



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
September 26, 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 family emergency)

3. Pledge of Allegiance

Gary Pickavet 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 of Regular Meeting Held August 22, 2024

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 2-0

8. Communications

The Commissioners received an invitation from State Superintendent of Public Instruction Tony Thurmond to a training session for new or prospective personnel commissioners that the Director had also previously forwarded to them by email.

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

The Director, Human Resources summarized a media release from the County Superintendent's Office about Santa Barbara County's 2025 Distinguished Educators, including Distinguished Mentors and Distinguished New Educators. All of these educators, along with the 2025 SB County Teacher of the Year and Santa Barbara Bowl Performing Arts Teacher of the Year, will be honored at the annual Salute to Teachers, which will take place on November 2 this year.

b. Legislative Update

The Director, Human Resources provided the Commissioners with the Governor's veto message on Assembly Bill 2088, the progress of which SBCEO had been tracking closely. In his veto message, the Governor noted the proposed legislation raised the same concerns as last year's AB 1699 (which it essentially replicated), including unintended consequences for students. He also noted that the legislation could limit districts from developing processes that might suit them, their employees, their labor partners, and their students more effectively.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated October 10, 2024**

c. Position Announcements

- i. Food Service Worker (Dual – Santa Maria)
- ii. Communications Specialist (Dual – Santa Barbara)
- iii. Administrative Assistant (Dual – Santa Barbara)
- iv. Office Assistant (Promotional – Santa Maria)

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

- i. Development Associate (Dual – Santa Barbara)
- ii. Paraeducator (Open Continuous – North)
- iii. Paraeducator (Open Continuous – South)
- iv. Program Associate (Dual – Santa Barbara)
- v. School Occupational Therapist (Open Continuous – South)
- vi. Vocational Assistant (Dual – Santa Maria)
- vii. Communications Specialist (Dual – Santa Barbara)

MOVED: Gary Pickavet SECONDED: Mike Ostini

VOTE: 2-0

c. Classification of Positions — None**d. Job Descriptions — None****UNFINISHED BUSINESS****12. Discussion of Open Continuous Eligibility Lists** (deferred from August meeting)

This was deferred until the October meeting.

NEW BUSINESS

13. Public Hearing

Gary Pickavet called the public hearing to order at 1:01 p.m. A public hearing was conducted in accordance with State Board of Education requirements for consideration of SBCEO's waiver request for Educational Interpreter, American Sign Language. No members of the public were present for the public hearing. The public hearing was closed at 1:04 p.m.

14. Organization of the Personnel Commission

This was presented as an information item. Commissioner Pickavet's current term will expire on December 1, 2024. The appointee to this seat on the Commission is appointed by the County Board of Education, and Commissioner Pickavet has stated that he is willing to serve another term if reappointed. In accordance with Education Code 45246, a public hearing will be held at the October 10 County Board of Education meeting [note corrected date from original PC meeting agenda] on the appointment of Commissioner Pickavet to another three-year term.

REPORTS

15. PERSONNEL COMMISSIONER REPORTS

Commissioner Ostini congratulated Gabriel Purvis, attending his first PC meeting as a regular SBCEO employee.

Commissioner Pickavet echoed Commissioner Ostini's sentiments.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that:

- On September 25, members of the HR leadership team had the opportunity to gather with other SBCEO managers and supervisors for a leadership retreat, which had been an annual event at SBCEO until the pandemic, so there had been a five-year hiatus since the most recent retreat. The event gave us the opportunity to meet people we don't interact with often and connect face to face with people we may communicate with frequently by phone or email, learn more about SBCEO and its workforce, reflect on our role in the community, and practice new leadership strategies. The Director also extended her appreciation to the classified staff from several different divisions who made the day a success and to the HR team who held down the fort and allowed the HR leadership team to really be present during the retreat.

- The Director reported that she had attended an online panel discussion on September 23 on the subject of education workforce housing, which two school districts in our county are currently pursuing: Santa Barbara Unified and Lompoc Unified. The speakers included government officials, school district leaders, and researchers in the field of workforce housing.
- The Director reported that she and other members of the HR staff had been invited to two celebrations (one in Santa Maria, one in Santa Barbara) hosted by the Administrator of Early Care and Education, Janelle Willis, in recognition of her staff completing all their annual required trainings well before the deadline this year. The HR team got to meet and interact with the ECE staff face-to-face in a positive setting. Kudos also to Administrator Willis for finding a creative way to encourage her staff to complete their annual requirements.
- The Director closed her report by asking Associate Superintendent Mari Gonzales to provide an update on the two proposed program transfers. Associate Superintendent Gonzales reported on two informational meetings she had attended — along with district staff, Special Education Division leadership, and union leaders — for affected staff. One was at Righetti High School on September 10, where the district has proposed to take back a single Deaf and Hard of Hearing classroom. The other meeting was at the Lompoc Unified district office on September 11; the district is proposing to take back the entire Special Education preschool program, which would encompass eight classrooms plus supporting services. At each meeting, staff were provided with an overview of the process, including timelines, as well as an opportunity to ask questions regarding layoffs, seniority, compensation, benefits, and other topics. She noted that there were many more questions at the Lompoc meeting because the number of potentially affected employees is much larger, and there are significant differences between SBCEO and Lompoc Unified in terms of compensation and benefits. Parent meetings were held that same week. The next step in the process is for the proposed program transfers to go to the Joint Powers Agency board for a vote at their November meeting. The districts have until January 15 to withdraw their program transfer proposals. Once the transfers are confirmed, employees will be sent documents asking whether they wish to transfer their employment to the district or be subject to the layoff process.

In response to a question, the Associate Superintendent noted that the sole basis for the JPA board vote is supposed to be the plan submitted by the school district for the development and maintenance of the program and services, rather than political considerations. JPA has final authority.

At Righetti High School, three ASL interpreter positions would be affected. At Lompoc, 16-24 Paraeducator positions would be affected, along with certificated (School Psychologists, Speech/Language Pathologists,

assessment teams). Some of the positions, such as Psychologists, may be affected fractionally. Other positions that don't provide direct service in the program, such as classified support positions, may also be affected.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Commissioner Ostini noted that the next chapter meeting was October 9.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:31 p.m. The next regular meeting will be held on Thursday, October 24, 2024, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.



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) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

October 11, 2024

TO: Personnel Commission
Amy Ramos

FROM: Susan Salcido 

RE: Reappointment of Gary J. Pickavet to Personnel Commission

Thank you for your continued strong support of the Human Resources team and SBCEO classified employees. The Personnel Commission is an important part of SBCEO, and your efforts, on behalf of classified employees, is appreciated greatly.

I am pleased to inform you that at the October 10, 2024 County Board of Education meeting, Gary J. Pickavet was reappointed to a three-year term as the County Board appointment to the Personnel Commission.

SS:af



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Susan C. Salcido, Superintendent of Schools

Sept 21, 2024 through Oct 18, 2024

Position #	Position Information
2723	Manager, Fiscal Services • Accounting • South County 40.00 hours per week • 12.00 months
2724	Paraeducator • Oakley Preschool • North 17.50 hours per week • 10.00 months Bilingual required
2725	Paraeducator • Manzanita Charter School • North 32.50 hours per week • 10.00 months
2726	Paraeducator • Speech/Language Services, Valley/Lompoc • Lom/Val 35.00 hours per week • 10.00 months Bilingual required, temporary position until 6/11/25
2727	Paraeducator • Speech/Language Services, McClelland • North 35.00 hours per week • 10.00 months Bilingual required, temporary position until 6/11/25
2728	Paraeducator • Speech/Language Services, McClelland • North 35.00 hours per week • 10.00 months Bilingual required, temporary position until 6/11/25

Santa Barbara County Board of Education

Classified Personnel Report

November 14, 2024

Appointments

Limited Term/Substitute

Bautista, Evelyn September 27, 2024
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Carrow, Caitlyn October 14, 2024
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Fernandez, Eugenia October 10, 2024
 Switchboard Operator/Receptionist - Bilingual • Human Resources • Cathedral Oaks
 • Hourly as needed

Hagen, Hannah October 17, 2024
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Keck, Siena September 21, 2024
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Sandoval, Margarita September 17, 2024
 ECE Substitute Trainee • Early Care and Education • Various Sites
 • Hourly as needed

Toomey, Jody October 10, 2024
 Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald
 • Hourly as needed

Zarbaugh, Laurel September 23, 2024
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Probationary

Amegatcher, Amy October 28, 2024
 Program Associate • Transitional Youth Services • Transitional Youth
 100% • 12 months

Bradford, Jimmie September 24, 2024
 Paraeducator • Special Education • Ontiveros Preschool
 75% • 10 months

Dillard Deherrera, Christine
Technology Support Administrative Assistant • Information Technology Services • Cathedral Oaks
100% • 12 months

October 4, 2024

Garcia Godinez, Omar
Vocational Assistant • Special Education • Vocational Services
75% • 10 months

October 14, 2024

Graybill, Janice
Accounting Technician, Senior • Early Care and Education • Early Care and Education - Hope Center 5
100% • 12 months

October 1, 2024

Hatter, Gabriel
Paraeducator • Special Education • Casmalia Preschool 2
87.5% • 10 months

October 21, 2024

Ramirez De Santiago, Leticia
Paraeducator • Special Education • Allan Hancock Preschool
87.5% • 10 months

September 30, 2024

Williams, Kaila
Development Associate • Partners in Education • Partners In Education
100% • 12 months

October 1, 2024

Reinstatement

Leonard, Julie
Paraeducator • Special Education • Preschool Plus, Miller
87.5% • 10 months

October 14, 2024

Changes

Anniversary Increase

Acheoual, Nancy
Paraeducator • Special Education • Manzanita Charter School 2
81.25% • 10 months

October 1, 2024

Aguilar, Manuel
Lead Custodian/Maintenance Worker • Internal Services • Operations North
62.5% • 12 months

October 1, 2024

Aguirre, Ancelmo
Paraeducator • Special Education • Cabrillo High School
91.25% • 10 months

October 1, 2024

Carbajal-Esparza, Olivia
Paraeducator • Special Education • Speech/Language Services, Miller
75% • 10 months

October 1, 2024

Carrillo, Heracio	October 1, 2024
Custodian • Internal Services • Operations North	
62.5% • 12 months	
 Cronin, Diana	 October 1, 2024
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County	
100% • 10 months	
 De Filippi, Ana	 October 1, 2024
Accounting Technician, Senior • Internal Services • Accounting	
100% • 12 months	
 Gonzalez, Bertha	 October 1, 2024
Paraeducator • Special Education • Infant Services, Santa Maria	
50% • 12 months	
 Hart, Jordan	 October 1, 2024
Educational Interpreter, ASL, Certified • Special Education • Righetti High School DHOH	
54.175% • 10 months	
 Lee, Melissa	 October 1, 2024
Accounting Supervisor • Internal Services • Accounting	
100% • 12 months	
 Lemos, Frank	 October 1, 2024
Delivery Specialist II • Internal Services • Operations South 2	
100% • 12 months	
 Lopez, Olga	 October 1, 2024
Student Information Specialist • Special Education • Special Education Support Staff North	
100% • 12 months	
 Perez del Campo, Chiara	 November 1, 2024
Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center 3	
100% • 12 months	
 Robles, Violeta	 October 1, 2024
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc	
100% • 12 months	
 Sanchez-Corona, Nancy	 October 1, 2024
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2	
100% • 12 months	
 Scozzari, Staci	 October 1, 2024
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll	
100% • 12 months	

Takeuchi, Sheila October 1, 2024
Training and Development Assistant • Teacher Induction Program • Teacher Induction Program
100% • 12 months

Valentin Contreras, Jose October 1, 2024
Teaching Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School
87.5% • 10 months

Walker, Kristen October 1, 2024
Digital Media Resources Developer • Educational Technology Services • Educational Technology Services
72.5% • 12 months

Walsh, Heather October 1, 2024
Computer/Network Technician II • Special Education • Special Education Support Staff, Valley
100% • 12 months

Weger, Richard October 1, 2024
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
100% • 12 months

Differential - Add

Bravo, Christina September 27, 2024
Paraeducator • Special Education • Chapel Head Start
43.75% • 10 months
Specialized Health Care

Torres, Marianna October 17, 2024
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months
Specialized Health Care

Out of Classification/Return

Peacock, Kayla October 1, 2024
Administrative Assistant • Curriculum and Instruction • Cathedral Oaks
100% • 12 months

Probation to Permanent

Bulfeda Castro, Orlando October 1, 2024
Administrative Assistant • Special Education • Special Education Support Staff, Santa Barbara
100% • 12 months

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

Guerrero, Isabel October 1, 2024
Communications Specialist • Communications • Communications
100% • 12 months

Rodriguez, Alyssa
Paraeducator • Special Education • Taylor Preschool
87.5% • 10 months
October 1, 2024

Valadez, Patricia
Financial Services Manager, Special Education • Special Education • Special Education Administration South-2
100% • 12 months
October 1, 2024

Wallan, Jennifer
Paraeducator • Special Education • Manzanita Charter School
81.25% • 10 months
October 1, 2024

Promotion

Hallberg, Jessica
Manager, Fiscal Services • Internal Services • Accounting
100% • 12 months
October 1, 2024

Peacock, Kayla
Human Resources Specialist • Human Resources • Cathedral Oaks
100% • 12 months
October 1, 2024

Separation

Released

Beevers, Jennifer
Educational Interpreter, American Sign Language, Certified • Special Education • Dunlap School DHOH
75% • 10 months
Non completion of probation
October 14, 2024

Diaz Carrillo, Tomas
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months
Non completion of probation
October 14, 2024

Resignation

Acheoual, Nancy
Paraeducator • Special Education • Manzanita Charter School 2
81.25% • 10 months
October 14, 2024

Baez, Melissa
Paraeducator • Special Education • Regency Preschool
87.5% • 10 months
October 18, 2024

Hendricks, Kasandra
Paraeducator • Special Education • Preschool Plus, Miller
43.75% • 10 months
September 27, 2024

Leonard, Julie

October 11, 2024

Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Lompoc
75% • 10 months

Perez del Campo, Chiara

December 4, 2024

Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center 3
100% • 12 months



Santa Barbara County Education Office Payroll Supervisor

SALARY	\$48.94 - \$56.41 Hourly \$8,515.00 - \$9,815.00 Monthly \$102,180.00 - \$117,780.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2023-00104
DIVISION	Administrative Services	DEPARTMENT	Internal Services
OPENING DATE	10/01/2024	CLOSING DATE	10/15/2024 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

Ideally, you work efficiently, with strong attention to detail. You are a problem-solver with a “can-do” attitude, and enjoy working with a team to get the job done. You understand the sensitive nature of your work and it shows in your care when providing great services to the employees you serve. You communicate effectively. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You mentor and train others, and give credit where it is due.

General description

This individual organizes, analyzes, directs, supervises, and evaluates the payroll services for the Santa Barbara County Education Office. Performs administrative duties including research, problem solving and recommendations for internal and external payroll procedures.

Specific Duties and Responsibilities

- Responsible for continuous review and monitoring of payroll activities, ensuring compliance with various federal, state, and Santa Barbara County Education Office requirements, provisions, legal opinions, and procedures; ensure accuracy of payroll information and reports
- Supervise, train, advise, schedule, and evaluate payroll staff
- Serve as payroll liaison to SBCEO or school district personnel and departments, vendors, and federal, state, and other governmental agencies regarding payroll related activities and operations
- Oversee, train, and act as liaison for SBCEO employee time and attendance system
- Present workshops to program staff or school districts regarding time and attendance, retirement and payroll compliance

- Establish appropriate internal procedures for processing payroll functions, retirement functions, and employee time and attendance functions. Re-evaluate and refine programs and procedures to enhance those areas; schedule and coordinate workload to meet established due dates and deadlines.
- Develop and maintain up-to-date written procedures for time and attendance reporting, retirement and payroll procedures
- Prepare a variety of reports to meet federal and state requirements in a timely manner; prepare a variety of in-house reports on a regular basis
- Act as the prime information source to management, payroll staff, school district staff, and SBCEO employees regarding payroll, retirement, leave accounting, and related procedures, operations, and records
- Oversee countywide payroll processing including payroll tax and retirement system deposits, reconciliations, reports and garnishment applications
- Attend a variety of meetings, seminars, and workshops to stay current with pertinent laws, codes, and legal decisions affecting payroll functions and activities
- Supervise maintenance of records for classified and certificated personnel leaves, including management; interpret rules and regulations regarding sick leave, personal necessity leave, vacations and other leaves according to SBCEO's policies, rules, and applicable laws
- Participate in planning department goals and objectives; provide sustained leadership and coordination in all areas of responsibility
- Assist in the area of budget preparation, interim reports, salary analysis, projections of salaries and benefit costs, and other reports as required for the SBCEO
- Maintain complex records, reports, time studies, and other necessary data, and review and make recommendations regarding assigned areas
- Prepare and supervise the preparation of spreadsheets, financial reports, and other required accounting documents
- Provide backup to the Benefits Manager as necessary during absences
- Perform other related duties as assigned

Requirements

Education: High school graduate or general education diploma. Two years of college course work in accounting, business administration, public administration or a related field may substitute for one year of supervisory experience.

Experience: Two years of paraprofessional accounting and one year of supervisory experience. One year experience involving payroll preferred. Payroll, accounting, and budgeting experience in a school district, county education office, or governmental agency is preferred.

Knowledge and skills:

- Legal and reporting requirements related to payroll, retirement, and leave processing
- School district payroll systems and procedures
- State and federal tax deduction concepts and practices
- Electronic processing technologies for executing the payroll and interfacing data with other systems
- Principles of analysis, use, and interpretation of accounting, payroll, retirement, and financial data
- Proper office methods and practices, including letter and report writing, and oral and written communication skills
- SBCEO organization, operations, policies, rules and objectives
- Statistical and financial record keeping
- Supervision techniques and principles, training, workload direction and prioritization, and time management
- Correct English usage, grammar, spelling punctuation, and vocabulary
- Computer technology, including competency with microcomputers using word processing, databases, and spreadsheet software

Abilities

- Effectively manage, supervise, and evaluate the performance and duties of assigned staff
- Prepare and make presentations on assigned topics
- Work independently with little direction to plan, organize, and manage various tasks concurrently; initiate new projects for the department
- Plan and organize work, meeting schedules and time lines
- Interpret and apply state and federal regulations, Education Code, and County Education Office operations, policies, rules and procedures
- Perform statistical and mathematical calculations with speed and accuracy
- Compile and analyze data and prepare complex reports
- Organize, summarize and express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding
- Receive complaints and take steps to facilitate resolution
- Work cooperatively with others and maintain effective working relationships with program staff and co-workers and establish and maintain a calm, tactful, friendly and diplomatic manner
- Work confidentially with discretion
- Work in an office setting engaged in work of a primarily sedentary nature
- Retrieve files and stand at a counter for customer service transactions
- Use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment
- Possess visual acuity to read computer screens, printed material, and detailed accounting information
- Possess auditory ability to carry on conversations over the phone and in person
- Ensure the confidentiality of private information

Licenses and certificates

Valid California driver's license

Working conditions

Work is performed indoors with minimal exposure to health and safety considerations.

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

Early Care and Education Case Worker (Mixteco Required)

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	35988769	4/3/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 2

Number of applicants passed screening: 2

Number of written exam attendees: 2

Number of oral exam attendees: N/A



Promotional Eligibility List
Office Assistant

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	55380909	4/17/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 9

Number of applicants passed screening: 3

Number of performance/written exam attendees: 2

Number of oral exam attendees: N/A



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
4	58970396	2/15/25	Declined Offer	N	Lompoc, Montecito/Carp, SB/Goleta, SM/Orcutt, SYV
5	59562574	3/26/25	Eligible	Y	SM/Orcutt
5	48251769	12/26/24	Declined Interview	Y	Lompoc, SYV
6	54523765	1/28/25	Eligible	N	Lompoc, SYV
6	51023632	3/5/25	Declined Offer	Y	Lompoc, SM/Orcutt
6	57922742	11/12/24	Eligible	N	Lompoc, SB/Goleta, SM/Orcutt, SYV
7	49877403	1/24/25	Eligible	Y	SM/Orcutt
8	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	59320864	3/25/25	Eligible	N	Montecito/Carp, SB/Goleta
2	8518672	12/12/24	Eligible	N	Montecito/Carp, SB/Goleta
3	56605940	12/12/24	Eligible	N	SB/Goleta
3	47940064	11/2/24	Eligible	N	Montecito/Carp, SB/Goleta
4	59090138	4/5/25	Eligible	Y	Montecito/Carp, SB/Goleta
4	57825726	12/12/24	Eligible	N	SB/Goleta
5	58970396	2/15/25	Declined Offer	N	Lompoc, Montecito/Carp, SB/Goleta, SM/Orcutt, SYV
6	58309708	4/15/25	Eligible	N	Montecito/Carp, SB/Goleta
7	16386774	12/12/24	Eligible	N	Montecito/Carp, SB/Goleta
8	57922742	11/12/24	Eligible	N	Lompoc, SB/Goleta, SM/Orcutt, SYV

Fiscal06a

Comparative Object Summary

Account Object Code	2024/25 Adopted Budget	2024/25 Revised Budget	2024/25 Actuals with Encum	2024/25 Rev Budget -Actuals	2024/25 Actuals/ Revised	
Management 1490 - PERSONNEL COMMISSION						
Expense						
2300 Class Admin Sal	181,981	181,981	183,681	1,700.00-	100.93 %	
2400 Cler/Office Sal	177,087	165,253	172,386	7,133.02-	104.32 %	
2430 Extra Hours/OT	3,000	3,000		3,000.00		
2440 Substitutes	3,000	3,000		3,000.00		
Total for Object 2000	365,068	353,234	356,067	2,833.02-		
3202 PERS2	101,089	101,089	96,197	4,892.00	95.16 %	
3302 OasdMed2	113	113	90	22.52	80.07 %	
3304 Medi Class	5,269	5,269	5,155	113.72	97.84 %	
3402 H&W2 Class	123,333	123,333	123,604	270.80-	100.22 %	
3502 Unempl2 Class	181	181	177	4.18	97.69 %	
3602 WrkComp2 Class	6,232	6,232	6,097	134.66	97.84 %	
Total for Object 3000	236,217	236,217	231,321	4,896.28		
4300 Supplies	100	100	42	57.99	42.01 %	
4340 Tangible Dev	400	400		400.00		
4350 Office Supply	3,100	3,100	2,516	584.01	81.16 %	
Total for Object 4000	3,600	3,600	2,558	1,042.00		
5200 Travel	2,100	2,100	420	1,680.00	20.00 %	
5201 Out of Cnty Trv	4,000	4,000		4,000.00		
5300 Dues/Membership	3,336	3,336	900	2,436.00	26.98 %	
5610 Rntl Les w/o Op	1,675	1,675	1,675		100.00 %	
5640 Computer Repr	200	200		200.00		
5650 Maint Agreemnts	1,249	1,249	1,250	1.00-	100.08 %	
5715 PhotoCopies	100	100		100.00		
5720 Postage	50	50		50.00		
5730 Printing/Dupl	1,025	1,025	707	318.50	68.93 %	
5745 Vehicle Use	300	300		300.00		
5800 Prof Consulting	13,574	13,574	370	13,203.54	2.73 %	
5810 Contract Servs		11,834	12,884	1,050.00-	108.87 %	
<div> <div>Selection</div> <div> Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2025, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1) </div> </div> <div> <div>ESCAPE</div> <div>ONLINE</div> </div> <div>Page 1 of 2</div>						

Account Object Code	2024/25 Adopted Budget	2024/25 Revised Budget	2024/25 Actuals with Encum	2024/25 Rev Budget -Actuals	2024/25 Actuals/ Revised	
Management 1490 - PERSONNEL COMMISSION (continued)						
Expense (continued)						
5830 Advertisement	10,301	10,301	1,100	9,201.00	10.68 %	
5930 Postge,Rfl Mtrs	40	40		40.00		
Total for Object 5000	37,950	49,784	19,306	30,478.04		
Total for Org 061,	642,835	642,835	609,252	33,583.30		
Management 1490 and						
Expense accounts						

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.5 Disqualification of Applicants, Candidates and Eligibles

- A. An applicant, candidate or eligible may be refused examination, disqualified from an examination, or removed from an eligibility list for any of the following reasons:
1. Failure to meet the general qualifications of Rule No. 4441.4
 2. Making a false statement or omitting a statement as to any material fact on the application form.
 3. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict to a charge of a sex or controlled substance offence as defined in Education Code Sections 44010 or 44011.
 4. Conviction of any crime involving mistreatment of children.
 5. Deception or fraud in connection with an examination or to secure employment.
 6. Previous dismissal from the Santa Barbara County Education Office, unless the Superintendent of Personnel Commission gives a waiver to the individual in writing.
 7. Failure to pass the pre-employment physical examination required for the position.
 8. Failure to report for duty after an assignment has been offered and accepted.
 9. Failure to comply with required hiring procedures.
 10. Violation of the provisions of Education Code Section 45310 regarding authorized payment of salary or wage.
 11. Failure to respond to due notice for review of any of above bases for disqualification (due notice means by telephone, personal contact or United States mail)

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, 45260-45261 and 45310

Approved: October 20, 1975
Revised: August 26, 1982
August 31, 1992
Pending Approval: October 23, 2014

AGENDA ITEM 15a - proposed revision, changes tracked

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4441 Application for Employment

4441.5 Disqualification of Applicants, Candidates, and Eligibles

A. An applicant, candidate, or eligible may be refused examination, disqualified from an examination, ~~or removed from an eligibility list, or have a job offer withdrawn~~ for any of the following reasons:

1. Failure to meet the general qualifications of Rule No. 4441.4
2. Making a false statement or omitting ~~a statement as to~~ any material fact on ~~the any SBCEO employment application form.~~
3. Conviction, ~~— either whether~~ by a plea of guilty or nolo contendere, a court decision, or a jury verdict ~~— to for a charge of a~~ sex or controlled substance ~~offense offense,~~ as defined in Education Code Sections 44010 or 44011, ~~or for a violent or serious felony, as defined in Education Code 45122.~~
- ~~4. Conviction of any crime involving mistreatment of children.~~
- ~~5.4.~~ Deception or fraud in connection with an examination or to secure employment.
- ~~5.~~ Previous dismissal ~~for cause~~ from the Santa Barbara County Education Office, ~~unless the Superintendent of Personnel Commission gives a waiver to the individual in writing.~~
6. ~~Ineligibility of the applicant, candidate, or eligible for rehire in accordance with SBCEO policy.~~
7. Failure to pass the pre-employment physical examination required for the position.
8. Failure to report for duty after ~~an assignment~~ a position has been offered and accepted.
- ~~9.~~ Failure to comply with required hiring procedures.
- ~~9.10.~~ Status as a retired annuitant in the California State Teachers Retirement System or the California Public Employees' Retirement System, unless permitted by law.
- ~~10.11.~~ Violation of the provisions of Education Code Section 45310 regarding authorized payment of salary or wage.
- ~~11.12.~~ Failure to respond to due notice for review of any of ~~the~~ above ~~bases reasons~~ for disqualification (due notice means by telephone, personal contact, or United States mail).

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, 45260-45261 and 45310

Approved: October 20, 1975

Revised: August 26, 1982

August 31, 1992

Pending Approval: ~~October 23, 2014~~

November 21, 2024 (pending approval)

Personnel – Series 4000

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4441.5 Disqualification of Applicants, Candidates, and Eligibles

- A. An applicant, candidate, or eligible may be refused examination, disqualified from an examination, removed from an eligibility list, or have a job offer withdrawn for any of the following reasons:
1. Failure to meet the general qualifications of Rule No. 4441.4
 2. Making a false statement or omitting any material fact on any SBCEO employment application.
 3. Conviction — whether by a plea of guilty or nolo contendere, a court decision, or a jury verdict — for a sex or controlled substance offense, as defined in Education Code Sections 44010 or 44011, or for a violent or serious felony, as defined in Education Code 45122.
 4. Deception or fraud in connection with an examination or to secure employment.
 5. Previous dismissal for cause from the Santa Barbara County Education Office.
 6. Ineligibility of the applicant, candidate, or eligible for rehire in accordance with SBCEO policy.
 7. Failure to pass the pre-employment physical examination required for the position.
 8. Failure to report for duty after a position has been offered and accepted.
 9. Failure to comply with required hiring procedures.
 10. Status as a retired annuitant in the California State Teachers Retirement System or the California Public Employees' Retirement System, unless permitted by law.
 11. Violation of the provisions of Education Code Section 45310 regarding authorized payment of salary or wage.
 12. Failure to respond to due notice for review of any of the above reasons for disqualification (due notice means by telephone, personal contact, or United States mail).

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, 45260-45261 and 45310

Approved: October 20, 1975
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August 31, 1992
November 21, 2024 (pending approval)

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4441.6 Disqualification and Appeal from Disqualification

- A. Applicants, candidates and eligibles who are disqualified for any of the reasons enumerated in Rule No. 4441.5 shall be notified in writing by the Director, Human Resources. The notification shall state:
 - 1. The reason(s) for disqualification.
 - 2. That, within seven calendar days, the individual may appeal to the Director, Human Resources for administrative review, and that failure to appeal for administrative review makes the disqualification final and conclusive.
- B. If there has been an administrative review, as provided above, and the disqualification is sustained, the individual shall be:
 - 1. Given a written notice outlining the reason(s) for sustaining the disqualification, and
 - 2. Informed of his/her right to make a written appeal of the disqualification and/or the period of disqualification, with seven calendar days, to the Personnel Commission. The appeal may be based on any of the following reasons:
 - a. Discrimination because of political or religious acts or affiliations or opinions, race, color, sex, marital status, national origin or ancestry.
 - b. Abuse or discretion.
 - c. Inconsistency of the reasons given for the disqualification with the facts.
- C. Upon receipt of an appeal, the Commission shall set a date for hearing, hear all of the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned, as determined by the Commission, and shall be final.
- D. If a disqualification is not sustained by the Director, Human Resources or the Personnel Commission, the Director, Human Resources shall immediately institute action to insure the rights of the applicant, candidate or eligible person listed on an eligibility list. However, appointments made in the interim shall not be disturbed unless they were fraudulently made.

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, and 45260-45261

Approved: October 20, 1975
Revised: August 26, 1982
August 31, 1992
Pending Approval: October 23, 2014

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4441.6 ~~Disqualification Notice~~ and Appeal ~~from of~~ Disqualification

A. Applicants, candidates, and eligibles who are disqualified for any of the reasons enumerated in Rule No. 4441.5 shall be notified in writing by the Director, Human Resources. The notification shall state:

1. The reason(s) for disqualification.
2. That, within seven calendar days, the individual may appeal to the Director, Human Resources for administrative review, and that failure to appeal for administrative review makes the disqualification final and conclusive.

B. If there has been an administrative review, as provided above, and the disqualification is sustained, the individual shall be:

1. ~~Given~~Provided a written notice outlining the reason(s) for sustaining the disqualification, and
2. Informed of ~~his/her~~their right to make a written appeal of the disqualification and/or the period of disqualification, within seven calendar days, to the Personnel Commission. The appeal may be based on any of the following reasons:
 - a. Discrimination ~~because on the basis of~~ political or religious acts, ~~or~~ affiliations, or opinions; ~~race; color; sex; marital status; national origin or ancestry;~~ or any other characteristic protected by state or federal law.
 - b. Abuse ~~or of~~ discretion.
 - c. ~~Inconsistency-Factual dispute as to of~~ the reasons ~~given-provided~~ for the disqualification ~~with the facts.~~

C. Upon receipt of an appeal, the Commission shall set a date for hearing, hear all of the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned, as determined by the Commission, and shall be final.

D. If a disqualification is not sustained by the Director, Human Resources or the Personnel Commission, the Director, Human Resources shall immediately institute action to ~~insure~~ensure the rights of the applicant, candidate, or eligible ~~person listed on an eligibility list.~~ However, appointments made in the interim shall not be ~~disturbed~~modified unless they were fraudulently made.

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, and 45260-45261

Approved: October 20, 1975

Revised: August 26, 1982

August 31, 1992

Pending Approval: October 23, 2014

November 21, 2024 (pending approval)

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4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.6 Notice and Appeal of Disqualification

- A. Applicants, candidates, and eligibles who are disqualified for any of the reasons enumerated in Rule No. 4441.5 shall be notified in writing by the Director, Human Resources. The notification shall state:
 - 1. The reason(s) for disqualification.
 - 2. That, within seven calendar days, the individual may appeal to the Director, Human Resources for administrative review, and that failure to appeal for administrative review makes the disqualification final and conclusive.
- B. If there has been an administrative review, as provided above, and the disqualification is sustained, the individual shall be:
 - 1. Provided a written notice outlining the reason(s) for sustaining the disqualification, and
 - 2. Informed of their right to make a written appeal of the disqualification and/or the period of disqualification, within seven calendar days, to the Personnel Commission. The appeal may be based on any of the following reasons:
 - a. Discrimination on the basis of political or religious acts, affiliations, or opinions; race; color; sex; marital status; national origin or ancestry; or any other characteristic protected by state or federal law.
 - b. Abuse of discretion.
 - c. Factual dispute as to the reasons provided for the disqualification.
- C. Upon receipt of an appeal, the Commission shall set a date for hearing, hear all of the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned, as determined by the Commission, and shall be final.
- D. If a disqualification is not sustained by the Director, Human Resources or the Personnel Commission, the Director, Human Resources shall immediately institute action to ensure the rights of the applicant, candidate, or eligible. However, appointments made in the interim shall not be modified unless they were fraudulently made.

Reference:

Education Code Sections 44010, 44011, 45122-45124, 45134, and 45260-45261

Approved: October 20, 1975

Revised: August 26, 1982

August 31, 1992

November 21, 2024 (pending approval)

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 – 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, Human Resources 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-Failing~~ to respond within five working days to an ~~inquiry regarding availability for employment~~invitation to a hiring interview;
 3. ~~Failure to respond for an interview after certification~~Declining an invitation to a hiring interview;
 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. ~~6. Refusing an employment offer of regular employment in the classification for which the individual is on the eligibility list 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

November 21, 2024 (pending approval)

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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, Human Resources, subject to appeal to the Personnel Commission, for any of the following reasons:
1. A request by the eligible to be removed;
 2. Failing to respond within five working days to an invitation to a hiring interview;
 3. Declining an invitation to a hiring interview;
 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. Refusing an offer of regular employment in the classification for which the individual is on the eligibility list.

Reference:

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Approved:	October 20, 1975
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