



**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.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Gary Pickavet called the meeting to order at 1:30 p.m.

**2. Roll Call**

Members present:

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

**3. Pledge of Allegiance**

Gary Pickavet led the Pledge of Allegiance.

**4. Changes to the Agenda — None**

**5. Introduction of Staff and Guests**

Staff present:

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

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held May 23, 2024**

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

**8. Communications — None**

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

The Director, Human Resources summarized media releases about the south county Math Superbowl, co-sponsored by SBCEO, that took place on May 29 at Earl Warren Showgrounds, with Peabody Charter School emerging as the top-scoring school overall, and with two individual grade-level winners as well. On May 24, SBCEO hosted the annual Education Celebration, where educators in many categories were recognized, including Crystal Apple, Bill Cirone Heart of Education Award, and Marvin Melvin Career Technical Educator Award.

**b. Legislative Update**

The Director, Human Resources reported on AB 2901, a bill that would require public school employers to provide employees with paid parental leave, separate from other leave banks. She noted that the bill has the support of State Superintendent of Public Instruction Tony Thurmond and the California Teachers Association, while ACSA and CASBO have come out in opposition. The Director also noted that HR practitioners have a number of questions: eligibility criteria for the leave; relationship of this leave to other Ed Code-mandated leaves; eligibility of pregnant employee's partner; intent for integration and concurrence with other leaves such as PDL, FMLA, CFRA, and sick leave. The Director reported that she would keep the Commissioners informed of this bill's progress.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated July 11, 2024****c. Position Announcements**

- 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)

**11. Action Items**

**a. Ratification of Eligibility Lists**

- i. Accounting Assistant (Dual – Santa Barbara)
- ii. Office Assistant (Dual – Santa Barbara)
- iii. Paraeducator (Open Continuous – North)
- iv. Paraeducator (Open Continuous – Santa Barbara)

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

**b. Classification/Reclassification/Reallocation of Positions**

- i. The Director, Human Resources recommended a reallocation of the salary range for the classifications listed below, with an effective date of 7/1/2024. No other changes to the three classifications were proposed.

<b>CLASSIFICATION</b>	<b>CURRENT SALARY RANGE</b>	<b>PROPOSED NEW SALARY RANGE</b>
Data Entry Operator	53	60
Food Service Worker	53	60
Custodian	58	60

These recommendations were based on a proposed restructuring of the classified salary schedule, effective July 1, 2024. The recommended reallocation of the salary ranges for these classifications had the support of the Director, Partners in Education; the Associate Superintendent, Student and Community Services; the Associate Superintendent, Administrative Services; and the County Superintendent of Schools.

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

ii. Certificated Human Resources Analyst

The Director, Human Resources recommended the establishment of the new classification of Certificated Human Resources Analyst at salary range 84. It was 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 had the support of the Associate Superintendent, Human Resources.

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

iii. Human Resources Specialist

The Director, Human Resources recommended the establishment of the new classification of Human Resources Specialist at salary range 79. This recommendation had the support of the Associate Superintendent, Human Resources.

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

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

The Director, Human Resources recommended a reclassification of Executive Assistant to the County Superintendent of Schools, including a revised job description and proposed salary adjustment from salary range 90 to range 92, with an effective date of 7/1/2024. The recommendation had the support of the County Superintendent of Schools.

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

v. Director, Communications

The Director, Human Resources recommended a reclassification of the classified management position listed above, with a proposed new title (Director, Communications & Public Information Officer), revised job description, and proposed salary adjustment from management salary range 28 to range 31, with an effective date of 7/1/2024. The recommendation had the support of the County Superintendent of Schools.

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

**c. Job Descriptions — None**

**UNFINISHED BUSINESS — None****NEW BUSINESS — None****REPORTS****12. PERSONNEL COMMISSIONER REPORTS**

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

**13. DIRECTOR, HUMAN RESOURCES REPORT**

- a. The Director reported that the staff appreciation luncheon was held in the south on May 30, with a similar event at the Farnel office on May 31. She noted that the Superintendent asked staff who had worked for SBCEO less than a year to stand up and introduce themselves to the whole group. There were a large number — the majority of them classified staff, recruited and onboarded by our own classified HR team. The Director wanted to recognize that fact, and especially acknowledge Melissa Rodriguez as she departs SBCEO. The Director stated that Melissa had made a huge impact on our organization.
- b. The Director also reported that two districts for whom SBCEO's Special Education division operates regional programs have given SBCEO the required year-and-a-day notice that they intend to take back the programs to operate themselves.

One is Santa Maria Joint Union, which is proposing to take back the Righetti HS Deaf and Hard of Hearing Special Day Class in the 25-26 school year. SBCEO expects four classified staff would be impacted by this change.

The other district is Lompoc Unified, which is proposing to take back its Special Education Preschool Programs in the 25-26 school year. We estimate about 20 classified staff would be impacted by this change.

The next step in the process is the confirmation, due in November, that each district will move forward with the announced program transfer. Under the Education Code, staff have rights to retain their positions in the programs and become district employees (taking their seniority and sick leave with them) if the program transfer is completed, or they may remain with SBCEO and potentially go through a layoff at the end of 24-25.

**14. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None scheduled

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:45 p.m. 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 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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**June 19, 2024 through July 19, 2024**

<b>Position #</b>	<b>Position Information</b>
2700	Office Assistant • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months
2701	Human Resources Specialist • Certificated Human Resources Staff • South County 40.00 hours per week • 12.00 months
2702	Paraeducator • Montecito Union School • South 12.00 hours per week • 10.00 months 3 days/wk, 4 hrs/day

Santa Barbara County Board of Education

Classified Personnel Report

August 8, 2024

**Appointments**

*Limited Term/Substitute*

Aguayo, Michelle June 24, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

Breaux, Kenneth June 18, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

Douglas, Alisha June 17, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

Estrada, Daven July 3, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

Ibarra, Andrea June 28, 2024  
 Associate Teacher Apprentice • Early Care and Education • Various Sites  
 • Hourly as needed

Manzo, Edith June 26, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

Mendoza, Rosa July 1, 2024  
 Paraeducator • Special Education • Various Sites  
 • Hourly as needed

*Probationary*

Cordero, Marissa July 8, 2024  
 Accounting Assistant • Internal Services • Accounting - Fiscal Services  
 100% • 12 months

**Changes**

*Anniversary Increase*

Borchers, Berthold July 1, 2024  
 Instructional Materials and Mail Clerk • Educational Technology Services • Educational Technology Services  
 100% • 12 months



Cuevas, Ivett July 1, 2024  
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction  
100% • 12 months

Hansen, Janelle July 1, 2024  
Student Information Specialist • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School  
50% • 12 months

Hauber, Vanetta July 1, 2024  
Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Santa Maria  
75% • 10 months

Medina, Luis July 1, 2024  
Mixed Media Specialist • Communications • Communications  
100% • 12 months

Rubio, Paloma July 1, 2024  
Paraeducator • Special Education • Oakley Preschool  
87.5% • 10 months

Tremblay, Bryan July 1, 2024  
Data Entry Clerk • Partners In Education • Partners in Education - Program Services  
20% • 12 months

Vega, Wendy July 1, 2024  
Paraeducator • Special Education • Speech/Language Services, McClelland  
87.5% • 10 months

***Decreased Time (Voluntary)***

Rafael, Annette August 12, 2024  
Clerical Assistant • Children and Family Resource Services • Health Linkages - North County  
75% • 10 months  
Going from 12 months 2M12 to 10 months 2M11 & reducing FTE from 1.0 to .75. Calendar starts 8/12/24 - 6/6/25.

***Decreased Time in lieu of layoff***

Baltazar, Cynthia August 12, 2024  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc  
100% • 10 months  
Going from 12 months to 10 months.

Cronin, Diana August 12, 2024  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County  
100% • 10 months  
Going from 12 months to 10 months.

Flores, Julie August 14, 2024  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County  
100% • 10 months  
Going from 12 months to 10 months.

Huitron, Alejandra August 12, 2024  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County  
100% • 10 months  
Going from 12 months to 10 months.

King Kondos, Victoria August 8, 2024  
Health Advocate • Children and Family Resource Services • Health Linkages - South County  
100% • 10 months  
Going from 12 months to 10 months.

Rivera Barriga, Paola August 12, 2024  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County  
100% • 10 months  
Going from 12 months to 10 months.

Tapia, Ana August 8, 2024  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc  
100% • 10 months  
Going from 12 months to 10 months.

***Differential - Add***

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

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

Morin, Jovonni July 1, 2024  
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School  
87.5% • 10 months  
Locked facility stipend

Teran, Ruby July 1, 2024  
Paraeducator • Special Education • Dos Puertas School  
84.375% • 12 months  
Locked facility stipend

***Increased Time (Voluntary)***

Reyes, Delfina July 8, 2024  
Paraeducator • Special Education • Infant Services, Lompoc  
81.25% • 10 months  
From .50 FTE

***Probation to Permanent***

Baltazar, Cynthia July 1, 2024  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc  
100% • 12 months

Ho, Chrystal July 1, 2024  
Paraeducator • Special Education • Cabrillo High School  
81.25% • 10 months

Moore, Nicholas July 1, 2024  
Accounting Assistant • Internal Services • Accounting - Fiscal Services  
100% • 12 months

Rafael, Annette July 1, 2024  
Clerical Assistant • Children and Family Resource Services • Health Linkages - North County  
100% • 12 months

Ramos, Sarah July 1, 2024  
Paraeducator • Special Education • Zaca Preschool  
43.75% • 10 months

***Reallocation***

Aguilera, Jesus July 1, 2024  
Custodian • Internal Services • Operations South 2  
62.5% • 12 months  
From range 58 to 60

Carrillo, Heracio July 1, 2024  
Custodian • Internal Services • Operations North  
62.5% • 12 months  
From range 58 to 60

Meza Diaz, Jose July 1, 2024  
Custodian • Internal Services • Operations South  
100% • 12 months  
From range 58 to 60

Tremblay, Bryan July 1, 2024  
Data Entry Clerk • Partners In Education • Partners in Education - Program Services  
20% • 12 months  
From range 53 to 60

***Reclassification***

Barnwell, Camilla July 1, 2024  
Director, Communications & Public Information Officer • Communications • Communications Administration  
100% • 12 months  
From range 28 to 31 and title change

Freedland, Anna July 1, 2024  
Executive Assistant to the County Superintendent (Confidential) - Exempt • Superintendent • Cathedral Oaks  
100% • 12 months  
From range 90 to 92

Kerrutt-Dent, Erin July 1, 2024  
Certificated Human Resources Analyst • Human Resources • Human Resources Staff  
100% • 12 months  
From Certificated HR Specialist and range 79 to 84

***Transfer***

Watson, Clarissa August 13, 2024  
Paraeducator • Special Education • Casmalia Preschool 3  
87.5% • 10 months  
From Dos Puertas School

**Separation**

***Resignation***

Avila Ramirez, Elizabeth August 7, 2024  
Program Associate • Transitional Youth Services • Transitional Youth South  
100% • 12 months

Ventura, Meredith July 19, 2024  
Program Associate • Children’s Creative Project • Children’s Creative Project  
60% • 12 months

***Retirement***

Nelson, Patrice December 29, 2024  
Manager, Fiscal Services • Internal Services • Accounting  
100% • 12 months



**Santa Barbara County Education Office  
Human Resources Specialist**

<b>SALARY</b>	\$30.33 - \$38.50 Hourly \$5,277.00 - \$6,699.00 Monthly \$63,324.00 - \$80,388.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00093
<b>DIVISION</b>	Human Resources	<b>OPENING DATE</b>	06/27/2024
<b>CLOSING DATE</b>	7/11/2024 11:59 PM Pacific	<b>SPECIFIC LOCATION</b>	Santa Barbara

**General Description**

The Santa Barbara County Education Office is seeking a human resources professional for the position of Human Resources Specialist, who will provide daily support for our human resources functions. Come join our dynamic Human Resources team!

There is currently one (1) full-time vacancy, 40 hours/week, M-F that will be based out of our Santa Barbara Office.

This recruitment is being facilitated as an open/promotional recruitment.

**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
- 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

**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.

**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>

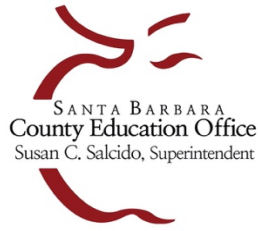




Dual Certification Eligibility List  
Accounting Technician

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	58204406	1/17/25	Eligible	Full-Time	1.00	40 hours/week
2	49031131	1/17/25	Eligible	Full-Time	1.00	40 hours/week
3	11376585	1/17/25	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 18  
Number of applicants passed screening: 7  
Number of performance/written exam attendees: 6  
Number of oral exam attendees: 4



**Dual Certification Eligibility List  
Director, Facilities**

<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	37108355	12/22/24	Eligible	Full-Time	1.00	40 hours/week
1	58162181	12/22/24	Eligible	Full-Time	1.00	40 hours/week
2	58266153	12/22/24	Eligible	Full-Time	1.00	40 hours/week
2	58132373	12/22/24	Eligible	Full-Time	1.00	40 hours/week
3	10539460	12/22/24	Eligible	Full-Time	1.00	40 hours/week
4	46202814	10/17/24	Declined Interview	Full-Time	1.00	40 hours/week
4	21336155	10/17/24	Eligible	Full-Time	1.00	40 hours/week
5	12658087	12/22/24	Eligible	Full-Time	1.00	40 hours/week
6	56939300	10/17/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 21

Number of applicants passed screening: 13

Number of performance/written exam attendees: 12

Number of oral exam attendees: 8



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

<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	40795026	1/7/25	Eligible	Part-Time	0.75	30 hours/week



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

<b>Rank</b>	<b>Person ID</b>	<b>Eligible Expiration Date</b>	<b>Status</b>
1	30446892	11/16/24	Eligible
2	56657578	7/26/24	Eligible
2	11753735	8/25/24	Eligible
3	16422783	11/3/24	Eligible
3	39909412	12/13/24	Hired
4	54467626	11/13/24	Eligible
5	57856643	8/25/24	Eligible
6	55795238	10/4/24	Eligible
6	56509124	9/21/24	Hired
7	54652335	12/27/24	Eligible
8	57844423	12/13/24	Hired
9	11697186	8/11/24	Eligible
10	57922742	9/15/24	Eligible
10	52898548	12/13/24	Eligible
10	20258725	11/13/24	Eligible
11	57389382	12/4/24	Eligible
12	57383832	12/26/24	Eligible



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

<b>Rank</b>	<b>Person ID</b>	<b>Eligible Expiration Date</b>	<b>Status</b>
1	58252218	12/27/24	Eligible
2	8518672	12/13/24	Eligible
3	47940064	12/13/24	Eligible
4	56605940	12/12/24	Hired
4	54701827	11/3/24	Eligible
5	57825726	12/13/24	Eligible
6	16386774	12/13/24	Eligible



**Dual Certification Eligibility List  
Technology Support Administrative 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	22609330	1/16/25	Eligible	Full-Time	1.00	40 hours/week
2	53586750	1/16/25	Eligible	Full-Time	1.00	40 hours/week
3	13233903	1/16/25	Eligible	Full-Time	1.00	40 hours/week
4	57741587	1/16/25	Eligible	Full-Time	1.00	40 hours/week
5	57943638	1/16/25	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 37

Number of applicants passed screening: 12

Number of performance/written exam attendees: 8

Number of oral exam attendees: 5

Account Object Code	2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2023/24 Rev Budget -Actuals	2023/24 Actuals/ Revised
<b>Management 1490 - PERSONNEL COMMISSION</b>					
<b>Expense</b>					
2300 Class Admin Sal	157,932	165,260	165,260	.13	100.00 %
2400 Cler/Office Sal	161,022	160,982	160,862	120.00	99.93 %
2430 Extra Hours/OT	3,000	3,000		3,000.00	
2440 Substitutes	3,000	3,000		3,000.00	
2470 Vacation Payoff			236	235.75-	
<b>Total for Object 2000</b>	<b>324,954</b>	<b>332,242</b>	<b>326,358</b>	<b>5,884.38</b>	
3202 PERS2	87,349	88,269	86,668	1,601.21	98.19 %
3302 OasdMed2	162	94	117	22.65-	124.10 %
3304 Medi Class	4,703	4,795	4,711	84.06	98.25 %
3402 H&W2 Class	106,846	113,125	112,570	554.60	99.51 %
3502 Unempl2 Class	642	165	161	3.99	97.58 %
3602 WrkComp2 Class	5,056	5,156	5,065	90.88	98.24 %
<b>Total for Object 3000</b>	<b>204,758</b>	<b>211,604</b>	<b>209,292</b>	<b>2,312.09</b>	
4300 Supplies	200	100	29	70.65	29.35 %
4340 Tangible Dev	400	400		400.00	
4350 Office Supply	3,000	3,100	1,376	1,723.92	44.39 %
<b>Total for Object 4000</b>	<b>3,600</b>	<b>3,600</b>	<b>1,405</b>	<b>2,194.57</b>	
5200 Travel	2,100	2,100	1,943	156.94	92.53 %
5201 Out of Cnty Trv	4,000	4,000	3,844	156.05	96.10 %
5300 Dues/Membership	3,336	3,336	3,156	180.00	94.60 %
5610 Rntl Les w/o Op	1,675	1,675	1,321	353.52	78.89 %
5630 Repairs	200				
5640 Computer Repr	500	200		200.00	
5650 Maint Agreemnts	1,249	1,249	1,359	109.55-	108.77 %
5715 PhotoCopies	400	400		400.00	
5720 Postage	50	50		50.00	
5730 Printing/Dupl	1,025	1,025	215	810.00	20.98 %
5745 Vehicle Use	300	300	189	111.06	62.98 %

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2024, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

ESCAPE ONLINE

Account Object Code		2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2023/24 Rev Budget -Actuals	2023/24 Actuals/ Revised
<b>Management 1490 - PERSONNEL COMMISSION (continued)</b>						
<b>Expense (continued)</b>						
5800	Prof Consulting	12,774	13,274	14,789	1,515.23-	111.42 %
5810	Contract Servs			520	520.19-	
5830	Advertisement	10,301	10,301	2,716	7,585.10	26.37 %
5930	Postge,Rfl Mtrs	40	40		40.00	
<b>Total for Object 5000</b>		<b>37,950</b>	<b>37,950</b>	<b>30,052</b>	<b>7,897.70</b>	
<b>Total for Org 061, Management 1490 and Expense accounts</b>		<b>571,262</b>	<b>585,396</b>	<b>567,107</b>	<b>18,288.74</b>	