



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
June 24, 2024 – 1:30 p.m.

AGENDA

If you need special assistance to participate in the meeting or need this agenda provided in an accessible alternative format, please contact the Human Resources office to help us comply with the Americans with Disabilities Act. Notification at least 48 hours prior to the meeting will assist the Director, Human Resources in making suitable arrangements.

Persons wishing to address the Personnel Commission may complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the end of the public comment period. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. Speakers who need more time may submit written comments.

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**

7. Approval of Minutes of Regular Meeting Held May 23, 2024
(Attachment)

MOVED: SECONDED: VOTE:

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

Available for review from the County Superintendent of Schools.

b. Legislative Updates

Available for review from the Director, Human Resources.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

(Attachment)

b. Classified Personnel Report dated July 11, 2024

(Attachment)

c. Position Announcements

(Attachments)

- i. Accounting Technician (Dual – Santa Barbara)
- ii. Accounting Technician, Senior (Dual – Santa Barbara)
- iii. Clerical Assistant (Dual – Santa Barbara)
- iv. Early Care and Education Case Worker (Dual – Santa Maria/Lompoc)
- v. Early Care and Education Case Worker (Dual – Santa Maria, Mixteco required)
- vi. Manager, Fiscal Services (Dual – Santa Barbara)
- vii. Classified Human Resources Analyst (Dual – Santa Barbara)

ii. Certificated Human Resources Analyst
(Attachments)

The Director, Human Resources recommends the establishment of the new classification of Certificated Human Resources Analyst at the classified salary range of 84 (proposed job description attached). It is further recommended that a single position currently classified as Certificated Human Resources Specialist be reclassified to the proposed new classification of Certificated Human Resources Analyst, with an effective date of 7/1/2024. These recommendations have the support of the Associate Superintendent, Human Resources.

MOVED:

SECONDED:

VOTE:

iii. Human Resources Specialist
(Attachment)

The Director, Human Resources recommends the establishment of the new classification of Human Resources Specialist at the classified salary range of 79 (proposed job description attached). This recommendation has the support of the Associate Superintendent, Human Resources.

MOVED:

SECONDED:

VOTE:

iv. Executive Assistant to the County Superintendent of Schools
(Confidential) – Exempt
(Attachments)

The Director, Human Resources recommends a reclassification of Executive Assistant to the County Superintendent of Schools, including a revised job description (draft attached) and proposed salary adjustment from salary range 90 to range 92, with an effective date of 7/1/2024. This study was undertaken by Human Resources at the request of the County Superintendent, as part of Classified HR's annual work plan of classification and compensation studies. The recommendation is based on a job analysis and salary survey and has the support of the County Superintendent of Schools.

MOVED:

SECONDED:

VOTE:

v. Director, Communications
(Attachments)

The Director, Human Resources recommends a reclassification of the classified management position listed above, with a proposed new title, revised job description (draft attached), and proposed salary adjustment from management salary range 28 to range 31, with an effective date of 7/1/2024. This study was undertaken by Human Resources at the request of the County Superintendent, as part of Classified HR's annual work plan of classification and compensation studies. The recommendation is based on a job analysis and review of both internal and external salary data, and has the support of the County Superintendent of Schools.

MOVED: SECONDED: VOTE:

c. Job Descriptions — None

UNFINISHED BUSINESS — None

NEW BUSINESS — None

REPORTS

12. PERSONNEL COMMISSIONER REPORTS

13. DIRECTOR, HUMAN RESOURCES REPORT

14. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, July 25, 2024, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.