



**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.

**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