



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
August 22, 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

Mike Ostini, Commissioner

Member absent:

Carmen Jaramillo (due to illness)

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda

It was agreed to defer agenda item 12 to the next month's meeting so that all the Commissioners could participate in the discussion.

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, Classified Human Resources Analyst

6. Public Comment — None

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

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 2-0

b. Minutes of Special Meeting Held August 9, 2024

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

8. Communications — None**9. Informational Items****a. Media Releases/Editorials**

There were no media releases from the County Superintendent's Office.

b. Legislative Update

The Director, Human Resources reported that AB 2088 had passed out of the Senate Appropriations Committee on a 4-3 vote. Notably, there is bipartisan opposition to the bill. No amendments were taken in Committee so the bill remains in its current form as it heads to the full Senate for a vote. The Senate floor alert provided to the Commissioners was delivered to all Senate Offices by ACSA. SBCEO is one of the many signatories opposing the legislation.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated September 12, 2024****c. Position Announcements**

- i. Development Associate (Dual – Santa Barbara)
- ii. Program Associate (Dual – Santa Barbara)

11. Action Items

a. Ratification of Eligibility Lists

- i. Accounting Technician, Senior (Dual – Santa Barbara)
- ii. Classified Human Resources Analyst (Dual – Santa Barbara)
- iii. Clerical Assistant (Dual – Santa Maria)
- iv. Early Care and Education Case Worker (Dual – Santa Maria)
- v. Educational Interpreter, American Sign Language – Waiver (corrected) (Open Continuous – Santa Maria)
- vi. Human Resources Specialist (Open and Promotional – Santa Barbara)
- vii. Manager, Fiscal Services (Dual – South)
- viii. Paraeducator (corrected) (Open Continuous – North)
- ix. Paraeducator (corrected) (Open Continuous – Santa Barbara)
- x. Paraeducator (Open Continuous – North)
- xi. Paraeducator (Open Continuous – Santa Barbara)

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 2-0

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS — None

NEW BUSINESS

12. Discussion of Open Continuous Eligibility Lists

This was deferred until the September meeting.

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

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

14. DIRECTOR, HUMAN RESOURCES REPORT

- The Director reported that there was a summer potluck on July 26 in the Auditorium for SBCEO staff in the south – there was some great food and it was enjoyable to get to spend time with other staff. The Superintendent asked employees hired within the past year to introduce themselves, and there were a large number of new classified staff.
- Program transfer update: Planning has continued related to the two program transfer notices SBCEO has received from districts for whom we are currently providing services. A meeting for SBCEO staff affected by the pending program transfer to Lompoc Unified has been scheduled for Wednesday, September 11 at the Lompoc district office.
- The Director reported that she attended three Special Ed back to school sessions – in Lompoc, Santa Maria, and Santa Barbara (Montecito Union School). She appreciated the opportunity to introduce herself and to connect personally with some of the staff.
- The Director noted that HR put on two benefits fairs in August as part of open enrollment. Turnout was excellent and employees were excited about winning the prizes that were provided by our vendors and partners.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:12 p.m. The next regular meeting will be held on Thursday, September 26, 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

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

Aug 17, 2024 through Sept 20, 2024

Position #	Position Information
2719	Paraeducator • Preschool Plus, Miller • North 17.50 hours per week • 10.00 months
2720	Educational Interpreter, American Sign Language, Waiver • Ralph Dunlap School DHOH & Pre-K • North 19.00 hours per week • 10.00 months

Santa Barbara County Board of Education

Classified Personnel Report

October 10, 2024

Appointments

Limited Term/Substitute

Alatorre, Kimberly Apprentice • Early Care and Education • Various Sites • Hourly as needed	August 21, 2024
Elhayek, Nazih Paraeducator • Special Education • Various Sites • Hourly as needed	September 6, 2024
Graybill, Janice Accounting Assistant, Senior • Early Care and Education • Hope • Hourly as needed	September 12, 2024
Jauregui, Laura Paraeducator • Special Education • Various Sites • Hourly as needed	September 12, 2024
Manzo, Juliana Paraeducator • Special Education • Various Sites • Hourly as needed	August 29, 2024
Nava, Priscilla ECE Apprentice • Early Care and Education • Various Sites • Hourly as needed	August 30, 2024
Pacheco, Michelle Paraeducator • Special Education • Various Sites • Hourly as needed	September 16, 2024
Ruelas Almaraz, Carlos Student Worker • Special Education • Farnel Road • Hourly as needed	August 30, 2024
Trevino, Michelle Paraeducator • Special Education • Various Sites • Hourly as needed	September 6, 2024
Watts, Anita Paraeducator • Special Education • Various Sites • Hourly as needed	September 17, 2024

Probationary

Baez, Melissa September 16, 2024
Paraeducator • Special Education • Regency Preschool
87.5% • 10 months

Burke, Sarah August 19, 2024
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

Castaneda, Maricela September 9, 2024
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Chung, Allison August 19, 2024
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

Jenkins, Ashley August 22, 2024
Paraeducator • Special Education • Cold Spring School
81.25% • 10 months

Larson, Ariella August 19, 2024
Educational Interpreter, ASL, Waiver • Special Education • Righetti HS, DHOH
40.625% • 10 months

Manzo, Edith September 13, 2024
Paraeducator • Special Education • Speech/Language Services, Lompoc 1
87.5% • 10 months

Perez, Carmen Isabel September 9, 2024
Paraeducator • Special Education • Casmalia Preschool 3
87.5% • 10 months

Purvis, Gabriel August 27, 2024
Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff
100% • 12 months

Rodriguez-Vazquez, Karla September 23, 2024
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months

Reemployment

Ahumada, Isela September 4, 2024
Clerical Assistant • Special Education • Special Education Support Staff North
100% • 12 months

Changes

Anniversary Increase

Barthel, Justin Computer/Network Technician, ITS • Information Technology Services • Cathedral Oaks 100% • 12 months	September 1, 2024
Carbajal, Silvia Paraeducator • Special Education • Infant Services, South/Valley 50% • 12 months	September 1, 2024
Cuevas, Lucia Switchboard Operator/Receptionist - Bilingual • Human Resources • Human Resources Staff 100% • 12 months	September 1, 2024
Deines, Jenia Paraeducator • Special Education • Crestview Preschool 87.5% • 10 months	September 1, 2024
Dominguez, Felipe Custodian/Maintenance Worker • Internal Services • Operations South 2 100% • 12 months	September 1, 2024
Escobedo Beas, Carlos Program Associate • Transitional Youth Services • Transitional Youth - North 100% • 12 months	September 1, 2024
Garcia, Gwendolyn Certificated Human Resources Technician • Human Resources • Credentials Human Resources Staff 100% • 12 months	September 1, 2024
Gonzalez, Victor Program Associate • Children's Creative Project • Children's Creative Project 100% • 12 months	September 1, 2024
Hamamoto, Henry Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services 100% • 12 months	September 1, 2024
Hernandez, Rocio Paraeducator • Special Education • Lenora Fillmore Preschool 87.5% • 10 months	September 1, 2024
Inda-Orozco, Maria Clerical Assistant • Children and Family Resource Services • Health Linkages - South County 100% • 12 months	September 1, 2024
Martinez, Nancy Program Associate • Children and Family Resource Services • Health Linkages - South County 100% • 12 months	September 1, 2024

Ramos, Crystal
Clerical Translator • Special Education • Special Education Support Staff North
50% • 11 months
September 1, 2024

Rodriguez, Elizabeth
Paraeducator • Special Education • Vision Services
81.25% • 10 months
September 1, 2024

Williams, Kira
Student Information Specialist • Special Education • Special Education Support Staff #2, Santa Barbara
100% • 10 months
September 1, 2024

Xiong, Sheng
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
100% • 12 months
September 1, 2024

Differential - Add

Almodovar, Nelson
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months
Specialized Health Care
August 20, 2024

Anderson, Michelle
Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K
75% • 10 months
Virtual Therapy
August 13, 2024

Beevers, Jennifer
Educational Interpreter, ASL, Certified • Special Education • Ralph Dunlap School DHOH & Pre-K
75% • 10 months
Virtual Therapy
August 13, 2024

Coracero, Antonio
Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K
75% • 10 months
Virtual Therapy
August 13, 2024

Delgadillo, Fabian
Paraeducator • Special Education • Speech/Language Services, McClelland
87.5% • 10 months
Virtual Therapy
July 1, 2024

Devaux, Gabriela
Paraeducator • Special Education • Speech/Language Services, Lompoc 1
87.5% • 10 months
Virtual Therapy
August 13, 2024

Earle, Rosangel Paraeducator • Special Education • Speech/Language Services, McClelland 87.5% • 10 months Virtual Therapy	August 13, 2024
Estrada, Christopher Paraeducator • Special Education • Oakley Preschool 87.5% • 10 months Specialized Health Care	September 3, 2024
Glantz, Namino Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration 100% • Hourly as needed Bilingual	July 1, 2024
Gomez Chavez, Leticia Paraeducator • Special Education • Speech/Language Services, McClelland 87.5% • 10 months Virtual Therapy	August 13, 2024
Ketz, Lailani Paraeducator • Special Education • Olga Reed Elementary 77.5% • 10 months Specialized Health Care	August 16, 2024
Lyons, V Roxanne Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2 75% • 10 months Virtual Therapy	August 13, 2024
Martinez, Serena Paraeducator • Special Education • Ralph Dunlap School DHOH 2 75% • 10 months Virtual Therapy	August 13, 2024
Munar, Desiree Paraeducator • Special Education • Alice Shaw Preschool 87.5% • 10 months Specialized Health Care	August 1, 2024
Perez Alonso, Jonathan Paraeducator • Special Education • Olga Reed Elementary 77.5% • 10 months Specialized Health Care	August 19, 2024
Rodriguez-Castellanos, Gabriela Paraeducator • Special Education • Speech/Language Services, McClelland 87.5% • 10 months Virtual Therapy	August 13, 2024

Rodriguez, Isabel August 13, 2024
Paraeducator • Special Education • Speech/Language Services, Valley/Lompoc
87.5% • 10 months
Virtual Therapy

Santiago, Noelia July 1, 2024
Paraeducator • Special Education • Speech/Language Services, McClelland
87.5% • 10 months
Virtual Therapy

Torres, Brianda August 30, 2024
Paraeducator • Special Education • Central Avenue Preschool
87.5% • Hourly as needed
Specialized Health Care

Torres, Gloria August 30, 2024
Paraeducator • Special Education • Central Avenue Preschool
87.5% • Hourly as needed
Specialized Health Care

Vega, Wendy August 13, 2024
Paraeducator • Special Education • Speech/Language Services, McClelland
87.5% • 10 months
Virtual Therapy

Differential - Remove

Robertson, Shawna September 3, 2024
Paraeducator • Special Education • Casmalia Preschool 2
87.5% • 10 months
Specialized Health Care

Increased Time (Voluntary)

Aguirre, Ancelmo August 29, 2024
Paraeducator • Special Education • Cabrillo High School
91.25% • 10 months
From .8125

Ho, Chrystal August 21, 2024
Paraeducator • Special Education • Cabrillo High School
89.125% • 10 months
From .8125

Out of Classification/Return

Coracero, Antonio August 28, 2024
Educational Interpreter, ASL, Waiver • Special Education • Ralph Dunlap School DHOH & Pre-K
47.5% • 10 months

Peacock, Kayla
Human Resources Specialist • Human Resources • Certificated Human Resources Staff
100% • 12 months

September 16, 2024

Probation to Permanent

Escalante-Locke, Yvonne
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

September 1, 2024

Gomez Suarez, Isaac
Custodian/Maintenance Worker • Internal Services • Operations North
100% • 12 months

September 1, 2024

Peacock, Kayla
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

October 1, 2024

Reassignment

Hendricks, Kasandra
Paraeducator • Special Education • Preschool Plus, Miller
43.75% • 10 months
From Meridan Head Start

September 9, 2024

Larson, Ariella
Educational Interpreter, ASL, Waiver • Special Education • Orcutt Junior High School DHOH
75% • 10 months
From Righetti High School DHOH

August 30, 2024

Transfer

Burquez, Patricia
Paraeducator • Special Education • Oak Valley Preschool
87.5% • 10 months
From Cabrillo High School

September 3, 2024

Separation

Resignation

Holcombe, Kaitlyn
Educational Interpreter, ASL, Waiver • Special Education • Tommie Kunst Junior High DHOH
75% • 10 months

September 20, 2024

Retirement

Robertson, Shawna
Paraeducator • Special Education • Casmalia Preschool 2
87.5% • 10 months

October 1, 2024



Santa Barbara County Education Office

Food Service Worker

SALARY	\$17.01 - \$21.57 Hourly \$2,959.00 - \$3,754.00 Monthly \$35,508.00 - \$45,048.00 Annually	LOCATION	Santa Maria - Orcutt
JOB TYPE	Part-Time	JOB NUMBER	2023-00103
DIVISION	Student and Community Services	DEPARTMENT	Early Care and Education
OPENING DATE	09/20/2024	CLOSING DATE	10/7/2024 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our ideal candidate

You are a caring person with a basic knowledge of food preparation and safety who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

General description

This individual prepares, serves, and records meals and snacks from a planned menu for those enrolled in preschool programs to ensure the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children. This individual is also responsible for preserving clean areas for food handling and sanitizing food preparation equipment and dishes in accordance with CACFP (Child and Adult Care Food Program) guidelines. This position is funded 100 percent by the CACFP.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Follow a planned menu to prepare daily meals and snacks for children
- Prepare breakfast, lunch, snacks, and baby bottles as needed following CACFP meal pattern requirements
- Serve meals and snacks to children
- Assure compliance with approved safety practices and maintain sanitary food preparation and working conditions
- Ensure that food is handled properly and safely in accordance with CACFP safety requirements on temperatures, sanitation, and storage
- Maintain food inventory records, meal counts, and menu production records
- Prepare routine CACFP required reports and enter meal data into Minute Menu software
- Launder bibs, wash cloths, and other items as needed on a daily basis
- Wash and sanitize dishes, counter tops, and tables
- Sweep and vacuum areas where meals have been prepared

Requirements

Education: High school diploma preferred; food service certification highly desirable

Experience: Any combination of education, experience and training that demonstrates the knowledge and abilities required to perform the job

Knowledge of:

- Knowledge of rules and regulations pertaining to health and safety in food preparation, including CACFP requirements
- Preparation and service of a variety of food in large quantities for breakfast, lunch, and snacks
- Basic use of kitchen utensils, equipment and appliances

Ability to:

- Meet schedules and timelines by organizing time and work
- Establish and maintain cooperative working relationships with staff, children, and student parents
- Communicate effectively with staff, children, and student parents
- Prepare and serve meals, snacks, and baby bottles as required
- Use basic kitchen utensils and cooking equipment
- Lift and carry objects weighing up to fifty pounds
- Follow basic practices of kitchen safety and sanitation
- Follow oral and written instructions
- Maintain high level of personal hygiene
- Lift and carry students, supplies, etc. of light-to-medium weight (up to 50 pounds) on an occasional basis

Licenses and certificates

Possession of a valid California Class C driver's license and the use of a dependable automobile are required.

Working conditions

Kitchen and child care environment. Responsible to maintain a high level of personal hygiene. Required to wear hair net and gloves when preparing food.

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>

Food Service Worker Supplemental Questionnaire

QUESTION 1

Part of your duties as a Food Service Worker includes shopping for and driving to pick up groceries and a dependable automobile is required.

I understand and I am able to fulfill my duties under these conditions.

***QUESTION 2**

Are you in possession of a valid California Class C driver's license?

Yes

No

* Required Question



Santa Barbara County Education Office Communications Specialist

SALARY	\$34.90 - \$40.24 Hourly \$6,072.00 - \$7,002.00 Monthly \$72,864.00 - \$84,024.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00100
DIVISION	Superintendent	DEPARTMENT	Communications
OPENING DATE	08/20/2024	CLOSING DATE	8/27/2024 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Under general supervision, this position coordinates and implements internal and external communication strategies for SBCEO and SBCEO provides support to the Director on administrative matters requiring knowledge of department policies and procedures, SBCEO rules and regulations, federal guidelines, and related codes and laws.

Our ideal candidate

You are an effective communicator, with advanced writing and verbal communications skills, and a willingness to learn new communications tools and strategies. You are highly organized and detail-oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, students, and the community.

Specific Duties and Responsibilities

- Execute social media strategies, create and maintain web content, market events, update databases and media lists, track projects and media exposure, and select or create digital media.
- Draft, edit, proof, and distribute digital and print communications copy (e.g. press releases, radio commentaries, publications, social media posts, flyers, Superintendent's columns) to represent SBCEO in the community.
- Research and summarize a variety of topics in order to make recommendations for management about media strategies, suggest topics for editorials, prepare for media interviews, and accomplish other communications goals.
- Gather, synthesize, and report data, including website and social media analytics, to evaluate the effectiveness of various communication strategies and recommend adjustments as needed.
- Coordinate and produce special events, including planning, logistics, marketing, and communications.
- Edit employee newsletter, including content creation and layout.
- Attend, photograph, and report on events and activities, as assigned.
- Advise and support departments to ensure that SBCEO's communications standards, policies, and procedures are followed.

- Independently or with the Director, represent SBCEO at events; provide staff support at meetings and events by taking notes, registering guests, and other activities.
- Represent SBCEO to the media as authorized by the Director of Communications or the Superintendent.
- Serve as backup webmaster.
- Provide emergency communications support during natural disasters and other urgent situations affecting SBCEO or the community.
- Coordinate update of annual directory including data collection, publication distribution, and billing; provide updated information to key staff throughout the year; maintain lists of principals, superintendents, and school board members for website and directory purposes.
- Provide administrative support to Communications Department including creating requisitions, purchases, and budget reports and monitoring expenditures using SBCEO's enterprise financial system.
- Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in communications, journalism, public relations, marketing, or related field is required. Possession of a bachelor's degree in a related field is preferred.

Experience: Three years of experience in communications, public relations, marketing, or social media management, preferably in the public, education, or nonprofit sectors.

Knowledge of:

- Correct usage, grammar, spelling, punctuation, and vocabulary
- Effective social media practices and strategies, including Facebook, Twitter, YouTube, and other platforms
- Software applications used in the department
- Public relations practices, procedures, and terminology

Skill in:

- Cultural competency with populations served by SBCEO

Ability to:

- Draft a variety of written materials independently and from general oral instructions
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Plan, organize, coordinate, and prioritize work
- Learn to use an enterprise financial system
- Learn principles of budget administration
- Complete work despite frequent interruptions
- Meet schedules and timelines
- Work independently with little direction
- Research topics and succinctly summarize findings
- Quickly learn and navigate new technologies
- Organize and edit rough draft copy
- Take photos using a variety of devices, including camera, phone, and tablet
- Use mobile devices to update digital content
- Interact positively with peers, supervisors, the public, and other agencies
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism
- Operate a variety of office machines and software efficiently
- Ability to speak, read, and write Spanish fluently is preferred. Experience using a website content management system (CMS) and skills in photography and videography are desirable.

Licenses and certificates

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

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.

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.

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.

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RECRUITMENT INFORMATION:

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- 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

Phone

8059644711

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Website

<http://www.sbceo.org>



Santa Barbara County Education Office Office Assistant (Promotional Only)

SALARY	\$27.94 - \$32.22 Hourly \$4,861.56 - \$5,606.28 Monthly \$58,338.72 - \$67,275.36 Annually	LOCATION	Santa Maria - Orcutt
JOB TYPE	Full-Time	JOB NUMBER	2023-00102
DIVISION	Student and Community Services	DEPARTMENT	Early Care and Education
OPENING DATE	09/11/2024	CLOSING DATE	9/25/2024 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Please note, this recruitment is only open to current, eligible employees of SBCEO

Our ideal candidate

You are a dependable, punctual, caring professional, with well-developed communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You are a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. You can prioritize tasks and are motivated to complete work with minimal supervision. You are comfortable working with a high degree of attention to detail as well as incorporating 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 students.

General description

Provide office support and administrative assistance requiring knowledge of County Education Office policies, rules, regulations and procedures, programs, organizations and functions.

Specific Duties and Responsibilities

- Assist in the organization of the assigned office assuring efficiency of operations and work production
- Compose independently or from oral instructions letters and materials requesting or providing information, including material of a confidential nature
- Prepare correspondence, memorandums and other written materials from rough draft, clear copy or verbal instructions
- Collect statistical and financial data and back-up material in order to consolidate data and prepare statistical, financial and administrative reports for review by management
- May include registrar, student transition, and database entry as assigned
- Interview callers both in person and on the telephone, screen and refer to other individuals as appropriate

- Provide information to a variety of individuals and groups as requested while interpreting and explaining program policies, rules and procedures
- Process office and administrative support details not requiring the immediate attention of management
- Schedule appointments and coordinate arrangements for meetings, workshops or conferences
- Prepare agendas and minutes, attending meetings and recording actions
- Originate and independently prepare material for the manager's approval
- Maintain confidential information, records and files
- Train and provide work direction to clerical assistants as assigned
- Assist the program manager in the revision, preparation and distribution of a variety of documents related to the assigned areas of the program or office
- May prepare and assist in the preparation of information and other documents for submission to the County Board of Education for action
- Monitor and audit budget expenditures, maintaining a variety of records, reports and files
- Open, sort and route mail, responding to mail requiring routine response and composing other responses for the review and signature of management
- May prepare and assist in grant preparation and contract management
- Maintain calendars for management as assigned, including scheduling appointments and arranging travel accommodations
- Oversee the ordering, inventory and distribution of office supplies and forms for the assigned program including preparing purchase orders, invoices, travel claims and other related documents
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and other specialized equipment
- Perform other job-related duties as assigned

Requirements

Education: graduation from high school including or supplemented by business or administrative support courses

Experience: three years of increasingly responsible office experience; experience working in a public education setting preferred

Knowledge and skills

- Knowledge of modern office practices, procedures and equipment
- Knowledge of personal computers and software applications such as Microsoft Office, Excel, and Escape financial system
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of telephone techniques and etiquette that promote a strong sense of service to others
- Knowledge of financial and statistical record keeping including making arithmetic calculations quickly and accurately
- Knowledge of digital and paper record keeping techniques
- Principles of providing work direction that promotes efficiency and production
- Effective oral and written communication skills
- Interpersonal relation skills using tact, patience and courtesy that promote a positive and respectful work environment

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office

- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Demonstrate keyboarding skills and speed as required by the assignment
- Operate a computer to enter data, maintain records and generate reports
- Establish and maintain effective working relationships with others
- Meet schedules and timelines
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and Certificates

May require a valid 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.

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
Development Associate

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	40398480	3/7/25	Hired	Full-Time	1.0	40 hours/week
2	25052694	3/7/25	Eligible	Full-Time	1.0	40 hours/week
3	30816255	3/7/25	Eligible	Full-Time	1.0	40 hours/week
4	57218914	3/7/25	Eligible	Full-Time	1.0	40 hours/week
5	38259840	3/7/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 27

Number of applicants passed screening: 17

Number of performance/written exam attendees: 16

Number of oral exam attendees: 5



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

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Areas Willing to Accept Employment
1	30446892	11/15/24	Eligible	N	SM/Orcutt
2	8895335	2/7/25	Eligible	N	Guadalupe, Lompoc, SM/Orcutt, SYV
3	58169111	1/24/25	Eligible	N	Lompoc, SM/Orcutt, SYV
4	16422783	12/12/24	Eligible	N	SM/Orcutt
5	52189802	3/5/25	Eligible	N	Lompoc, SB/Goleta, SM/Orcutt
6	55795238	10/3/24	Eligible	N	Lompoc
7	48251769	12/26/24	Eligible	Y	Lompoc, SYV
8	35988769	3/8/25	Hired	Y	Guadalupe, Lompoc, SM/Orcutt
9	51023632	3/5/25	Eligible	Y	Lompoc, SM/Orcutt
9	54523765	1/28/25	Eligible	N	Lompoc, SYV
9	57922742	11/12/24	Eligible	N	Lompoc, SB/Goleta, SM/Orcutt, SYV
10	49877403	1/24/25	Eligible	Y	SM/Orcutt
11	59231782	3/5/25	Eligible	Y	SM/Orcutt



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

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Areas Willing to Accept Employment
1	50654351	1/25/25	Declined Offer	Y	Montecito/Carp, SB/Goleta
2	8518672	12/12/24	Eligible	N	Montecito/Carp, SB/Goleta
3	56605940	12/12/24	Eligible	N	SB/Goleta
4	47940064	11/2/24	Eligible	N	Montecito/Carp, SB/Goleta
5	57825726	12/12/24	Eligible	N	SB/Goleta
6	58970396	2/15/25	Declined Offer	N	Lompoc, Montecito/Carp, SB/Goleta, SM/Orcutt, SYV
7	16386774	12/12/24	Eligible	N	Montecito/Carp, SB/Goleta



Dual Certification Eligibility List
Program Associate

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	57757433	3/8/25	Eligible	Full-Time	1.0	40 hours/week
2	25210742	3/8/25	Eligible	Full-Time	1.0	40 hours/week
3	59162069	3/8/25	Eligible	Full-Time	1.0	40 hours/week
4	40318542	3/8/25	Eligible	Full-Time	1.0	40 hours/week
5	47298605	3/8/25	Eligible	Full-Time	1.0	40 hours/week
6	57741428	3/8/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 26

Number of applicants passed screening: 20

Number of performance/written exam attendees: 15

Number of oral exam attendees: 7



Open Continuous Eligibility List
School Occupational Therapist

Rank	Person ID	Eligible Expiration Date	Status
1	13754447	2/19/25	Offered
1	52632614	2/19/25	Eligible



**Dual Certification Eligibility List
Vocational Assistant**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	11113153	11/1/24	Declined Offer	Part-Time	0.75	30 hours/week
2	35988769	11/6/24	Eligible	Part-Time	0.75	30 hours/week
2	59183525	2/27/25	Offered	Part-Time	0.75	30 hours/week
2	8895335	2/27/25	Eligible	Part-Time	0.75	30 hours/week

Number of applicants: 10

Number of applicants passed screening: 7

Number of performance/written exam attendees: 4



**Dual Certification Eligibility List
Communications Specialist**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	59325656	3/20/25	Eligible	Full-Time	1.0	40 hours/week
2	32908894	3/20/25	Eligible	Full-Time	1.0	40 hours/week
3	50956961	3/20/25	Eligible	Full-Time	1.0	40 hours/week
4	53451023	3/20/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 18

Number of applicants passed screening: 13

Number of performance/written exam attendees: 11

Number of oral exam attendees: 4

PERSONNEL – Series 4000

4400 The Merit System

4450 Employment Lists

4451 Eligibility Lists

4451.8 Removal of Names From Eligibility Lists

- A. The name of an eligible may be removed from an eligibility list by the Director of Classified Personnel, subject to appeal to the Personnel Commission, for any of the following reasons:
1. A request by the eligible to be removed;
 2. Failure to respond within five working days to an inquiry regarding availability for employment
 3. Failure to respond for an interview after certification;
 4. For cause as established by Personnel Commission Rule (See Personnel Commission Rule 4441.5, Disqualification of Applicants, Candidates and Eligibles)
 5. Termination of employment when on a promotional eligibility list
 6. Two waivers of certification during the life of the eligibility list in regard to employment in a permanent position; and
 7. Refusing an employment offer after having been properly certified as eligible for appointment.

Reference:

Education Code Section 45272 and 45300

Approved: October 20, 1975
Revised: March 24, 1983
April 22, 1993



Personnel Commission Public Hearing

A public hearing on a proposed waiver application for Educational Interpreter, American Sign Language will be held during the regular meeting of the Personnel Commission.

**Thursday, September 26, 2024
Time Certain: 1:00 p.m.**