



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
July 25, 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

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Mari Gonzales, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Wendy Garcia, Certificated Human Resources Technician
Gabriel Purvis, Temporary Classified Human Resources Analyst

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held June 24, 2024

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

8. Communications — None

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

The Director, Human Resources summarized a media release about a partnership between Lompoc Unified School District and SBCEO's Partners in Education to provide a free, six-week computer basics training course for adults in both English and Spanish. The course was a resounding success, and there are plans to offer similar courses in Carpinteria, Guadalupe, and Cuyama.

b. Legislative Update

The Director, Human Resources provided a copy of a notice of opposition to AB 2494 that was signed by Superintendent Salcido, along with ACSA and Riverside COE. This proposed legislation would create new requirements for employers to hand-deliver COBRA notices to employees upon separation. The requirements would be impractical for school employers, which is why SBCEO has joined other advocacy groups and COEs in opposing it.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated August 8, 2024****c. Position Announcements**

- i. Human Resources Specialist (Open and Promotional – Santa Barbara)

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

- i. Accounting Technician (Dual – Santa Barbara)
- ii. Director, Facilities (Dual – Santa Barbara)
- iii. Educational Interpreter, ASL, Waiver (Dual – Santa Maria)
- iv. Paraeducator (Open Continuous – North)
- v. Paraeducator (Open Continuous – Santa Barbara)
- vi. Technology Support Administrative Assistant (Dual – Santa Barbara)

The Commission asked the Director, Human Resources to place corrected eligibility lists for items iii, iv, and v above on the agenda for ratification at the next regular meeting. There was a motion to ratify the eligibility lists for items i, ii, and vi above as presented.

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

b. Classification of Positions — None**c. Job Descriptions — None****UNFINISHED BUSINESS — None****NEW BUSINESS — None****12. Quarterly Review of Personnel Commission Budget**

This was presented as an information item.

13. Schedule Special Meeting Date

In accordance with Government Code Section 54957, the Personnel Commission, Associate Superintendent of Human Resources, and Director of Human Resources will meet in closed session at a special meeting to interview candidates for the position of Classified Human Resources Analyst. There was a motion to conduct the special meeting on Friday, August 9, at 10:30 a.m., with all Commissioners attending in person in Santa Barbara.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

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

15. DIRECTOR, HUMAN RESOURCES REPORT

- The Director formally introduced Gabriel Purvis, who has been working in HR as a temporary through a staffing agency since the departure of the previous incumbent, Melissa Rodriguez. Gabriel has been of invaluable assistance during this time.
- The Director was also pleased to report that there was an excellent applicant pool for the Classified HR Analyst position: 27 applicants, of whom 15 were screened in. A written exercise was used to determine which candidates to invite to the oral exam. At this time, four candidates are scheduled for the oral exam.
- The Director reported that as part of ongoing efforts to build capacity for new leaders in SBCEO as well as districts, she and the Associate Superintendent of Human Resources had recently met with the new HR Manager at Carpinteria Unified, Jaqueline Lopez, to welcome her to the countywide HR Network. Ms. Lopez also met with some members of the SBCEO HR staff to get guidance on leaves and credentials issues.

The Director and the Associate Superintendent also met with a new manager on the Special Education administration team, Joe Isaacson, to give him an orientation to a variety of HR matters.

- The Director reminded Commissioners to set up their multi-factor authentication for accessing the SBCEO network if they hadn't done so already.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:47 p.m. The next regular meeting will be held on Thursday, August 22, 2024, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Gary Pickavet
Chair, Personnel Commission



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

SPECIAL MEETING
August 9, 2024 – 10:30 a.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Gary Pickavet called the meeting to order at 10:36 a.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

HR staff present:

Mari Gonzales, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources

6. Public Comment — None

CLOSED SESSION

The Commission went into closed session at 10:38 a.m. with the Director, Human Resources and Associate Superintendent, Human Resources to conduct interviews of three candidates for the position of Classified Human Resources Analyst. Afterwards, the participants shared observations and impressions. The Commissioners asked the Director to conduct reference checks and make a final selection. No action was taken during the closed session, which ended at 3:09 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:11 p.m. The next regularly scheduled meeting will be held on Thursday, August 22, 2024 at 12:30 p.m.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Gary Pickavet
Chair, Personnel Commission



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

July 20, 2024 through Aug 16, 2024

Position #	Position Information
2705	Paraeducator • Preschool Plus Santa Maria • North 35.00 hours per week • 10.00 months Bilingual required
2710	Educational Interpreter, American Sign Language, Certified • Orcutt Junior High School DHOH • North County 30.00 hours per week • 10.00 months

Santa Barbara County Board of Education

Classified Personnel Report

September 12, 2024

Appointments

Limited Term/Substitute

Andreadakis, Cassidy July 17, 2024
Clerical Assistant • Special Education • Farnel Rd.
• Hourly as needed

Diaz, Agustin August 16, 2024
Apprentice • Early Care and Education • Various Sites
• Hourly as needed

Rodriguez-Vazquez, Karla August 15, 2024
Paraeducator • Special Education • Various Sites
• Hourly as needed

Salinas, Brianna August 8, 2024
Student Worker • Special Education • Cathedral Oaks
• Hourly as needed

Schroeder Porter, Elizabeth August 16, 2024
Paraeducator • Special Education • Various Sites
• Hourly as needed

Tran, Jennifer August 6, 2024
Student Worker • Special Education • Cathedral Oaks
• Hourly as needed

Valencia, Sandra August 2, 2024
ECE Apprenticeship • Early Care and Education • Various Sites
• Hourly as needed

Ventura, Melissa August 2, 2024
Associate Teacher Apprentice • Early Care and Education • Various Sites
• Hourly as needed

Probationary

Cunningham, Marc August 19, 2024
Director, Facilities • Internal Services • Operations Administration
100% • 12 months

Estrada, Christopher August 13, 2024
Paraeducator • Special Education • Oakley Preschool
87.5% • 10 months

Gomez Chavez, Leticia Paraeducator • Special Education • Speech/Language Services, McClelland 87.5% • 10 months	August 13, 2024
Guia, Citlalin Paraeducator • Special Education • Taylor Preschool 87.5% • 10 months	August 13, 2024
Ketz, Lailani Paraeducator • Special Education • Olga Reed Elementary 77.5% • 10 months	August 9, 2024
Perez Alonso, Jonathan Paraeducator • Special Education • Olga Reed Elementary 77.5% • 10 months	August 9, 2024

Changes

Anniversary Increase

Aceves Garcia, Alejandra Paraeducator • Special Education • Clarence Ruth Preschool 75% • 10 months	August 1, 2024
Lauridsen, Taylor Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months	August 1, 2024
Lazaer, Daisy Financial Analyst • School Business Advisory Services • School Business Advisory Services 100% • 12 months	August 1, 2024
Montero, Lupe Clerical Assistant • Early Care and Education • Early Care and Education - Lompoc 100% • 12 months	August 1, 2024
Noronha, Patricia Administrative Support Supervisor • Curriculum and Instruction • Curriculum and Instruction 100% • 12 months	August 1, 2024
Porter, Myron Payroll Systems Supervisor • School Business Advisory Services • Cathedral Oaks 100% • 12 months	August 1, 2024
Sawyer, Erin Lane Program Associate • Children’s Creative Project • Children’s Creative Project 100% • 12 months	August 1, 2024

Decreased Time (Voluntary)

Olivas, Alleena August 9, 2024
Paraeducator • Special Education • Ralph Dunlap School DHOH 2
25% • 10 months
From .625

Decreased Time in lieu of layoff

Aguirre, Anselmo August 9, 2024
Paraeducator • Special Education • Cabrillo High School
81.25% • 10 months
From .90825

Ayala, Gerardo August 12, 2024
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County
80% • 12 months
From 1.0

Burquez, Patricia August 9, 2024
Paraeducator • Special Education • Cabrillo High School
81.25% • 10 months
From .93750

Differential - Add

Acheoual, Nancy August 16, 2024
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months
Specialized Health Care

Contreras, Nancy August 1, 2024
Alternative Payment Program Supervisor • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
Bilingual

Wallan, Jennifer August 13, 2024
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months
Specialized Health Care

Differential - Remove

Castro-Ramirez, Fabiola August 15, 2024
Paraeducator • Special Education • Olga Reed Elementary
77.5% • 10 months
Specialized Health Care

Uribe-Garcia, Elizabeth August 13, 2024
Paraeducator • Special Education • Manzanita Charter School 2
81.25% • 10 months
Specialized Health Care

Probation to Permanent

Vasquez Vasquez, Erick August 1, 2024
Custodian/Maintenance Worker • Internal Services • Operations South 2
61.25% • 12 months

Promotion

Read, Joseph August 13, 2024
Braille Transcriber • Special Education • Vision Services
100% • 10 months

Reallocation

Consolascio, Sherry August 1, 2024
Food Service Worker • Early Care and Education • Building Blocks Care and Education Center
100% • 10 months
From range 53 to 60

Reassignment

Sanchez, Sandra August 13, 2024
Paraeducator • Special Education • Vision Services
75% • 10 months
From Montecito Union School District

Snow, Crystal August 13, 2024
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH
81.25% • 10 months
From Tommie Kunst Jr High DHOH

Transfer

Cortez, Heidi August 1, 2024
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months
From Santa Maria

Earle, Rosangel August 16, 2024
Paraeducator • Special Education • Speech/Language Services, McClelland
87.5% • 10 months
From Speech/Language Specialist, Lompoc 1

Jasso, Gabriela August 13, 2024
Paraeducator • Special Education • Preschool Plus, Miller
87.5% • 10 months
From Ontiveros Preschool

Rodriguez, Isabel August 9, 2024
Paraeducator • Special Education • Speech/Language Services, Valley/Lompoc
87.5% • 10 months
From Manzanita Charter School

Torres, Marianna August 19, 2024
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months
From Ontiveros Preschool

Transfer in lieu of layoff

Gonzalez, Victor August 12, 2024
Program Associate • Children’s Creative Project • Children’s Creative Project
100% • 12 months
From Health Linkages

Rodriguez, Alyssa August 13, 2024
Paraeducator • Special Education • Taylor Preschool
87.5% • 10 months
From Alice Shaw Preschool

Separation

Resignation

Nash, Shalane June 5, 2024
Paraeducator • Special Education • Regency Preschool
87.5% • 10 months

Ramirez, Raquel June 5, 2024
Paraeducator • Special Education • Oakley Preschool
87.5% • 10 months
Accepted a Certificated position

Sherlock, Jennifer June 5, 2024
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months
Accepted a Certificated position

Zarate Uribe, Odaliss June 5, 2024
Paraeducator • Special Education • Allan Hancock Preschool
87.5% • 10 months
Accepted a Certificated position

Zavala, Abigail July 8, 2024
Paraeducator • Special Education • Casmalia Preschool 3
87.5% • 10 months



Santa Barbara County Education Office
Development Associate

SALARY	\$31.17 - \$35.93 Hourly \$5,424.00 - \$6,251.00 Monthly \$65,088.00 - \$75,012.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00097
DIVISION	Partners In Education	DEPARTMENT	Partners In Education
OPENING DATE	07/22/2024	CLOSING DATE	8/5/2024 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

[Partners in Education \(Partners\)](#) is a 501(c)3 nonprofit organization that is operated in partnership with the [Santa Barbara County Education Office \(SBCEO\)](#). Partners in Education’s mission is to empower students for the world ahead through business, school, and community collaboration. Every dollar that Partners raises goes toward efforts to align with and strengthen school and community initiatives already occurring. Partners in Education’s three core programs are: Computers for Families, Job Readiness Training & Internships, and Volunteer Classroom Speakers.

The Development Associate will report to the Executive Director of [Partners in Education \(Partners\)](#) and is responsible for increasing donations and grants, strengthening organizational storytelling and visibility among prospective donors, business partners, and volunteers, and facilitating more engagement between supporters and our programs. The person in this role will know they are successful when stories, feedback, and data reveal an increase in people mobilized to give, advocate on our behalf, and volunteer through our programs.

We currently have (1) one full-time vacancy (40 hours/week), but a reduced-hour arrangement is possible. This position will be based out of Partners Santa Barbara office and require regular countywide travel.

Our ideal candidate

You have excellent interpersonal skills and enjoy building meaningful relationships with donors and volunteers. You are a skillful communicator, who pays attention to tone and word choice in conveying messages. You understand that communicating a budget is just as much an opportunity to tell a story, as it is to share numbers. You are extremely organized, able to track multiple budgets and figures, as well as different projects. You earn trust quickly, and maintaining that trust is of the utmost importance to you. You seek creative, impactful ways to thank supporters, and you understand there is an art to the “ask.” You are a thoughtful co-worker and you are passionate about education.

General description

The Development Associate provides overall support to the Executive Director in the area of development and is responsible for increasing the amount of funds raised by Santa Barbara Partners in Education (or other nonprofit administered by the Santa Barbara County Education Office). The position supports day-to-day donor, board, and volunteer relationships through activities including, but not limited to, confidential donor database administration, donor contacts and stewardship, event planning and coordination, grant management, support and coordination of campaigns, prospect research including wealth assessments, and donor reporting to accommodate current and projected donation and donor needs.

Specific Duties and Responsibilities

- Administer and maintain a confidential donor and constituent database system, including: generating reports; analyzing data; establishing, accessing, updating, and maintaining comprehensive and accurate donor files; gathering information on prospecting and donor contacts; and creating donor lists and prospect information sheets. Create monthly development reports, including the contributions report, lapsed donors, new donors, prospective donors and other sensitive information. Serve as department expert on the donor database and train other staff in its use.
- Coordinate, research, market, and host community gatherings and stewardship/fundraising events attended by board members, donors, volunteers, students, educators, and prospects. Coordinate with speakers, catering, facilities management, and organization leadership in order to host effective events that engage all groups and meet established goals. Maintain attendee records and initiate follow-up communications.
- Collaborate with program staff to support activities and events to develop, maintain, and enhance relationships with current and prospective donors.
- Supervise, support, and develop skills of administrative staff, as well as various interns and student workers.
- Develop and make presentations to both large and small groups.
- Oversee and manage projects carried out by contractors/consultants, monitoring projects and tracking progress until completion.
- Create marketing and stewardship materials including but not limited to annual reports, event invitations, social media posts, web images, brochures, videos, and flyers. Draft gift acknowledgements and other written communications and correspondence; respond to prospective donor inquiries.
- Research grant opportunities, track grant deadlines, and coordinate and gather application and report requirements for submission.
- Plan and maintain program/project budgets; coordinate with accountants to complete annual 990 tax document.
- May represent SBCEO or Partners in Education and/or act as a liaison at various community and/or school events.
- May prepare and process various financial transactions including deposits, purchase orders, reimbursements and payments for program expenditures.
- Perform other duties as assigned as they pertain to the essential functions of the job.

Requirements

Education: Completion of 48 semester units or 72 quarter units of college coursework, preferably with an emphasis in business, nonprofit, or public administration; communications; marketing; or other related topics. Bachelor's degree preferred.

Experience: Experience in a responsible administrative or program support position, including one year of experience working with locally based foundations, nonprofits, businesses, schools, and/or community organizations. Paid or volunteer experience in fundraising, marketing, business partnerships, community engagement, and/or event planning is preferred.

Knowledge of:

- School and community demographics and needs
- K-12 public education system and community resources
- Field of philanthropy and charitable giving

- Local nonprofit and/or business community
- Modern administrative office practices, procedures, and equipment
- Telephone etiquette
- Report writing practices
- Principles and practices of marketing
- Principles and practices of development and fundraising
- English usage, grammar, spelling, punctuation and vocabulary
- Conflict management strategies

Ability to:

- Track budgets and prepare financial reports
- Learn County Education Office organization, operations, policies, and objectives
- Organize, plan, and coordinate work of self and others
- Develop a variety of high-quality written materials
- Work independently and as part of a team
- Maintain strict confidentiality in all aspects of work
- Prioritize duties and achieve goals for complex programs meeting timelines
- Establish and maintain effective cooperative working relationships with staff, volunteers, program participants, contractors, community members and organizations
- Make sound decisions independently
- Identify opportunities and implement strategies for continuous improvement
- Foster positive relationships with diverse populations
- Exercise tact, patience, and courtesy in interactions with others
- Represent SBCEO and Partners in Education or other assigned program effectively

The ability to read, write, and speak Spanish fluently is desirable.

Licenses and certificates

As incumbent will travel to different sites and locations within the county, this classification 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. Position requires local travel and participation at events in a variety of school districts and in the community. Work involves attending evening and early morning events.

Supplemental Information

Classified salary ranges have 26 steps (A-Z). Initial salary placement for new hires is between steps A and J, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
- The examination process may include one or more of the following: written, oral, and performance examination.
- Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.

- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>

Development Associate Supplemental Questionnaire

***QUESTION 1**

The Development Associate is responsible for increasing donations and grants, strengthening organizational storytelling and visibility among prospective donors, business partners, and volunteers, and facilitating more engagement between supporters and our programs. Please tell us how your background and experience would help you succeed in these areas. (300 words and fewer)

* Required Question



Santa Barbara County Education Office
Program Associate

SALARY	\$31.17 - \$35.93 Hourly \$5,424.00 - \$6,251.00 Monthly \$65,088.00 - \$75,012.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00099
DIVISION	Student and Community Services	DEPARTMENT	Transitional Youth Services
OPENING DATE	08/06/2024	CLOSING DATE	8/13/2024 11:59 AM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

The Transitional Youth Services department at Santa Barbara County Education Office works to ensure a strong system of support for foster youth and youth experiencing homelessness in Santa Barbara. Guided by laws, principles, and collaboration, Transitional Youth Services focuses on mitigating challenges and improving educational experiences and academic outcomes. The vision of Transitional Youth Services is a world where youth in foster care or experiencing homelessness have equitable access to educational opportunities and supportive services that expand their capacity to thrive.

Our Ideal Candidate

You have excellent organization, communication, and interpersonal skills as well as the ability to manage multiple projects and deadlines. You possess the ability to establish and maintain cooperative, effective, and collaborative working relationships with others. You are proficient in utilizing a computer and can create and maintain data systems. You are a strong team player and have the proven ability of promoting and developing projects, including the coordination of volunteers, participants, and/or contractors to ensure successful outcomes of events, volunteer and/or contractor placements, and initiatives. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General Description

Under the supervision of the assigned manager, responsible for creating and implementing community outreach, fundraising, volunteer and participant recruitment, fostering school-community relations, assisting with the implementation of educational programs, and other activities and initiatives to support multiple programs within the Santa Barbara County Education Office.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Provide support for fundraising and volunteer, participant, and/or contractor recruitment and coordination of programs to include but not limited to data entry, creating and processing of direct mail, database management,

outreach to donors, volunteers, program participants, and/or contractors including direct verbal and written solicitations

- Follow-up, track, train, and schedule volunteer, participant, and/or contractor into school- and community- based activities that support students and schools
- Responsible for creation, implementation and maintenance of fundraising, donor, volunteer, participant, and/or contractor databases
- Maintain positive and ongoing relationships with school sites and staff
- Responsible for event coordination, scheduling and preparing staff and volunteers, participants, and/or contractors for meetings, maintaining calendars, and making travel and entertainment arrangements
- Prepare electronic presentations and present to both large and small groups
- Identify partnerships with community organizations and non-profits that can support students and schools
- Recruit, schedule, place, and support volunteers, participants, and/or contractors and community resources into activities that support school sites and non-profits
- Assist with project monitoring and fidelity and track progress of projects until completed
- Perform site visits to ensure the professional development of the program participants
- Assist with planning and maintaining a working budget
- Prepare sophisticated reports, letters, and memoranda that contain complex and sensitive information about individuals and organizations involved in the program
- May perform a variety of clerical accounting duties in support of assigned SBCEO accounts and functions including processing various financial forms and documents, verifying accuracy and completeness, and reviewing and correcting account errors
- May assist with the preparation and processing of various financial forms including deposits, purchase orders, reimbursements and payments for program expenditures
- May assist with the creation of marketing materials to include but not limited to brochures, videos, flyers, and pamphlets
- May act as a representative for the Office and/or liaison at various community events, schools, and college and/or job fairs
- Research grant opportunities and assist with the completion of grant applications
- Be responsible for prompt responses for requests from donors, members of the community, SBCEO staff, volunteers, and/or contractors
- Other duties as assigned as it pertains to the essential functions of the job

Requirements

Requirements

Education: High school diploma and two years of college level instruction

Experience: four years experience in a responsible administrative or program support position, including one year of experience working with locally based foundations, non-profits, businesses, schools, and/or community organizations

Knowledge and skills

- Role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- School and community demographics and needs
- Structure and processes of public education system and community resources
- Sufficient human relation skills to make formal presentations, facilitate group processes, and review contractor, volunteer and/or participant performance
- Field of philanthropy and charitable giving

- Grant making process
- Local nonprofit and/or business community
- Excellent computer skills to include industry standard software applications and familiarity with databases
- Advanced administrative assistant methods and responsibilities
- Modern administrative office practices, procedures, and equipment
- Excellent telephone techniques and etiquette
- Excellent report writing techniques
- Excellent English usage, grammar, spelling, punctuation and vocabulary
- Exceptional verbal and written communication skills and interpersonal skills that foster positive relationships with diverse populations
- Conflict management capabilities
- Video filming and editing
- Demonstrate keyboarding skills and speed as required by the assignment
- Interpersonal relations using tact, patience, and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Organize, plan, and control work assignments and projects involving a multiplicity of components and individuals providing support to achieve goals and objectives
- Perform varied, complex tasks
- Compose correspondence and written materials independently with edits and proofreading
- Work independently
- Maintain strict confidentiality in all aspects of work
- Prioritize duties and achieve planned goals for complex programs meeting schedules and timelines
- Establish and maintain effective cooperative working relationships with various staff, volunteers, program participants, contractors, community members and organizations
- Timely decision making and problem solving
- Identify opportunities and implement strategies for continuous improvement
-

Licenses and certificates

As incumbent will travel to different sites and locations within the county, this classification 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.

Supplemental Information

Classified salary ranges have 26 steps (A-Z). Initial salary placement for new hires is between steps A and J, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.

- The examination process may include one or more of the following: written, oral, and performance examination.
- Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>



Dual Certification Eligibility List
Classified Human Resources Analyst

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	52555898	1/30/25	Eligible	Full-Time	1.00	40
2	53191156	1/30/25	Eligible	Full-Time	1.00	40
2	54788220	1/30/25	Eligible	Full-Time	1.00	40
3	54327491	1/30/25	Eligible	Full-Time	1.00	40

Number of applicants: 27
Number of applicants passed screening: 15
Number of performance/written exam attendees: 10
Number of oral exam attendees: 4



Open and Promotional Eligibility List
Human Resources Specialist

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	53142370	8/15/25	Eligible	Full-Time	1.0	40 hours/week
2	22339569	8/15/25	Eligible	Full-Time	1.0	40 hours/week
3	53582494	2/15/25	Eligible	Full-Time	1.0	40 hours/week
4	13956015	2/15/25	Eligible	Full-Time	1.0	40 hours/week
5	44182170	2/15/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 34

Number of applicants passed screening: 27

Number of performance/written exam attendees: 15

Number of oral exam attendees: 5



**Dual Certification Eligibility List
Manager, Fiscal Services**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	2196216	1/30/25	Eligible	Full-Time	1.0	40 hours/week
2	11458762	1/30/25	Eligible	Full-Time	1.0	40 hours/week
3	58568246	1/30/25	Eligible	Full-Time	1.0	40 hours/week
4	32534369	1/30/25	Eligible	Full-Time	1.0	40 hours/week
5	1439014	1/30/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 12

Number of applicants passed screening: 8

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 5