



**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.



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

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Gary Pickavet  
Chair, Personnel Commission



## Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307

Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

**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

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

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

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

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#### Agency

Santa Barbara County Education Office

#### Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

#### Phone

8059644711

#### Website

<http://www.sbceo.org>

## 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

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

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

### **Non-Discrimination Policy Statement**

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

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

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

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

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**Agency**

Santa Barbara County Education Office

**Phone**

8059644711

**Address**

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

**Website**

<http://www.sbceo.org>



## Santa Barbara County Education Office Administrative Assistant

<b>SALARY</b>	\$31.17 - \$35.93 Hourly \$5,424.00 - \$6,251.00 Monthly \$65,088.00 - \$75,012.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00066
<b>DIVISION</b>	Curriculum and Instruction		
<b>OPENING DATE</b>	09/12/2024	<b>CLOSING DATE</b>	9/26/2024 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

### General Description

#### Our ideal candidate

You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

#### General description

Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

### Specific Duties and Responsibilities

- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors
- Provide information where independent judgement, knowledge and interpretations are utilized
- Research and compile background material such as statistical and financial data and supporting information
- Compile and prepare comprehensive reports, records, surveys and other documents
- Coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates

- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of meetings
- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records
- May assist with ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- May assist with setting up and processing of numerous contracts for contractors
- Prepare and maintain calendar of activities, meetings, and events
- Schedule appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages or information for web pages
- Assist with online registration for numerous department workshops and events
- Assist with event coordination and setup and provide administrative support as needed
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- Perform other job related duties as assigned

## Requirements

**Education:** Graduation from high school supplemented by evidence of business or office courses or administrative support experience

**Experience:** four years of increasingly responsible office experience

## Knowledge and skills

- Modern office practices, procedures and equipment
- Basic administrative procedures
- Personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment
- Interpersonal skills using tact, patience and courtesy

## Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- 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/typing skills and speed as required by the assignment
- Establish and maintain efficient office procedures, record keeping, and filing systems
- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative positive working relationships
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

### **Licenses and certificates**

Some positions in this classification may require:

- Valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

### **Working conditions**

Work is performed primarily 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.*

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## Santa Barbara County Education Office Office Assistant (Promotional Only)

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

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*medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health. SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.*

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**Dual Certification Eligibility List  
Development Associate**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	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	Declined Interview	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**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	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**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	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**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	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.**