



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
October 24, 2024 – 12:30 p.m.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Carmen Jaramillo called the meeting to order at 12:30 p.m.

**2. Roll Call**

Members present:

Carmen Jaramillo, Vice Chair

Mike Ostini, Commissioner

Member absent:

Gary Pickavet (due to illness)

**3. Pledge of Allegiance**

Carmen Jaramillo 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:

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 September 26, 2024**

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 2-0

**8. Communications**

The Commissioners received a memo from Superintendent Salcido formally notifying them of the action taken by the County Board of Education related to Commissioner Pickavet's term on the Commission (*see item 13*).

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

The Director, Human Resources summarized media releases from the County Superintendent's Office about a workforce housing panel discussion hosted by SBCEO on September 23, and about an award SBCEO's Partners in Education non-profit won from the California School Boards Association for their Job Readiness & Internship Program, which connects high school students from across our county with hands-on job training and internship opportunities, helping them develop essential skills for their future careers. HR supports this program by making presentations to participating students informing them of their rights in the workplace.

**b. Legislative Update**

The Director, Human Resources provided the Commissioners with a summary of AB 2561, which the Governor signed into law in September. This will require all public agencies to present on the status of their vacancies in a public hearing before their governing body at least once per fiscal year. The Director noted that she and the Associate Superintendent of Human Resources had made presentations to the County Board the last few years about the state of the education workforce.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated November 14, 2024**

**c. Position Announcement**

- i. Payroll Supervisor (Dual – Santa Barbara)

**11. Action Items**

**b. Ratification of Eligibility Lists**

- i. Early Care and Education Case Worker, Mixteco Required (Dual – Santa Maria)
- ii. Office Assistant (Promotional – Santa Maria)
- iii. Paraeducator (Open Continuous – North)
- iv. Paraeducator (Open Continuous – South)

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 2-0

**c. Classification of Positions — None**

**d. Job Descriptions — None**

**UNFINISHED BUSINESS**

**12. Discussion of Open Continuous Eligibility Lists** (deferred from September meeting)

This was deferred until the November meeting.

**13. Organization of the Personnel Commission**

In accordance with Education Code 45246, a public hearing was held at the October 10 County Board of Education meeting, and the Board reappointed Commissioner Pickavet to another three-year term, beginning December 1, 2024.

**NEW BUSINESS**

**14. Quarterly Review of Personnel Commission Budget**

The Director, Human Resources presented a statement of expenditures for the first quarter of the 2024-25 fiscal year, from July 1, 2024 through September 30, 2024, as an information item.

**15. Revision of Merit System Rules – Presented for First Reading**

- a. 4441.5 Disqualification of Applicants, Candidates and Eligibles
- b. 4441.6 Disqualification and Appeal from Disqualification
- c. 4451.8 Removal of Names from Eligibility List

Because the proposed revisions to these rules are related to item 12, it was agreed to defer discussion to the November meeting so that all the Commissioners could participate in the discussion

**REPORTS****16. PERSONNEL COMMISSIONER REPORTS**

Commissioner Ostini had no PC-related items to report.

Commissioner Jaramillo had no PC-related items to report.

**17. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported that:

- SBCEO has implemented a new orientation process for all new hires that includes a departmental orientation on the new hire's first day (with instructional staff receiving a departmental overview first instead of reporting directly to their classroom) and an in-person orientation at Cathedral Oaks. The in-person sessions at Cathedral Oaks are scheduled to take place approximately monthly and will feature a general presentation made by either the County Superintendent or an Associate Superintendent, followed by breakout sessions for classified, certificated, and managers. The breakout sessions will be conducted by HR staff. The inaugural session took place October 9, with a small group of new managers. It is expected that future sessions will be a mix of mostly classified, with some certificated staff and managers. The intent of the new orientation process is to provide a standardized orientation experience for all new hires, set them up for success, help them understand SBCEO organization and culture, and foster a sense of connection.
- Santa Maria Joint Union High School District has withdrawn their notice of intent to take back a DHH classroom. That program, and its staff, will stay with SBCEO. At this time, it is anticipated that the Lompoc preschool transfer will move forward.
- She and Tracie Cordero had attended an online meeting with California Department of Education Awards and Communications staff to prepare for the Classified School Employee of the Year process. They informed us that they will open up the nomination period in January, which we hope will give districts more time to submit nominations. CDE appears to be providing a much higher level of



support to CSEY coordinators than in past years, which is appreciated.

- She had completed Title IX compliance training on the new regulations that went into effect August 1.
- She had attended a CASBO leadership workshop on October 22, put on by a new chapter serving the Tri-Counties. The presentations were excellent.
- SBCEO is implementing an employee badge policy. All SBCEO employees, as well as SBCEO-affiliated individuals providing services, will be issued photo ID badges and will be required to wear them at all times while at work.

#### **18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

The Director, Human Resources reported that Labor Relations Representative Carlos Lopez was leaving for another position within CSEA and that Mitchell Stewart had been appointed as the new representative on a temporary basis.

**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, November 21, 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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Carmen Jaramillo  
Vice Chair, Personnel Commission  
(presiding in the absence of the Chair)



## 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

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**Oct 19, 2024 through Nov 15, 2024**

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**Position #****Position Information**

2732

Accounting Assistant • Accounting - Fiscal Services • South  
20.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

December 13, 2024

**Appointments**

*Limited Term/Substitute*

|   |                  |
|---|------------------|
| Mabie, Frederick                                    | November 4, 2024 |
| Paraeducator • Special Education • Various Sites    |                  |
| • Hourly as needed                                  |                  |
| Phillips, Morgan                                    | October 24, 2024 |
| Student Worker • Internal Services • Cathedral Oaks |                  |
| • Hourly as needed                                  |                  |
| Ramirez Bautista, Jessica                           | October 22, 2024 |
| Paraeducator • Special Education • Various Sites    |                  |
| • Hourly as needed                                  |                  |

**Changes**

*Anniversary Increase*

|  |                  |
|--|------------------|
| Anderson, Michelle   | November 1, 2024 |
| Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K                                      |                  |
| 75% • 10 months  |                  |
| Broeffle, Alondra  | November 1, 2024 |
| Student Information Specialist • Transitional Youth Services • Transitional Youth South                  |                  |
| 100% • 12 months   |                  |
| Coracero, Antonio  | November 1, 2024 |
| Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K                                      |                  |
| 27.5% • 10 months  |                  |
| Dulay, Amada   | November 1, 2024 |
| Administrative Assistant, Senior • School Business Advisory Services • School Business Advisory Services |                  |
| 100% • 12 months   |                  |
| Fonceca, Ernestina   | November 1, 2024 |
| Paraeducator • Special Education • Cuyama Elementary School  |                  |
| 81.25% • 10 months   |                  |
| Funkhouser, Rose Mary  | November 1, 2024 |
| Paraeducator • Special Education • Cuyama Elementary School  |                  |
| 81.25% • 10 months   |                  |

|  |                  |
|--|------------------|
| Hamamoto, Rachel<br>Administrative Assistant, Senior • Internal Services • Fiscal Services<br>100% • 12 months                                     | November 1, 2024 |
| Hidalgo, Monique<br>Paraeducator • Special Education • Los Padres Head Start<br>43.75% • 10 months   | November 1, 2024 |
| Hurtado, Cecilia<br>Administrative Assistant • Human Resources • Human Resources Staff<br>100% • 12 months   | November 1, 2024 |
| Lopez Heredia, Rodrigo<br>Accounting Technician • Internal Services • Accounting - Fiscal Services<br>100% • 12 months                             | November 1, 2024 |
| Lopez, Lorena<br>Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center<br>100% • 12 months                        | November 1, 2024 |
| Lyons, V Roxanne<br>Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2<br>75% • 10 months | November 1, 2024 |
| Martinez Velazquez, Salvador<br>Computer/Network Technician, ITS • Information Technology Services • Cathedral Oaks<br>100% • 12 months            | November 1, 2024 |
| Robles, Esther<br>Paraeducator • Special Education • Casmalia Preschool 1<br>87.5% • 10 months   | November 1, 2024 |
| Sanchez, Eva<br>Clerical Assistant • Special Education • Speech/Language Services, McClelland<br>100% • 10 months                                  | November 1, 2024 |
| Sanchez, Sandra<br>Paraeducator • Special Education • Vision Services<br>75% • 10 months   | November 1, 2024 |
| Smith, Steven<br>Reprographics Supervisor • Communications • Reprographics Administration<br>100% • 12 months                                      | November 1, 2024 |
| Solorio, Maria<br>Paraeducator • Special Education • Casmalia Preschool 2<br>87.5% • 10 months   | November 1, 2024 |

Tapia, Ana November 1, 2024  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc  
100% • 10 months

Valeriano, Ashley November 1, 2024  
Accounting Assistant • Internal Services • Accounting - Fiscal Services  
100% • 12 months

Zepeda-Jimenez, Valeria November 1, 2024  
Paraeducator • Special Education • Crestview Preschool  
87.5% • 10 months

***Decreased Time (Voluntary)***

Rivera, Fabiola October 21, 2024  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria  
95% • 12 months  
From 1.0

***Differential - Add***

Barnwell, Camilla July 1, 2024  
Director, Communications & Public Information Officer • Communications • Communications Administration  
100% • 12 months  
Bilingual

Gonzalez, Yoseline July 1, 2024  
Manager, Program Services • Children's Creative Project • Children's Creative Project  
100% • 12 months  
Bilingual

Grimaldo, Monica July 1, 2024  
Manager, Alternative Payment Program • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months  
Bilingual

Rivera, Jennyffer July 1, 2024  
Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration  
100% • 12 months  
Bilingual

Terrazas, Erika July 1, 2024  
Manager, Program Services • Partners in Education • Partners In Education  
100% • 12 months  
Bilingual

***Increased Time (Voluntary)***

Snow, Crystal November 1, 2024  
Educational Interpreter, ASL , Certified • Special Education • Righetti High School DHOH  
88.75% • 10 months  
From .8125

### ***Longevity Increment***

Vargas, Beatriz November 1, 2024  
Paraeducator • Special Education • Clarence Ruth Preschool  
75% • 10 months  
30 years longevity

### ***Probation to Permanent***

Chan, Tiana November 1, 2024  
Accounting Assistant • Internal Services • Fiscal Services - Budgeting  
100% • 12 months

Garza-Torrez, Karina November 1, 2024  
Alternative Payment Program Supervisor • Early Care and Education • Early Care and Education - Hope Center 4  
100% • 12 months

Lane, Joseph November 1, 2024  
Computer/Network Technician, ITS • Information Technology Services • Cathedral Oaks  
100% • 12 months

Mayo, Christian November 1, 2024  
Payroll Technician • Internal Services • Payroll  
100% • 12 months

Sakai-Hart, Michelle November 1, 2024  
Administrative Assistant • Student and Community Services • Student and Community Services  
100% • 12 months

Thomas, Dennis November 1, 2024  
School Safety Liaison • Student and Community Services • Student and Community Services  
100% • 12 months

Weber, Max November 1, 2024  
Senior Software Engineer • Information Technology Services • Cathedral Oaks  
100% • 12 months

### ***Promotion***

Figueroa, Nelson November 1, 2024  
Office Assistant • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

Ramirez De Santiago, Leticia November 11, 2024  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

### ***Separation***

***Released***

Ahumada, Isela

November 8, 2024

Clerical Assistant • Special Education • Special Education Support Staff North  
100% • 12 months  
Non completion of probation

***Resignation***

Escobedo Beas, Carlos

November 13, 2024

Program Associate • Transitional Youth Services • Transitional Youth - North  
100% • 12 months

Lebolo, Lorena

November 1, 2024

Paraeducator • Special Education • Montecito Union School  
81.25% • 10 months

Zepeda-Jimenez, Valeria

November 22, 2024

Paraeducator • Special Education • Crestview Preschool  
87.5% • 10 months



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

|                          |   |                     |                            |
|--------------------------|---|---------------------|----------------------------|
| <b>SALARY</b>            | \$27.94 - \$32.22 Hourly<br>\$4,861.56 - \$5,606.28 Monthly<br>\$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**

*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>



**Santa Barbara County Education Office**  
**Paraeducator, Behavioral Intervention**

|                     |                          |                          |            |
|---------------------|--------------------------|--------------------------|------------|
| <b>SALARY</b>       | \$27.32 - \$31.44 Hourly | <b>LOCATION</b>          | Lompoc     |
| <b>JOB TYPE</b>     | Full-Time                | <b>JOB NUMBER</b>        | 2023-00113 |
| <b>DIVISION</b>     | Special Education        | <b>OPENING DATE</b>      | 10/21/2024 |
| <b>CLOSING DATE</b> | Continuous               | <b>SPECIFIC LOCATION</b> | Lompoc     |

## General Description

### Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of advanced behavioral supports. You work well independently and are also a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

### General description

Provide specialized assistance to teachers and staff in providing intensive behavioral intervention to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments, in classroom and/or community settings.

## Specific Duties and Responsibilities

### Specific duties and responsibilities

- Implement intensive behavioral support and instructions to selected students one-on-one or in small groups.
- Provide support to special education staff by implementing visual, behavioral, social, and or communications strategies that enhance student performance and behavior.
- Support individual students in subject matter throughout the school day; prepare and may develop age- and grade-appropriate instructional aids and exercises to support behavioral intervention and subject matter being taught.
- Participate in consultations with staff on behavioral interventions for students on site and in school settings; may attend Individualized Educational Plan (IEP) meetings as necessary to observe the connection between intervention and educational goals.
- Provide input to special education staff on student performance, progress, and behavior.
- Collect and chart behavioral data and keep appropriate records for teachers; maintain confidentiality of student information.
- Develop and use incentives as positive reinforcement; exercise constant supervision of children; assess the need for and use appropriate discipline in accordance with grade level and student's ability to understand discipline.

- May monitor classroom activities during brief absence of a teacher; observe, monitor, and redirect the behavior of students within approved procedures; reinforce positive behavior using behavior modification techniques determined by the teacher.
- Document students' academic and behavioral progress and performance for teachers, using the individualized education plan as a guide; record information in support of assessments and to assist in charting progress toward academic and behavioral goals; share data with teacher and other staff as requested.
- Assist administrative staff with the preparation and presentation of in-service training sessions; assist in organizing, and participate in meetings to share information about behavioral intervention programs.
- Prepare and maintain a variety of files and records for classroom or assigned program.
- Accompany students from one location to another; assist with loading and unloading of assigned students onto buses or other transportation; assure safety of students, following health and safety rules.
- May dispense medicines and assist students with personal hygiene tasks.
- Perform other duties as assigned that support the overall objective of the position.

## Requirements

**Education:** Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

**Experience:** one year of experience working in a classroom environment that included students with special needs and/or that involved responsibility for implementing positive behavioral supports.

### Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable for an educational setting
- autism spectrum disorder and other developmental disorders and disabilities.
- principles of applied behavior analysis
- subjects taught in schools served by SBCEO, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies.
- teaching and instruction methods
- documentation requirements for special education students and programs
- basic clerical and record-keeping processes.

### Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications
- working productively and cooperatively with teachers, students, and parents in formal and informal settings.

### Ability to:

- assist teaching staff with implementation of behavioral supports
- assess the needs of individual students and develop behavioral support techniques and materials to meet those needs
- work with students who have severe developmental delays and behavior challenges
- apply principles of positive reinforcement, applied behavior analysis, and discrete trial teaching
- manage students' verbal and physical behavior in a constructive manner
- learn instructional methodologies such as, but not limited to, discrete trial teaching
- interact with teachers, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks

- demonstrate sensitivity to a diverse population of students and parents
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals.

Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

### **Licenses and certificates**

May require a valid first aid card and/or certification in Crisis Prevention Intervention (CPI).

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 indoors and outdoors with some, yet infrequent exposure to health and safety considerations. Requires the ability to perform indoors in an office, classroom, or home environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom/home environs, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis. Requires the ability to work at multiple school sites.

### **Supplemental Information**

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- 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>

## Paraeducator, Behavioral Intervention Supplemental Questionnaire

### \*QUESTION 1

Have you completed 48 semester units or 72 quarter units of college coursework?

- ☐ Yes
- ☐ No

### \*QUESTION 2

I understand that if I qualified for this position by having completed at least 48 semester units or equivalent quarter units, I must have official transcripts sent to Gabriel Purvis at [gpurvis@sbceo.org](mailto:gpurvis@sbceo.org)

- ☐ Yes, I will have my transcripts sent.
- ☐ Not Applicable

### \*QUESTION 3

I understand that my duties as a Paraeducator may include driving students. If my assignment includes these duties, I am willing to enroll in the California DMV Employer Pull Notice Program as a condition of employment.

- ☐ Yes
- ☐ No

### \*QUESTION 4

Do you hold a certification in Crisis Prevention Intervention (CPI)?

- ☐ Yes
- ☐ No

☐ Other

#### QUESTION 5

**If you selected 'Other' to the previous questions, please indicate the type of certification you hold.**

\* Required Question





## Santa Barbara County Education Office Office Assistant

|                          |   |                     |                            |
|--------------------------|---|---------------------|----------------------------|
| <b>SALARY</b>            | \$27.94 - \$32.22 Hourly<br>\$4,861.56 - \$5,606.28 Monthly<br>\$58,338.72 - \$67,275.36 Annually | <b>LOCATION</b>     | Santa Barbara - Goleta     |
| <b>JOB TYPE</b>          | Full-Time   | <b>JOB NUMBER</b>   | 2024-00114                 |
| <b>DIVISION</b>          | Student and Community Services  | <b>DEPARTMENT</b>   | Early Care and Education   |
| <b>OPENING DATE</b>      | 11/14/2024  | <b>CLOSING DATE</b> | 12/1/2024 11:59 PM Pacific |
| <b>SPECIFIC LOCATION</b> | Santa Barbara   |                     |                            |

### General Description

#### Our ideal candidate

You are a dependable, punctual, caring professional, with well-developed communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You are a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. You can prioritize tasks and are motivated to complete work with minimal supervision. You are comfortable working with a high degree of attention to detail as well as incorporating new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

#### General description

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

### Specific Duties and Responsibilities

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

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

## Requirements

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

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

### Knowledge and skills

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

### Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions

- Communicate effectively both orally and in writing
- Demonstrate keyboarding skills and speed as required by the assignment
- Operate a computer to enter data, maintain records and generate reports
- Establish and maintain effective working relationships with others
- Meet schedules and timelines
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

### **Licenses and Certificates**

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

### **Working Conditions**

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

### **Supplemental Information**

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

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

### **RECRUITMENT INFORMATION:**

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

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

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

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

*SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health. SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.*

---

**Agency**

Santa Barbara County Education Office

**Address**

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

**Phone**

8059644711

**Website**

<http://www.sbceo.org>

## Office Assistant Supplemental Questionnaire

### \*QUESTION 1

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

- ☐ Yes, I understand and agree
- ☐ No, I do not agree

\* Required Question



## Santa Barbara County Education Office Clerical Assistant (Bilingual Required)

|                     |   |                          |                      |
|---------------------|---|--------------------------|----------------------|
| <b>SALARY</b>       | \$24.41 - \$28.16 Hourly<br>\$4,248.00 - \$4,899.00 Monthly<br>\$50,976.00 - \$58,788.00 Annually | <b>LOCATION</b>          | Santa Maria - Orcutt |
| <b>JOB TYPE</b>     | Full-Time   | <b>JOB NUMBER</b>        | 2023-00116           |
| <b>DIVISION</b>     | Special Education   | <b>OPENING DATE</b>      | 11/14/2024           |
| <b>CLOSING DATE</b> | 12/1/2024 11:59 PM Pacific  | <b>SPECIFIC LOCATION</b> | Santa Maria          |

### General Description

#### Our ideal candidate

You are a dependable, punctual, caring professional with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates 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 vendors.

#### General description

This is an experienced-level classification in which incumbents perform a variety of clerical and related duties in support of the assigned program or office operations. Duties may include but are not limited to: word processing, data entry, reception activities, meeting support, room reservations, maintaining files and records in paper and/or electronic format, typing, scanning, and filing. Incumbents work independently, within established guidelines and procedures.

### Specific Duties and Responsibilities

- Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office
- Receive, screen, and route U.S. and interoffice mail or email sent to a general inbox
- Request, provide, or verify information by means of phone, email, electronic database, or paper forms
- Compose correspondence and email communications from oral instructions or rough drafts
- Using a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed
- Prepare and maintain files according to established procedures
- Prepare purchase orders, invoices, travel claims, and other transactions
- Schedule appointments and coordinate arrangements for meetings, workshops, or conferences
- Maintain confidential information, records and files
- Perform other related duties as assigned

## Requirements

**Education:** Possession of a high school diploma or GED. Completion of college coursework in business, public administration, education, or related field is preferred.

**Experience:** Two years of experience performing clerical duties. Experience working in a public education setting preferred.

### Knowledge of:

- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices
- Standard office productivity software applications
- Arithmetic, including percentages and fractions
- Operations, policies, practices, and objectives of County Education Office and assigned program

### Ability to:

- Learn, apply, and explain rules, regulations, policies, and procedures related to assigned function(s) or program(s)
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Organize work and set priorities
- Work with speed and accuracy
- Identify errors and discrepancies in order to pursue correction and resolution
- Review information and make appropriate decisions, within limits of authority
- Make accurate arithmetical computations
- Attain proficiency in an enterprise financial system and other software programs and databases
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Maintain records and prepare reports, using computerized databases or manual data collection
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors

### Licenses and Certificates

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

### Working Conditions

Employees in this classification generally work in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Privacy may be limited, and interruptions may be frequent.

Positions in this classification are 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 repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant 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.*

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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.
- 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.*

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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>

## Clerical Assistant (Bilingual Required) Supplemental Questionnaire

### \*QUESTION 1

Do you have a High School diploma or GED?

☐ Yes

☐ No

**\*QUESTION 2**

**Can you read, write and speak both Spanish and English fluently?**

- ☐ Yes
- ☐ No

**\*QUESTION 3**

**The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.**

- ☐ Yes, I understand and agree
- ☐ No, I do not agree

**\* Required Question**





Dual Certification Eligibility List  
Food Service Worker

| Rank | Person ID | Eligible Expiration Date | Status   | Job Type  | FTE  | Number of Hours per Week |
|------|-----------|--------------------------|----------|-----------|------|--------------------------|
| 1    | 59854910  | 5/15/25                  | Eligible | Part-Time | 0.75 | 30 hours/week            |
| 2    | 41558685  | 5/15/25                  | Eligible | Part-Time | 0.75 | 30 hours/week            |
| 2    | 59748726  | 5/15/25                  | Eligible | Part-Time | 0.75 | 30 hours/week            |
| 3    | 59767221  | 5/15/25                  | Eligible | Part-Time | 0.75 | 30 hours/week            |
| 4    | 59771073  | 5/15/25                  | Eligible | Part-Time | 0.75 | 30 hours/week            |

Number of applicants: 30

Number of applicants passed screening: 13

Number of performance/written exam attendees: 8

Number of oral exam attendees: 6



**Dual Certification Eligibility List  
Administrative Assistant**

| <b>Rank</b> | <b>Person ID</b> | <b>Eligible<br/>Expiration<br/>Date</b> | <b>Status</b> | <b>Job Type</b> | <b>FTE</b> | <b>Number of Hours per<br/>Week</b> |
|-------------|------------------|---|---------------|-----------------|------------|-------------------------------------|
| 1           | 46365820         | 4/25/25                                 | Hired         | Full-Time       | 1.0        | 40 hours/week                       |
| 1           | 57850392         | 4/25/25                                 | Eligible      | Full-Time       | 1.0        | 40 hours/week                       |
| 2           | 26166491         | 4/25/25                                 | Eligible      | Full-Time       | 1.0        | 40 hours/week                       |
| 3           | 57932100         | 4/25/25                                 | Eligible      | Full-Time       | 1.0        | 40 hours/week                       |
| 4           | 357158           | 4/25/25                                 | Eligible      | Full-Time       | 1.0        | 40 hours/week                       |
| 5           | 57441991         | 4/25/25                                 | Eligible      | Full-Time       | 1.0        | 40 hours/week                       |
| 6           | 4835520          | 4/25/25                                 | Eligible      | Full-Time       | 1.0        | 40 hours/week                       |
| 6           | 9232120          | 4/25/25                                 | Eligible      | Full-Time       | 1.0        | 40 hours/week                       |
| 7           | 18217963         | 4/25/25                                 | Eligible      | Full-Time       | 1.0        | 40 hours/week                       |
| 8           | 59746517         | 4/25/25                                 | Eligible      | Full-Time       | 1.0        | 40 hours/week                       |
| 9           | 37311704         | 4/25/25                                 | Eligible      | Full-Time       | 1.0        | 40 hours/week                       |

Number of applicants: 131

Number of applicants passed screening: 50

Number of performance/written exam attendees: 33

Number of oral exam attendees: 12



Open Continuous Eligibility List  
Paraeducator North

| Rank | Person ID | Eligible Expiration Date | Status             | Bilingual | Areas Willing to Accept Employment                   |
|------|-----------|--------------------------|--------------------|-----------|--|
| 1    | 23739752  | 5/10/25                  | Eligible           | N         | Guadalupe, SM, Orcutt, Los Alamos                    |
| 2    | 60049543  | 5/10/25                  | Eligible           | N         | SYV  |
| 3    | 46646068  | 4/19/25                  | Eligible           | N         | Guadalupe, Lompoc, SM, Orcutt, Los, Alamos           |
| 3    | 39405451  | 5/3/25                   | Eligible           | Y         | Guadalupe, SM, Orcutt                                |
| 4    | 49850505  | 5/3/25                   | Eligible           | Y         | Guadalupe, SM, Orcutt                                |
| 5    | 8895335   | 2/7/25                   | Eligible           | N         | Guadalupe, Lompoc, SM, Orcutt, SYV                   |
| 6    | 58169111  | 1/24/25                  | Eligible           | N         | Lompoc, SM, Orcutt, SYV                              |
| 7    | 16422783  | 12/12/24                 | Eligible           | N         | SM, Orcutt   |
| 7    | 59774341  | 4/30/25                  | Eligible           | N         | Lompoc, SM, Orcutt                                   |
| 7    | 58970396  | 2/16/25                  | Declined Offer     | N         | Lompoc, Montecito, Carp, SB, Goleta, SM, Orcutt, SYV |
| 8    | 59848881  | 4/30/25                  | Eligible           | Y         | Guadalupe, SM, Orcutt                                |
| 9    | 48251769  | 12/26/24                 | Declined Interview | Y         | Lompoc, SYV  |
| 9    | 59562574  | 3/25/25                  | Hired              | Y         | SM, Orcutt   |
| 10   | 52119872  | 5/9/25                   | Hired              | Y         | SM, Orcutt   |
| 11   | 59918542  | 4/19/25                  | Eligible           | Y         | SM, Orcutt   |
| 12   | 54523765  | 1/28/25                  | Eligible           | N         | Lompoc, SYV  |

|    |          |         |                   |   |                       |
|----|----------|---------|-------------------|---|-----------------------|
| 12 | 51023632 | 3/5/25  | Declined<br>Offer | Y | Lompoc, SM, Orcutt    |
| 13 | 55160051 | 5/10/25 | Eligible          | Y | Lompoc                |
| 14 | 49877403 | 1/24/25 | Eligible          | Y | SM, Orcutt            |
| 15 | 59231782 | 3/6/25  | Eligible          | Y | SM, Orcutt            |
| 16 | 59767221 | 5/10/25 | Eligible          | Y | Guadalupe, SM, Orcutt |



Open Continuous Eligibility List  
Paraeducator South

| Rank | Person ID | Eligible Expiration Date | Status         | Bilingual | Areas Willing to Accept Employment                   |
|------|-----------|--------------------------|----------------|-----------|--|
| 1    | 50654351  | 1/26/25                  | Declined Offer | Y         | Montecito, Carp, SB, Goleta                          |
| 1    | 27670047  | 5/11/25                  | Eligible       | N         | Montecito, Carp, SB, Goleta                          |
| 2    | 8518672   | 12/13/24                 | Eligible       | N         | Montecito, Carp, SB, Goleta                          |
| 2    | 59320864  | 3/26/25                  | Eligible       | N         | Montecito, Carp, SB, Goleta                          |
| 3    | 56605940  | 12/13/24                 | Eligible       | N         | SB, Goleta   |
| 4    | 57825726  | 12/13/24                 | Eligible       | N         | SB, Goleta   |
| 4    | 59090138  | 4/6/25                   | Hired          | Y         | Montecito, Carp, SB, Goleta                          |
| 5    | 58970396  | 2/16/25                  | Declined Offer | N         | Lompoc, Montecito, Carp, SB, Goleta, SM, Orcutt, SYV |
| 6    | 59793557  | 5/1/25                   | Eligible       | Y         | SB, Goleta   |
| 7    | 58309708  | 4/16/25                  | Eligible       | N         | Montecito, Carp, SB, Goleta                          |
| 8    | 16386774  | 12/13/24                 | Eligible       | N         | Montecito, Carp, SB, Goleta                          |

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 13a - proposed revision, changes tracked

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, 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)

## **AGENDA ITEM 13a - proposed revision, changes saved**

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, 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  
Revised: August 26, 1982  
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  
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Pending Approval: October 23, 2014

## AGENDA ITEM 13b - proposed revision, changes tracked

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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, with in 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

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## **AGENDA ITEM 13b - proposed revision, changes saved**

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### **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  
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August 31, 1992  
November 21, 2024 (pending approval)

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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

## AGENDA ITEM 13c - proposed revision, changes tracked

### 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)

## **AGENDA ITEM 13c - proposed revision, changes saved**

### 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, 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:

Education Code Section 45272 and 45300

|           |                                      |
|-----------|--------------------------------------|
| Approved: | October 20, 1975                     |
| Revised:  | March 24, 1983                       |
|           | April 22, 1993                       |
|           | November 21, 2024 (pending approval) |

# 2023-2024 PERSONNEL COMMISSION ANNUAL REPORT

# AGENDA ITEM 14

|                                      | 2021-22 | 2022-23 | 2023-24 |  | 2021-22 | 2022-23 | 2023-24 |
|--------------------------------------|---------|---------|---------|--|---------|---------|---------|
| <b>PERSONNEL ACTIONS</b>             |         |         |         | <b>RECRUITMENT</b>   |         |         |         |
| <b>Appointments</b>                  |         |         |         | <b>Examinations</b>  |         |         |         |
| Probationary                         | 49      | 57      | 65      | Recruitments Conducted                                     | 53      | 61      | 75      |
| Management                           | 8       | 6       | 4       | Applications   | 623     | 826     | 943     |
| Reemployments                        | 3       | 1       | 0       | Written/Work Sample Examinations                           | 37      | 46      | 34      |
| Reinstatements                       | 2       | 0       | 0       | Oral Examinations  | 29      | 32      | 21      |
| <b>Changes</b>                       |         |         |         | Performance Examinations                                   | 0       | 0       | 0       |
| Transfers                            | 12      | 8       | 14      | Qualification Appraisals                                   | 4       | 3       | 0       |
| Reassignments                        | 1       | 5       | 10      | Eligibles Established                                      | 136     | 169     | 159     |
| Out-of-Class Assignments             | 2       | 2       | 0       | Eligibility Lists Established                              | 43      | 45      | 40      |
| Promotions                           | 4       | 16      | 14      | <b>Continuous Examinations **</b>                          |         |         |         |
| Reclassifications and Reallocations  | 2       | 23      | 111     | Applications   | 395     | 203     | 292     |
| Decreased Time in Lieu of Layoff     | 4       | 1       | 0       | Written Examinations                                       | 6       | 4       | 5       |
| Displacement in Lieu of Layoff       | 0       | 0       | 0       | Oral Examinations  | 8       | 2       | 2       |
| Demotion Displacement In Lieu of Lay | 0       | 0       | 0       | Qualification Appraisals*                                  | 5       | 5       | 6       |
| Increase Time (Voluntary)            | 10      | 13      | 29      | Eligibles Established                                      | 49      | 65      | 57      |
| Decreased Time (Voluntary)           | 0       | 3       | 2       | Eligibility Lists Established                              | 35      | 8       | 27      |
|                                      |         |         |         |  |         |         |         |
|                                      |         |         |         | <b>ACTIVE CLASSIFIED EMPLOYEES AS OF FISCAL YEAR END</b>   |         |         |         |
| <b>Separation</b>                    |         |         |         | CSEA Classified Employees                                  | 131     | 152     | 127     |
| Resignations                         | 29      | 40      | 43      | Non-CSEA Classified Employees                              | 110     | 130     | 135     |
| Retirements                          | 10      | 8       | 7       | Classified Managers  | 28      | 29      | 32      |
| Exhausted Leave                      | 1       | 2       | 1       |  |         |         |         |
| Layoffs                              | 0       | 4       | 3       | <b>ACTIVE CLASSIFIED SUBSTITUTES AS OF FISCAL YEAR END</b> |         |         |         |
| Terminations (probationary)          | 3       | 3       | 6       | Classified Substitutes                                     | 71      | 71      | 88      |
| Terminations (permanent)             | 0       | 0       | 0       |  |         |         |         |
| <b>OTHER ACTIONS</b>                 |         |         |         | <b>REEMPLOYMENT</b>  |         |         |         |
| New Classifications                  | 8       | 5       | 6       | Total Individuals  | 10      | 1       | 5       |
| Revised Job Descriptions             | 16      | 10      | 8       | Total Removed  | 9       | 3       | 1       |
| Salary Reviews                       | N/A     | 10      | 8       |  |         |         |         |
| Revised PC Rules                     | 1       | 5       | 12      | <b>PERSONNEL COMMISSION MEETINGS</b>                       |         |         |         |
|                                      |         |         |         | Regular  | 12      | 12      | 12      |
|                                      |         |         |         | Special  | 5       | 3       | 0       |