~
- Support and serve as a representative of the Superintendent by: independently drafting correspondence; preparing background summaries and reports; reviewing draft communications for other SBCEO departments; participating in the selection process for high-level positions; and researching, gathering, and preparing information needed in administrative decisions, meetings, and to facilitate implementation of policies and programs.
- Coordinate with other departments and outside service providers to plan Board meetings so that they are accessible live online and in-person, for Spanish speakers, and recorded for later viewing; prepare agendas for regular and special Board meetings and Board committee meetings, including coordinating the preparation of Superintendent's report to the Board and conducting necessary research related to the work of the Board or its committees; attend Board and committee meetings, take meeting minutes, and provide other administrative support to the Board in areas such recordkeeping, elections and provisional appointments, and redistricting.
- Communicate with County Board members independently and on behalf of the Superintendent on a range of matters, including Board business and SBCEO policies and practices.
- Schedule, coordinate and prepare agendas for, participate in, and take minutes of Superintendent's Cabinet meetings
- Coordinate district superintendents' meetings; communicate with school district superintendents and school board members on behalf of the County Superintendent,

**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) ~~---~~ EXEMPT**

- including during emergency situations.
- Coordinate the daily activities of the Superintendent's office by prioritizing workload, supervising the work of other staff, monitoring quality of work and progress toward deadlines; preparing a variety of purchasing, contract, travel, conference, and other forms and documents; providing and exchanging general information and assistance to SBCEO staff and outside parties; and resolving issues as appropriate.
  - Manage highly sensitive calls to the Superintendent's office that may be political or legal in nature, by determining the best course of support and/or action.
  - Maintain the Superintendent's appointment calendar; make travel arrangements including conference registration and lodging; and set dates and confirm arrangements for Superintendent's speaking engagements, conferences, and community events.
  - Receive and screen office visitors and telephone calls; take messages, provide information and answer questions where judgment, discretion, or knowledge or interpretation of policies, procedures, and regulations is necessary; make referrals to appropriate departments or programs; seek legal counsel when appropriate.
  - Plan, coordinate, or oversee arrangements for SBCEO events, including securing locations and making arrangements for food/refreshments, equipment, and other services; administering registration process; and coordinating involvement of community partners and participants, including recruitment of volunteers and solicitation of donations.
  - Maintain web pages for the County Superintendent, County Board of Education, and other bodies by creating, posting, and updating content.
  - Represent the superintendent and the Office at various community events when requested
  - ~~Maintain the superintendent's appointment calendar, make travel arrangements including conference registration and lodging, and set dates and confirm arrangements for superintendent's speaking appointments, conferences and community events~~
  - ~~Coordinate the daily activities of the superintendent's office, prioritizing the workload, scheduling and assigning work to others, and monitoring quality of work and production schedules~~
  - ~~Manage highly sensitive calls to the superintendent's office that may be of political or legal content by determining the best course of support and/or action~~
  - ~~Under the superintendent's guidance, communicate with school district superintendents and school board members~~
  - Maintain highly confidential information including that which ~~is used for~~ contributes

**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) ~~---~~ EXEMPT**

- significantly to the development of management positions with respect to employer-employee relations
- Model a high standard of professionalism and service to others
  - ~~Receive and screen office visitors and telephone calls, take messages, provide information and answer questions where judgment, knowledge or interpretation of policies, procedures, and regulations are necessary, make referrals to appropriate departments or programs, exercise discretion in public contacts, and refer to legal counsel when appropriate~~
  - ~~Independently perform and assist with administrative details including correspondence, preparing background summaries, and reports~~
  - ~~Prepare and maintain a variety of administrative records and files including material of a highly confidential nature~~
  - ~~Maintain confidentiality of information and records and monitor matters in progress and priority files~~
  - Perform other essential job-related duties and responsibilities as assigned

**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) ~~---~~ EXEMPT**

**Requirements**

~~Education: Associate's Degree or higher~~

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in business, nonprofit, or public administration; communications; or a related field.

Experience: ~~six~~Three years of experience in a responsible providing administrative support position to an executive, preferably in the public or nonprofit sector. Experience in a lead or supervisory capacity and/or providing support to a board of directors is preferred.

Equivalent combinations of training, education, and experience in a public education setting preferred that provide the required knowledge and abilities will also be considered.

**Knowledge and skillsof:**

- ~~Knowledge of the~~ The role, services, and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- ~~Brown Act legal requirements, agenda and minute preparation for meetings, governing board~~ County Board structure and role
- ~~Modern administrative office practices, procedures, and equipment~~
- ~~Computer software programs, modern technology, social media, and databases~~
- ~~Highly professional manners, etiquette, patience, tact, and advanced interpersonal communication skills~~
- ~~Principles of training and providing work direction that promotes high standards, professionalism, collaboration, and a positive work environment~~
- ~~Synthesize large quantities of information into clear and concise language~~
- ~~Interpret and apply analyzed data, utilize advanced research methods, and apply advanced report writing techniques~~
  - Highly professional register of Standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing
  - Principles and practices of supervision
  - Report writing and recordkeeping practices

**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) ~~---~~ EXEMPT**

- Correct English usage, grammar, spelling, punctuation and vocabulary
- Event planning and coordination
- Arithmetic, including percentages and fractions
- Telephone and email etiquette

**Ability to:**

- Learn SBCEO organization, operations, policies, and procedures
- Plan and organize work of self and others
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action ~~Demonstrates~~ keyboarding/typing skills
- ~~Strong organizational and multitasking skills as well as attention to detail~~

**Abilities**

- Promote
- Exercise discretion and make sound decisions
- ~~Develop a high-standard variety of professionalism and a positive, healthy work environment~~
- ~~Organize, plan and control work assignments and projects involving a multiplicity of components and staff to achieve goals and objectives~~
- ~~Anticipate outcomes and plan and prepare preemptively~~
- ~~Perform varied, complex administrative tasks and administrative support duties~~
- Compose correspondence and high-quality written, numeric, and graphic materials independently
- ~~Produce tables, charts, graphics and analysis that can be published in any professional presentation~~
- Edit and proofread documents
- ~~Meet schedules and timelines in spite of frequent interruptions~~
- Establish and maintain effective working relationships with a broad range of individuals
- Represent SBCEO and the Superintendent effectively
- Interpret, explain and apply laws, rules, regulations and policies
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- ~~Work independently with little direction and take initiative to address issues~~

**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) ~~---~~ EXEMPT**

- independently
- ~~• Analyze situations accurately and adopt an effective course of action~~
  - ~~• Complete multiple tasks quickly, accurately, and efficiently, without additional prompts and with frequent interruptions as a member or leader of a team~~
  - ~~• Anticipate events ahead of time and the details needed in preparation~~
  - ~~• Prepare and maintain well-organized administrative records and files~~
  - ~~• Train and provide work direction and guidance to others~~ Assign and review work, provide training, set performance standards, and evaluate performance
  - Facilitate meetings and discussions effectively
  - Meet schedules and deadlines
  - Work with speed and accuracy
  - Make accurate arithmetical computations
  - Achieve proficiency in use of SBCEO administrative systems, including financial system, website content management system, and virtual meeting tools
  - ~~• Learn statistical and financial recordkeeping practices~~
  - ~~• Maintain confidentiality of files and security of other sensitive material and political information~~

**Licenses and certificates**

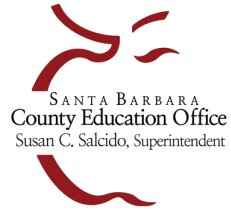
Valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

**Working conditions**

~~Office environment subject to frequent interruptions with minimal exposure to health and safety risks.~~

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 lifting and carrying heavy objects, crawling, or stooping - is not generally associated with this classification. This classification is not typically exposed to significant safety hazards.

This classification is considered exempt from the classified service in that the incumbent does not serve a probationary period and does not achieve permanency in the classification. In all



**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) ~~---~~ EXEMPT**

other respects, the incumbent has the rights and responsibilities of other members of the classified service.

**Series**

Administrative Support

**Salary range 99**

TBD

<i>Approved by the Personnel Commission:</i>	August 26, 1998
<u>Revised:</u>	<u>May 27, 1999</u>
	<u>October 23, 2014</u>
<del>Revised:</del>	<del>May 27, 1999</del>
	<del>October 23, 2014</del>
	June 28, 2018
	<u>June 24, 2024 (pending approval)</u>





**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) — EXEMPT**

**Reports to:** County Superintendent of Schools  
**Division:** Superintendent's Office

**Our ideal candidate**

You possess exceptional multi-tasking abilities, expert level written and verbal communication skills, and are extraordinarily self-directed. You are experienced in handling a wide range of administrative and executive support related tasks and are able to work independently with little or no supervision. You are exceedingly well organized, flexible and enjoy the administrative challenges of supporting a busy office of diverse people and programs. You have the ability to interact with staff at all levels in a fast-paced environment, sometimes under pressure. Remaining proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. You possess strong decision-making ability and attention to detail is equally important along with strong analytical skills. You have the ability to operate a computer and use appropriate software applications and peripheral office equipment. You have clear knowledge of the functions of the County Education Office and its operating procedures. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

**General description**

Under general direction, serve as a Cabinet-level aide to the County Superintendent of Schools. Perform a variety of highly complex and responsible administrative duties including research, interpretive and advisory tasks, advanced problem-solving, and processing administrative details not requiring the immediate attention of the superintendent. Serve as office manager for the Superintendent's Office, prioritizing and delegating work, coordinating operating procedures, monitoring communications, and supervising assigned staff.

**Specific duties and responsibilities**

- Communicate and serve as liaison with County Education Office staff, the public, members of various boards, school districts, parents, community agencies, county and state officials, and others regarding the Office's educational mission, programs, and services
- Support and serve as a representative of the Superintendent by: independently drafting correspondence; preparing background summaries and reports; reviewing draft communications for other SBCEO departments; participating in the selection process for high-level positions; and researching, gathering, and preparing information needed in administrative decisions, meetings, and to facilitate implementation of policies and programs.
- Coordinate with other departments and outside service providers to plan Board meetings so that they are accessible live online and in-person, for Spanish speakers, and recorded for later viewing; prepare agendas for regular and special Board meetings and Board committee meetings, including coordinating the preparation of Superintendent's report to the Board and conducting necessary research related to the work of the Board or its

**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) — EXEMPT**

committees; attend Board and committee meetings, take meeting minutes, and provide other administrative support to the Board in areas such recordkeeping, elections and provisional appointments, and redistricting.

- Communicate with County Board members independently and on behalf of the Superintendent on a range of matters, including Board business and SBCEO policies and practices.
- Schedule, coordinate and prepare agendas for, participate in, and take minutes of Superintendent's Cabinet meetings
- Coordinate district superintendents' meetings; communicate with school district superintendents and school board members on behalf of the County Superintendent, including during emergency situations.
- Coordinate the daily activities of the Superintendent's office by prioritizing workload, supervising the work of other staff, monitoring quality of work and progress toward deadlines; preparing a variety of purchasing, contract, travel, conference, and other forms and documents; providing and exchanging general information and assistance to SBCEO staff and outside parties; and resolving issues as appropriate.
- Manage highly sensitive calls to the Superintendent's office that may be political or legal in nature, by determining the best course of support and/or action.
- Maintain the Superintendent's appointment calendar; make travel arrangements including conference registration and lodging; and set dates and confirm arrangements for Superintendent's speaking engagements, conferences, and community events.
- Receive and screen office visitors and telephone calls; take messages, provide information and answer questions where judgment, discretion, or knowledge or interpretation of policies, procedures, and regulations is necessary; make referrals to appropriate departments or programs; seek legal counsel when appropriate.
- Plan, coordinate, or oversee arrangements for SBCEO events, including securing locations and making arrangements for food/refreshments, equipment, and other services; administering registration process; and coordinating involvement of community partners and participants, including recruitment of volunteers and solicitation of donations.
- Maintain web pages for the County Superintendent, County Board of Education, and other bodies by creating, posting, and updating content.
- Represent the superintendent and the Office at various community events when requested
- Maintain highly confidential information including that which contributes significantly to the development of management positions with respect to employer-employee relations
- Model a high standard of professionalism and service to others
- Perform other essential job-related duties and responsibilities as assigned



**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) — EXEMPT**

**Requirements**

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in business, nonprofit, or public administration; communications; or a related field.

Experience: Three years of experience providing administrative support to an executive, preferably in the public or nonprofit sector. Experience in a lead or supervisory capacity and/or providing support to a board of directors is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

**Knowledge of:**

- The role, services, and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- Brown Act legal requirements, agenda and minute preparation for meetings, County Board structure and role
- Modern administrative office practices, procedures, and equipment
- Standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing
- Principles and practices of supervision
- Report writing and recordkeeping practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Event planning and coordination
- Arithmetic, including percentages and fractions
- Telephone and email etiquette

**Ability to:**

- Learn SBCEO organization, operations, policies, and procedures
- Plan and organize work of self and others
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action
- Exercise discretion and make sound decisions
- Develop a variety of high-quality written, numeric, and graphic materials
- Edit and proofread documents
- Establish and maintain effective working relationships with a broad range of individuals
- Represent SBCEO and the Superintendent effectively
- Interpret, explain and apply laws, rules, regulations and policies
- Understand and follow oral and written directions



**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) — EXEMPT**

- Communicate effectively, both orally and in writing
- Work independently and as a member or leader of a team
- Assign and review work, provide training, set performance standards, and evaluate performance
- Facilitate meetings and discussions effectively
- Meet schedules and deadlines
- Work with speed and accuracy
- Make accurate arithmetical computations
- Achieve proficiency in use of SBCEO administrative systems, including financial system, website content management system, and virtual meeting tools
- Learn statistical and financial recordkeeping practices
- Maintain confidentiality of files and other sensitive material and information

**Licenses and certificates**

Valid California driver’s license, automobile insurance required by law, and the use of a dependable automobile.

**Working conditions**

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 lifting and carrying heavy objects, crawling, or stooping - is not generally associated with this classification. This classification is not typically exposed to significant safety hazards.

This classification is considered exempt from the classified service in that the incumbent does not serve a probationary period and does not achieve permanency in the classification. In all other respects, the incumbent has the rights and responsibilities of other members of the classified service.

**Series**

Administrative Support

**Salary range**

92 (pending approval)

<i>Approved by the Personnel Commission:</i>	August 26, 1998
<i>Revised:</i>	May 27, 1999
	October 23, 2014
	June 28, 2018
	June 24, 2024 (pending approval)

SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION

**Director, Communications (Senior Management)**

**Basic Function**

Under the direction of the County Superintendent of Schools, develops, organizes, reviews, and disseminates internal and external information pertaining to various County Education Office events, activities, programs, policies and initiatives. Ensures an accurate portrayal of the work of the County Education Office and the professionalism of materials that emanate to the public from departments office wide. Produces radio and television programs and helps maintain the Office's presence on social media. Manages the Communications Department, including public information, the webmaster, and the reprographics department. Fosters cooperative and positive relationships with the media and external groups.

**Essential Duties and Responsibilities**

- Plans, organizes, and coordinates the flow of public information to the community pertaining to events, activities, and initiatives of the Office. Assures timely and effective communication regarding incidents or situations that may impact the community or school districts within the county.
- Writes, designs, and edits press releases, brochures, publications, and newsletters, to disseminate information. Ensures internal adherence to County standards, policies, regulations, and guidelines concerning the dissemination of public information.
- Promotes the Office's mission. Establishes and maintains relationships with community partners to disseminate accurate information about the Office.
- Works closely with the County Superintendent to: research and develop position papers on County and legislative issues; develop resolutions on proposed statewide issues or policy language that will reflect the position of the Office; prepare and produce newspaper columns, speeches, and journal articles addressing critical issues facing education.
- Researches and drafts information for speeches, presentations, and biographical sketches.
- Maintains accessibility and availability to the press as an immediate informational resource. Serves as the primary media spokesperson for the Office.
- Produces and manages the design and implementation of the Office's television shows and radio commentaries, and other forms of electronic and print media.
- Serves as a cabinet-level advisor and resource to the County Superintendent regarding all aspects of public information and communications.
- Monitors news publications and other media coverage and distributes information to appropriate personnel.
- Disseminates information regarding County Office events and activities. May attend or report on events.
- Coordinates, supervises, and evaluates employees in the Communications Department.
- Manages the development and maintenance of the Office website.
- Performs other duties as assigned that support the overall objective of the position.

**Qualifications**

**Knowledge and Skills**

The position requires knowledge of: principles, methods, procedures and strategies related to public information, communications and community relations programs; legal mandates, policies, regulations and guidelines related to the distribution of news and public information; methods, techniques and procedures pertaining to the preparation of news releases, news copy,

## Director, Communications (Senior Management)

promotional brochures, electronic media and other informational materials; strategic planning and project management; traditional and social media marketing techniques; web page development, use and maintenance; computer-based software programs that support this level of work, including but not limited to advanced skills in word processing, spreadsheets, and presentations. Requires: well-developed knowledge of and skill at using English grammar, punctuation, vocabulary, spelling, editing and proofreading; strong human relations skills to network, enhance community partnerships, and collaborate with diverse individuals and groups; Interpersonal skills using tact, patience, and courtesy; effective oral communication to speak in public, conduct meetings and make presentations.

### **Abilities**

Ability to: effectively and efficiently plan, organize, and coordinate a public information, communications, and community relations program; systematically and skillfully organize, design, lay out and edit public information and promotional materials; seek out and cultivate news and information resources; remain informed of social media platforms and marketing trends and strategies; communicate effectively in oral, written, and electronic formats utilizing journalistic and technical writing; prepare and deliver oral presentations; analyze situations accurately and develop an effective course of action; understand and follow oral and written instructions; establish and maintain cooperative and effective working relationships with news media, community leaders, local district staff, and County Office personnel; work confidentially with discretion; operate standard office equipment; work independently while establishing and maintaining appropriate project deadlines; travel to various locations.

### **Physical Abilities**

Ability to: function indoors in an office environment engaged in work of a moderately sedentary nature; sit for extended periods of time; utilize computers and peripheral equipment; move about various school, community, or related locations; retrieve work materials from overhead, waist, and ground level files. Requires near visual acuity to read printed materials and computer screens. Requires auditory ability to carry on conversations in person and over the phone. Requires manual and finger dexterity to write, keyboard, operate computer and operate other standardized office equipment.

### **Education and Experience**

The position requires a Bachelor's degree in English, Journalism, Public Relations, Communications, or a closely related field and three years of experience in public relations. Masters Degree is preferred. Additional experience may be substituted for higher education.

### **Licenses and Certificates**

Requires a valid California driver's license.

### **WORK CONDITIONS**

Work is primarily performed indoors where minimal safety considerations exist.

APPROVED BY PERSONNEL COMMISSION:

January 24, 2013

**DIRECTOR, COMMUNICATIONS (SENIOR MANAGEMENT)**

**Reports to:** County Superintendent of Schools

**Division:** Superintendent's Office

**Our ideal candidate**

You are a visionary leader who is adept at telling an accurate portrayal of the work of the County Education Office and the organization's story, orally as well as in writing and images. You take initiative in providing communications services and advice to SBCEO staff at all levels and local school district leaders. You lead your department to achieve excellence and make innovative use of new communication tools and strategies. You handle and manage multiple projects simultaneously to meet deadlines. You have a high level of discretion and professionalism of materials that emanate to the public from departments office-wide. Produces radio and television programs and helps maintain the Office's presence on social media. Manages in handling sensitive situations. You lead, encourage, and assess employees well, with an eye toward their development and success. You are an exceptional communicator, both orally and in writing.

**Basic Function**

Under the direction of the, develops, organizes, reviews, and disseminates internal and external information pertaining to various County Education events, activities, programs, policies and initiatives. Ensures

**General description**

Under administrative direction, oversee a comprehensive communications, community engagement, and marketing program for SBCEO. Manage the Communications Department in providing a range of communications support to SBCEO departments, including public information, the webmaster, and the promotional campaigns, social media, website content management, and reprographics department. Fosters cooperative and positive relationships with the media and external groups, to publicize events, activities, programs, policies, and initiatives and promote the mission of the Office. Serve as a Cabinet-level advisor and resource to the County Superintendent and SBCEO and school district staff regarding all aspects of public information and communications on a wide range of efforts and initiatives. In cases of emergency affecting schools in the county, serve as primary liaison between SBCEO and emergency operations staff.

**Essential Duties Specific duties and Responsibilities responsibilities**

Plans, organizes

- Plan, organize, and coordinates coordinate the flow of public information to the community pertaining to events, activities, and initiatives of the Office. Assures timely and effective communication regarding incidents or situations that may impact the community or school districts within the county.
- Writes, designs, Assure timely and edits presseffective communication from SBCEO and/or appropriate school districts regarding incidents or emergencies that may impact schools in the county; advise school leaders on navigating media relations, community outreach, and internal communications during critical incidents.
- Support the County Superintendent by: researching and developing position papers on County and legislative issues; developing resolutions on proposed statewide issues or policy language that reflects the position of the Office; preparing and producing content for a variety of media addressing critical issues facing education; establishing and maintaining relationships with community partners.



**DIRECTOR, COMMUNICATIONS (SENIOR MANAGER) — DRAFT**

- Interview and select staff; provide training and professional development to staff; make assignments, review work in progress or upon completion, and assist staff in resolving sensitive situations or errors; set performance standards, provide performance feedback to staff, and prepare performance evaluations; provide counseling to employees and initiate corrective action or progressive discipline process as needed.
- Develop and administer departmental and project budgets.
- Serve as the primary media spokesperson for the Office.
- Monitor traditional and social media and distribute pertinent information to appropriate leaders.

Directly or through subordinates:

- Write, design, and edit news releases, brochures, publications, and newsletters, and videos to disseminate information.—Ensures about SBCEO events and activities and promote the goals of the Office.
- Manage content and production design for SBCEO radio commentaries and other electronic and print media productions and programming.
- Ensure internal adherence to County SBCEO standards, policies, regulations, and guidelines concerning the dissemination of public information.
- ~~Promotes the Office's mission. Establishes and maintains relationships with community partners to disseminate accurate information about the Office.~~
- ~~Works closely with the County Superintendent to: research and develop position papers on County and legislative issues; develop resolutions on proposed statewide issues or policy language that will reflect the position of the Office; prepare and produce newspaper columns, speeches, and journal articles addressing critical issues facing education.~~
- ~~Researches and drafts information for speeches, presentations, and biographical sketches.~~
- ~~Maintains accessibility and availability to the press as an immediate informational resource. Serves as the primary media spokesperson for the Office.~~
- ~~Produces and manages the design and implementation of the Office's television shows and radio commentaries, and other forms of electronic and print media.~~
- ~~Serves as a cabinet-level advisor and resource to the County Superintendent regarding all aspects of public information and communications.~~
- ~~Monitors news publications and other media coverage and distributes information to appropriate personnel.~~
  - ~~Disseminates information regarding County Office events and activities.—May attend, Plan, coordinate, and manage SBCEO events.~~
  - ~~Respond to Public Records Acts requests in compliance with applicable laws.~~
  - ~~Develop and maintain SBCEO website content.~~
  - ~~Attend or report on events.~~
- ~~Coordinates, supervises, and evaluates employees in the Communications Department.~~
- ~~Manages the development and maintenance of the Office website.~~

Performs
- Perform other related duties as assigned.





**DIRECTOR, COMMUNICATIONS (SENIOR MANAGER) — DRAFT**

**Requirements**

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree from an accredited college or university in journalism, communications, marketing, education, English, or other related field, is required. A master's degree, preferably in journalism, communications, marketing, education, English, or other related field, is preferred.

Experience: Five years of experience as a public information officer, communications manager, or public relations professional that included team leadership or supervisory experience.

▪ Equivalent combinations of training, education, and experience that support the overall objective of the position provide the required knowledge and abilities will also be considered.

**Qualifications**

**Knowledge and Skills**

**The position requires knowledge of: principles**

- Principles, methods, procedures and strategies related to public information, communications and community relations programs; legal
- Public relations practices, procedures, and terminology
- Principles and practices of non-profit marketing
- Effective social media practices and strategies for a professional setting, including Facebook, Instagram, X, YouTube, and other platforms
- Principles and standards of web design
- Website development, management, and analytics
- Graphic design
- Role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- Legal mandates, policies, regulations and guidelines related to the distribution of news and public information; methods, techniques and procedures pertaining to the preparation of news releases, news copy, promotional brochures, electronic media and other informational materials; strategic release of public information;
- Event planning and coordination
- Principles and practices of supervision and management
- Principles and practices of project management; traditional and social media marketing techniques; web page development, use and maintenance; computer-based
- Principles of budget management
- Standard office productivity software programs that support this level of work, including but not limited to advanced skills in applications, including word processing, spreadsheets, and presentations. Requires: well-developed knowledge of and skill at using, and



**DIRECTOR, COMMUNICATIONS (SENIOR MANAGER) — DRAFT**

videoconferencing

- Strategic planning
- English grammar, punctuation, vocabulary, and spelling; editing and proofreading; strong human relations skills to network, enhance community partnerships, and collaborate with diverse individuals and groups; Interpersonal skills using tact, patience, and courtesy; effective oral communication to speak in public, conduct meetings and make presentations.

**Abilities** Broad range

- Ability to: effectively and efficiently plan, organize, and coordinate a public information, communications, and community relations program; systematically and skillfully organize, design, lay out and edit public information and promotional materials; seek out and cultivate news and information resources; remain informed of social media platforms and marketing trends and strategies; communicate effectively in oral, written, and electronic formats utilizing writing styles, including journalistic, marketing, social media, and formal reports

**Ability to: technical writing; prepare**

- Learn County Education Office organization, operations, policies and deliver oral presentations; analyze objectives
- Plan, organize, coordinate, and prioritize work of self and others
- Lead and work effectively with teams to accomplish goals and consistently meet timelines
- Analyze situations accurately and develop an effective course of action; understand
- Exercise discretion and follow oral make sound decisions
- Function effectively during emergency or crisis situations
- Facilitate meetings and written instructions; establish discussions effectively
- Establish, cultivate, and maintain cooperative and effective working relationships with news media, community leaders, local district SBCEO staff, at all levels and County Office personnel; community stakeholders
- Assign and review work, provide training, set performance standards, and evaluate performance
- Edit and proofread documents
- Communicate effectively, orally and in writing
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Work independently and as a member of a team
- Draft a wide variety of written materials and content for a range of platforms independently and from general oral instructions
- Take photos using a variety of devices, including camera, phone, and tablet
- Use mobile devices to update digital content
- Represent SBCEO positively to the media, the public, and other agencies
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism



**DIRECTOR, COMMUNICATIONS (SENIOR MANAGER) — DRAFT**

- Achieve proficiency in use of SBCEO administrative systems, including financial system, website content management system, and virtual meeting tools
- Work confidentially with discretion; operate standard office equipment; work independently while establishing and maintaining appropriate project deadlines; travel to various locations.

**Physical Abilities**

Ability to: function indoors in an office environment engaged in work of a moderately sedentary nature; sit for extended periods of time; utilize computers and peripheral equipment; move about various school, community, or related locations; retrieve work materials from overhead, waist, and ground level files. Requires near visual acuity to read printed materials and computer screens. Requires auditory ability to carry on conversations in person and over the phone. Requires manual and finger dexterity to write, keyboard, operate computer and operate other standardized office equipment.

**Education and Experience**

The position requires a Bachelor's degree in English, Journalism, Public Relations, Communications, or a closely related field and three years of experience in public relations. Masters Degree is preferred. Additional experience may be substituted for higher education.

**Licenses and Certificates/certificates**

Requires a valid/Valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

**Work Conditions**

Work is primarily performed indoors where minimal safety considerations exist.

**APPROVED BY PERSONNEL COMMISSION: January 24, 2013** Working conditions

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. Standing and walking may be involved when staffing an event. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Work is performed in a typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

This position is designated as senior management, pursuant to Education Code 45256.5. The incumbent does not serve a probationary period and does not earn permanency in the classification. In all other respects, the incumbent has the rights and responsibilities of other managers in the classified service.



**DIRECTOR, COMMUNICATIONS (SENIOR MANAGER) — DRAFT**

**Management salary range 31 (pending approval)**

Approved by the Personnel Commission: January 24, 2013

Revised: June 24, 2024 (pending approval)



**DIRECTOR, COMMUNICATIONS & PUBLIC INFORMATION OFFICER — DRAFT**

**Reports to:** County Superintendent of Schools

**Division:** Superintendent's Office

**Our ideal candidate**

You are a visionary leader who is adept at telling an organization's story, orally as well as in writing and images. You take initiative in providing communications services and advice to SBCEO staff at all levels and local school district leaders. You lead your department to achieve excellence and make innovative use of new communication tools and strategies. You handle and manage multiple projects simultaneously to meet deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You lead, encourage, and assess employees well, with an eye toward their development and success. You are an exceptional communicator, both orally and in writing.

**General description**

Under administrative direction, oversee a comprehensive communications, community engagement, and marketing program for SBCEO. Manage the Communications Department in providing a range of communications support to SBCEO departments, including promotional campaigns, social media, website content management, and reprographics, to publicize events, activities, programs, policies, and initiatives and promote the mission of the Office. Serve as a Cabinet-level advisor and resource to the County Superintendent and SBCEO and school district staff regarding all aspects of public information and communications on a wide range of efforts and initiatives. In cases of emergency affecting schools in the county, serve as primary liaison between SBCEO and emergency operations staff.

**Specific duties and responsibilities**

- Plan, organize, and coordinate the flow of public information to the community pertaining to events, activities, and initiatives of the Office.
- Assure timely and effective communication from SBCEO and/or appropriate school districts regarding incidents or emergencies that may impact schools in the county; advise school leaders on navigating media relations, community outreach, and internal communications during critical incidents.
- Support the County Superintendent by: researching and developing position papers on County and legislative issues; developing resolutions on proposed statewide issues or policy language that reflects the position of the Office; preparing and producing content for a variety of media addressing critical issues facing education; establishing and maintaining relationships with community partners.
- Interview and select staff; provide training and professional development to staff; make assignments, review work in progress or upon completion, and assist staff in resolving sensitive situations or errors; set performance standards, provide performance feedback to staff, and prepare performance evaluations; provide counseling to employees and initiate corrective action or progressive discipline process as needed.
- Develop and administer departmental and project budgets.
- Serve as the primary media spokesperson for the Office.

**DIRECTOR, COMMUNICATIONS & PUBLIC INFORMATION OFFICER — DRAFT**

- Monitor traditional and social media and distribute pertinent information to appropriate leaders.

Directly or through subordinates:

- Write, design, and edit news releases, brochures, publications, newsletters, and videos to disseminate information about SBCEO events and activities and promote the goals of the Office.
  - Manage content and production design for SBCEO radio commentaries and other electronic and print media productions and programming.
  - Ensure internal adherence to SBCEO standards, policies, regulations, and guidelines concerning the dissemination of public information.
  - Plan, coordinate, and manage SBCEO events.
  - Respond to Public Records Acts requests in compliance with applicable laws.
  - Develop and maintain SBCEO website content.
  - Attend or report on events.
- Perform other related duties as assigned.

**Requirements**

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree from an accredited college or university in journalism, communications, marketing, education, English, or other related field, is required. A master's degree, preferably in journalism, communications, marketing, education, English, or other related field, is preferred.

Experience: Five years of experience as a public information officer, communications manager, or public relations professional that included team leadership or supervisory experience.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

**Knowledge of:**

- Principles, methods, procedures and strategies related to public information, communications and community relations programs
- Public relations practices, procedures, and terminology
- Principles and practices of non-profit marketing
- Effective social media practices and strategies for a professional setting, including Facebook, Instagram, X, YouTube, and other platforms
- Principles and standards of web design
- Website development, management, and analytics
- Graphic design

**DIRECTOR, COMMUNICATIONS & PUBLIC INFORMATION OFFICER — DRAFT**

- Role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- Legal mandates, policies, regulations and guidelines related to the release of public information;
- Event planning and coordination
- Principles and practices of supervision and management
- Principles and practices of project management
- Principles of budget management
- Standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing
- Strategic planning
- English grammar, punctuation, vocabulary, and spelling;
- Broad range of writing styles, including journalistic, marketing, social media, and formal reports

**Ability to:**

- Learn County Education Office organization, operations, policies and objectives
- Plan, organize, coordinate, and prioritize work of self and others
- Lead and work effectively with teams to accomplish goals and consistently meet timelines
- Analyze situations accurately and develop an effective course of action
- Exercise discretion and make sound decisions
- Function effectively during emergency or crisis situations
- Facilitate meetings and discussions effectively
- Establish, cultivate, and maintain effective relationships with SBCEO staff at all levels and community stakeholders
- Assign and review work, provide training, set performance standards, and evaluate performance
- Edit and proofread documents
- Communicate effectively, orally and in writing
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Work independently and as a member of a team
- Draft a wide variety of written materials and content for a range of platforms independently and from general oral instructions
- Take photos using a variety of devices, including camera, phone, and tablet
- Use mobile devices to update digital content
- Represent SBCEO positively to the media, the public, and other agencies
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism
- Achieve proficiency in use of SBCEO administrative systems, including financial system, website content management system, and virtual meeting tools
- Work confidentially with discretion



**DIRECTOR, COMMUNICATIONS & PUBLIC INFORMATION OFFICER — DRAFT**

**Licenses and certificates**

Valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

**Working conditions**

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. Standing and walking may be involved when staffing an event. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Work is performed in a typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

This position is designated as senior management, pursuant to Education Code 45256.5. The incumbent does not serve a probationary period and does not earn permanency in the classification. In all other respects, the incumbent has the rights and responsibilities of other managers in the classified service.

**Management salary range 31 (pending approval)**

*Approved by the Personnel Commission:* January 24, 2013

*Revised:* June 24, 2024 (pending approval)