



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
July 27, 2023 – 12:30 p.m.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Mike Ostini called the meeting to order at 12:30 p.m.

**2. Roll Call**

Members Present

Mike Ostini, Chair

Gary Pickavet, Vice Chair

Carmen Jaramillo, Commissioner

**3. Pledge of Allegiance**

Carmen Jaramillo led the Pledge of Allegiance.

**4. Changes to the Agenda — None**

**5. Introduction of Staff and Guests**

Staff present:

Susan Salcido, County Superintendent of Schools

Mari Baptista, Associate Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Wendy Garcia, Certificated Human Resources Technician

Melissa Rodriguez, Classified Human Resources Analyst

Mary-Beth Gallas, Director, Facilities

Sheryl Pognant, Manager, Information Technology Services

**6. Public Comment**

Superintendent Salcido wished everyone a happy summer and expressed her appreciation to the HR team for the extraordinary volume of work it is handling and to the Personnel Commission for its work, support, and participation in employee events as SBCEO faces significant workforce challenges.

**7. Approval of Minutes of Regular Meeting Held June 22, 2023**

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

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

The Director, Human Resources summarized a media release about the inaugural session of the Teacher Externship Program SBCEO has launched for Career Technical Education teachers in our county that is taking place this summer.

**b. Legislative Update**

The Director, Human Resources reported on the status of AB1699, which among other provisions would require school employers to give priority to current regular non-probationary classified employees for vacant part-time and full-time positions if the employees could meet the minimum qualifications with 10 or fewer hours of training paid for by the employer. She noted that the Association of California School Administrators (ACSA) had sent a letter to the chair of the State Senate Appropriations Committee expressing opposition to the legislation and enumerating numerous concerns about its impact on school employers; many school districts and other organizations, including SBCEO, were co-signatories to the letter. The bill was heard in the Senate Labor, Public Employment, and Retirement Committee during the week of July 10. Despite opposition expressed by numerous groups in addition to ACSA, the bill passed and will next be heard in the Senate Appropriations Committee.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated August 3, 2023****c. Position Announcements**

## **11. Action Items**

### **a. Ratification of Eligibility Lists**

- i. Administrator, School Business Advisory Services (Senior Management – Santa Barbara)
- ii. Benefits and Employee Relations Analyst (Dual – Santa Barbara)
- iii. Office Assistant (Dual – Lompoc)
- iv. Program Associate (Dual – Santa Barbara)

MOVED: Gary Pickavet    SECONDED: Carmen Jaramillo    VOTE: 3-0

### **b. Classification of Positions**

- i. The Director, Human Resources recommended the establishment of the new classification of Audiovisual Services Supervisor at classified salary range 92. This recommendation had the support of the Associate Superintendent, Administrative Services.

MOVED: Carmen Jaramillo    SECONDED: Gary Pickavet    VOTE: 3-0

- ii. The Director, Human Resources recommended the establishment of the new classification of School Safety Liaison at management salary range 28. This recommendation had the support of the Associate Superintendent, Student and Community Services and County Superintendent of Schools.

MOVED: Carmen Jaramillo    SECONDED: Gary Pickavet    VOTE: 3-0

- iii. The Director, Human Resources recommended that a single position in the Children's Creative Project currently classified as Program Associate be reclassified to Administrative Assistant, with an effective date of 8/1/2023. The recommendation had the support of the Associate Superintendent, Student and Community Services.

MOVED: Gary Pickavet    SECONDED: Carmen Jaramillo    VOTE: 3-0

- iv. The Associate Superintendent, Human Resources recommended an adjustment to the salary for the classification of Director, Human Resources, from management salary range 28 to range 31, with an effective date of 8/1/2023. This recommendation had the support of the County Superintendent of Schools.

MOVED: Gary Pickavet    SECONDED: Carmen Jaramillo    VOTE: 3-0

#### **c. Job Descriptions**

- i. The Director, Human Resources recommended a revision to the job description for Teaching Assistant to reflect the requirement for some positions in the classification to participate in the DMV Government Employer Pull Notice Program and other minor updates. This revision had the support of the Associate Superintendent, Student and Community Services and CSEA.

MOVED: Carmen Jaramillo    SECONDED: Gary Pickavet    VOTE: 3-0

**UNFINISHED BUSINESS** — None

#### **NEW BUSINESS**

##### **12. Revision of Merit System Rule – Presented for First Reading**

4464.1 Vacation

In the discussion, there was a question about where the internal SBCEO vacation payout and carryover policy referenced in the revised language of the rule would be published.

##### **13. Quarterly Review of Personnel Commission Budget**

The Director, Human Resources presented a statement of expenditures through the fourth quarter of the 2022-23 fiscal year, from April 1, 2023 through June 30, 2023. This was an information item.

#### **REPORTS**

##### **14. PERSONNEL COMMISSIONER REPORTS**

Commissioner Jaramillo noted that the hotel for the March 2024 CSPCA conference is booking up quickly and recommended that all who are planning to attend book soon.

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

## **15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported the following:

- As a result of rethinking how HR conducts new hire orientation for classified employees, the Director has been developing a script for a recorded presentation that new hires could watch even before their first day of work, that would provide them with the information that will help them be successful. This would not replace the live orientation that HR conducts but it means that the live session could be more interactive, giving participants an opportunity to engage more with each other and to ask questions they may still have after watching the recorded orientation. Once the script is complete, HR will partner with Communications to produce additional visuals and do the actual recording.
- She and the Associate Superintendent have been revisiting SBCEO's performance evaluation processes – schedules, forms, procedures – to determine what changes we might make and what guidance we can provide to supervisors to ensure that employees are receiving meaningful feedback and development. Research shows that regular constructive feedback is a major factor in employee engagement and retention.
- She has also been collaborating with the Associate Superintendent on another important initiative that the Associate Superintendent is developing for presentation to Cabinet, which is a facilitated discussion for how SBCEO wants to approach employee wellness.
- She closed by giving kudos to the classified HR team:
  - Tracie Cordero for preparing and sending the annual compensation notices that go to classified staff every year (including classified managers starting last year), providing a detailed estimate of their pay and deductions/reductions for the coming year. The compensation notices have proved to be so successful that HR will be implementing them for certificated staff as well.
  - Melissa Rodriguez for her skillful facilitation of a meeting of a recruitment working group that formed as part of our HR Needs Assessment work, joining forces with Erin Kerrutt-Dent, the leader of the certificated recruitment working group.

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

No report from CSEA.

## **CLOSED SESSION**

The Commission went into closed session at 1:40 p.m. with the Associate Superintendent, Human Resources to conduct the annual performance evaluation for the Director, Human Resources. No action was taken. Closed session ended at 2:28 p.m.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:28 p.m. The next regular meeting will be held on Thursday, August 24, 2023, 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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Mike Ostini  
Chair, Personnel Commission



## Santa Barbara County Education Office

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

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

Susan C. Salcido, Superintendent of Schools

**July 22, 2023 through Aug 18, 2023**

<b>Position #</b>	<b>Position Information</b>
2598	Clerical Assistant • Health Linkages - South County • South County 40.00 hours per week • 12.00 months Bilingual required
2599	Audiovisual Services Supervisor • Information Technology Services • South County 40.00 hours per week • 12.00 months
2600	School Safety Liaison • Student and Community Services • South County 40.00 hours per week • 12.00 months Classified Management
2604	Paraeducator • Meridian Head Start • North 17.50 hours per week • 10.00 months
2605	Paraeducator • Meridian Head Start • North 17.50 hours per week • 10.00 months Bilingual required
2607	School Occupational Therapist • School Occupational Therapy Valley • Valley 16.00 hours per week • 10.00 months
2609	Health Advocate • Health Linkages - South County • South County 40.00 hours per week • 12.00 months
2610	Clerical Assistant • Health Linkages - North County • North 40.00 hours per week • 12.00 months Bilingual required
2612	Manager, Health Linkages Program • Health Linkages Administration • South, Lompoc, North counties 20.00 hours per week • 12.00 months
2613	Administrative Assistant • Curriculum and Instruction • South 40.00 hours per week • 12.00 months
2614	Paraeducator • Casmalia Preschool 3 • North 35.00 hours per week • 10.00 months
2615	Paraeducator • Casmalia Preschool 3 • North 35.00 hours per week • 10.00 months

## Santa Barbara County Board of Education

## Classified Personnel Report

September 7, 2023

**Appointments*****Limited Term/Substitute***

Cheong, Cheonghwa July 31, 2023  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Cora, Denice August 4, 2023  
Administrator • School Business Advisory Services • Cathedral Oaks  
• Hourly as needed

Gonzalez, Adelina August 9, 2023  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Sarabia, Roxanna August 21, 2023  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Workman, Garrett July 25, 2023  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

***Probationary***

Cheong, Cheonghwa August 15, 2023  
Paraeducator • Special Education • Cold Spring School  
81.25% • 10 months

Edwards, Ajani August 10, 2023  
Educational Interpreter, American Sign Language, Waiver • Special Education • Ralph Dunlap School DHOH  
75% • 10 months

Mireles, Jarery August 8, 2023  
Paraeducator • Special Education • New Horizons Preschool A  
87.5% • 10 months



Ramirez, Alejandrina  
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months  
August 7, 2023

Sandoval, Arlyn  
Office Assistant • Special Education • Special Education Support Staff, Lompoc  
100% • 12 months  
August 14, 2023

Torres, Brianda  
Paraeducator • Special Education • Central Avenue Preschool  
87.5% • 10 months  
August 15, 2023

Warson, Johnathan  
Accounting Assistant • Internal Services • Fiscal Services - Budgeting  
100% • 12 months  
August 1, 2023

## Changes

### *Anniversary Increase*

Aceves Garcia, Alejandra  
Paraeducator • Special Education • Clarence Ruth Preschool  
75% • 10 months  
August 1, 2023

Adam, Allison  
Communications Specialist • Communications • Communications  
100% • 12 months  
August 1, 2023

Aguilar, Xochitl  
Child Care Assistant • Early Care and Education • Early Steps to Learning  
75% • 12 months  
August 1, 2023

Lauridsen, Taylor  
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months  
August 1, 2023

Lazaer, Daisy  
Financial Analyst • School Business Advisory Services • School Business Advisory Services  
100% • 12 months  
August 1, 2023

Montero, Lupe August 1, 2023  
Clerical Assistant • Early Care and Education • Early Care and Education - Lompoc  
100% • 12 months

Noronha, Patricia August 1, 2023  
Administrative Support Supervisor • Curriculum and Instruction • Curriculum and Instruction  
100% • 12 months

Santos, Jessica August 1, 2023  
Nutrition Program Specialist - Bilingual • Early Care and Education • Early Care and Education - Santa Maria 3  
100% • 12 months

***Differential - Add***

Burquez, Patricia August 16, 2023  
Paraeducator • Special Education • Cabrillo High School  
81.25% • 10 months  
Specialized Health Care

***Differential - Remove***

Almodovar, Nelson August 18, 2023  
Paraeducator • Special Education • Manzanita Charter School  
81.25% • 10 months  
Specialized Health Care x1

Esparza, Carrie August 16, 2023  
Paraeducator • Special Education • Manzanita Charter School  
81.25% • 10 months  
Specialized Health Care x 1

***Increased Time (Voluntary)***

Bravo, Christina August 8, 2023  
Paraeducator • Special Education • Chapel Head Start  
43.75% • 10 months  
From .325

Carbajal-Esparza, Olivia August 14, 2023  
Paraeducator • Special Education • Speech/Language Services, Miller  
87.5% • 10 months  
From .75

Carpio, Andrew	August 8, 2023
Paraeducator • Special Education • Lenora Fillmore Preschool	
87.5% • 10 months	
From .675	
Carroll, Jaime	August 8, 2023
Paraeducator • Special Education • Allan Hancock Preschool	
87.5% • 10 months	
From .675	
Hernandez, Rocio	August 8, 2023
Paraeducator • Special Education • Lenora Fillmore Preschool	
87.5% • 10 months	
From .70	
Hidalgo, Monique	August 8, 2023
Paraeducator • Special Education • Los Padres Head Start	
43.75% • 10 months	
From .325	
Hoyos, Silkia	August 8, 2023
Paraeducator • Special Education • Taylor Preschool	
87.5% • 10 months	
From .70	
Luevanos, Nataly	August 8, 2023
Paraeducator • Special Education • New Horizons Preschool A	
87.5% • 10 months	
From .70	
Meers, Julie	July 10, 2023
School Occupational Therapist • Special Education • Infant Services, Santa Maria	
40% • 10 months	
Monette, Kayna	August 8, 2023
Paraeducator • Special Education • Taylor Preschool	
87.5% • 10 months	
From .675	

Nash, Shalane	August 8, 2023
Paraeducator • Special Education • Regency Preschool	
87.5% • 10 months	
From .675	
Perez, Alexis	August 8, 2023
Paraeducator • Special Education • Young Learners State Preschool, SPED	
97.5% • 10 months	
From .84375	
Ramirez, Raquel	August 8, 2023
Paraeducator • Special Education • Oakley Preschool	
87.5% • 10 months	
From .675	
Rubio, Paloma	August 8, 2023
Paraeducator • Special Education • Oakley Preschool	
87.5% • 10 months	
From .70	
Sanchez, Eva	August 14, 2023
Clerical Assistant • Special Education • Speech/Language Services, McClelland	
100% • 10 months	
From .25	
Sherlock, Jennifer	August 8, 2023
Paraeducator • Special Education • Robert Bruce Preschool	
87.5% • 10 months	
From .675	
Valdovinos, Jennifer	August 1, 2023
Office Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School	
100% • 12 months	
From .50	
Zarate Uribe, Odaliss	August 8, 2023
Paraeducator • Special Education • Allan Hancock Preschool	
87.5% • 10 months	
From .70	

### ***Longevity Increment***

Pacheco, Maria  
August 1, 2023  
Administrative Assistant • Juvenile Court and Community Schools • Los Robles High School  
100% • 12 months  
30 years

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

Sawyer, Erin Lane  
August 1, 2023  
Program Associate • Children's Creative Project • Children's Creative Project  
100% • 12 months

### ***Promotion***

Becerra, Joshua  
August 21, 2023  
Administrator, School Business Advisory Services • School Business Advisory Services • Cathedral Oaks  
100% • 12 months

Davis, Eli  
August 21, 2023  
Payroll Technician • Internal Services • Payroll  
100% • 12 months

Locke, Wilson  
August 1, 2023  
Benefits and Employee Relations Analyst • Human Resources • Benefits  
100% • 12 months

### ***Reallocation***

Ramos, Amy  
August 1, 2023  
Director, Human Resources • Human Resources • Classified Human Resources Administration  
100% • 12 months  
From range 28 to 31

### ***Reassignment***

Braz Gonzalez, Lupita  
August 8, 2023  
Paraeducator • Special Education • Alice Shaw Preschool  
87.5% • 10 months  
From Orcutt Academy HS Preschool

Clapp, Charles  
August 21, 2023  
Paraeducator • Special Education • Montecito Union School  
81.25% • 10 months  
From Hollister School

Clark, Dionysius August 8, 2023  
Paraeducator • Special Education • New Horizons Preschool B  
87.5% • 10 months  
From Arthur Hapgood Preschool

Filomia, Andres August 21, 2023  
Paraeducator • Special Education • Montecito Union School  
81.25% • 10 months  
From Hollister School

Hernandez, Ana August 8, 2023  
Paraeducator • Special Education • New Horizons Preschool B  
87.5% • Hourly as needed  
From Arthur Hapgood Preschool

Munar, Desiree August 8, 2023  
Paraeducator • Special Education • Alice Shaw Preschool  
87.5% • 10 months  
From Orcutt Academy HS Preschool

Perez, Jasmin August 9, 2023  
Child Care Assistant • Early Care and Education • Early Care and Education - Lompoc  
75% • 10 months  
From Lompoc - Floater

Trigueros, Crystal August 8, 2023  
Paraeducator • Special Education • Regency Preschool  
87.5% • 10 months  
From Battles State Preschool

***Reclassification***

Yamasaki, Katherine August 1, 2023  
Administrative Assistant • Children's Creative Project • Children's Creative Project  
100% • 12 months  
From Program Associate

***Transfer***

Acheoual, Nancy August 8, 2023  
Paraeducator • Special Education • Manzanita Charter School  
81.25% • 10 months  
From Robert Bruce Preschool

<p>Alvarado-Luna, Gabriela</p> <p>Paraeducator • Special Education • Ernest Righetti High School DHOH</p> <p>81.25% • 10 months</p> <p>From Tommie Kunst Jr HS</p>	<p>August 8, 2023</p>
<p>de los Cobos, Erin</p> <p>Paraeducator • Special Education • Oak Valley Preschool</p> <p>87.5% • 10 months</p> <p>From Zaca Preschool &amp; Santa Ynez Valley State Preschool</p>	<p>August 8, 2023</p>
<p>Deines, Jenia</p> <p>Paraeducator • Special Education • Crestview Preschool</p> <p>87.5% • 10 months</p> <p>From Olga Reed Elementary</p>	<p>August 8, 2023</p>
<p>Ramirez, Norma</p> <p>Paraeducator • Special Education • De Colores Preschool</p> <p>87.5% • 10 months</p> <p>From Montecito Union School</p>	<p>August 8, 2023</p>
<p>Robertson, Shawna</p> <p>Paraeducator • Special Education • Casmalia Preschool 1</p> <p>87.5% • 10 months</p> <p>From Infant Services, Lompoc</p>	<p>August 8, 2023</p>

**Separation**

***Resignation***

<p>Gonzalez, Adelina</p> <p>Paraeducator • Special Education • Zaca Preschool</p> <p>43.75% • 10 months</p>	<p>July 4, 2023</p>
<p>Lopez, Annaliza</p> <p>Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center 4</p> <p>100% • 12 months</p>	<p>August 11, 2023</p>
<p>Maquinalez, Jodi</p> <p>Paraeducator • Special Education • Orientation and Mobility Specialist</p> <p>75% • 10 months</p>	<p>June 7, 2023</p>

Rangel, Denae

August 25, 2023

Paraeducator • Special Education • Alice Shaw Elementary  
77.5% • 10 months

Santos, Martha

June 9, 2023

Paraeducator • Special Education • Central Avenue Preschool  
70% • 10 months  
Accepted a certificated position





## Santa Barbara County Education Office

### Accounting Technician

<b>SALARY</b>	\$25.95 - \$32.93 Hourly \$4,515.00 - \$5,730.00 Monthly \$54,180.00 - \$68,760.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00044
<b>DIVISION</b>	Special Education	<b>OPENING DATE</b>	08/11/2023
<b>CLOSING DATE</b>	8/18/2023 11:59 PM Pacific	<b>SPECIFIC LOCATION</b>	Santa Barbara

### General Description

#### Our ideal candidate

You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a “can-do” attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

#### General description

Under general supervision, perform a variety of complex and technical budget and accounting duties in support of an assigned program or centralized function; maintain, review, audit, and adjust assigned accounts; process, record, and audit various transactions; prepare, reconcile, and maintain a variety of financial records, reports, and statements.

### Specific Duties and Responsibilities

- Perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function; provide technical accounting support for various programs, accounts, funds, grants, or functions.
- Maintain, verify, and audit assigned accounts, and make appropriate adjustments; match, sort, check, code, and post a variety of financial data such as income, expenditures, and transfers; review, adjust, and assure accuracy of ledgers and journal entries; balance, adjust, and reconcile accounts.
- Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents such as purchase orders, reimbursements, deposits, claims, requisitions, credit memos, warrants, and invoices; calculate, prepare, and assure accuracy of incoming and outgoing payments; assist in assuring transactions comply with established standards and requirements.
- Provide accounting support to assigned program by responding to inquiries and providing technical information related to accounts, budgets, transactions, records, laws, regulations, policies, and procedures; communicate with staff of SBCEO and outside agencies to exchange needed information and resolve issues or concerns.

- Research, compile, prepare, verify and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, statements and files related to accounts, income, expenditures, funds, budgets and assigned activities.
- Distribute, receive, process, audit, and evaluate a variety of forms, such as time sheets, invoices, and reimbursement claims; compare and reconcile forms, statements, records, reports and other financial documents; identify errors, make corrections, and resolve discrepancies.
- Process accounts payable as assigned; prepare, audit, and code invoices for payments; assure accuracy and completeness of invoices; verify invoices and match with purchase orders and other documents; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
- Perform a variety of duties related to purchasing materials, equipment, and supplies for an assigned program as required, including researching cost and availability of items; ordering, receiving, storing, and distributing supplies and equipment; coordinating with vendors on item specifications, delivery issues, price, and returns; and monitoring and maintaining adequate inventory levels of supplies and equipment.
- Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Calculate, prepare, and revise budgetary data as directed; monitor funds for income and expenditures; assist in assuring expenditures comply with established requirements; provide recommendations concerning budget preparation, development, revisions, and amendments; prepare and review budget actions; assure availability of funds.
- Maintain fiscal calendars and timelines as required; assist in assuring mandated reports, records and data are completed and submitted to appropriate agency or staff according to established timelines; provide technical support with year-end closing, new fiscal year and related financial functions.
- May serve as leadworker over Accounting Assistants.
- Perform related duties as assigned.

## Requirements

**Education:** Possession of an associate's degree in accounting, business, or related field preferred.

**Experience:** Three years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is preferred.

### Knowledge of:

- Methods, procedures and terminology used in technical accounting
- Financial record-keeping practices
- General accounting and business functions of an educational organization
- Policies and objectives of assigned programs and activities
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Databases and enterprise financial systems
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette

### Ability to:

- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
- Learn methods, procedures, and terminology used in grant accounting
- Work with speed and accuracy
- Make accurate arithmetical computations
- Use and achieve proficiency with a variety of computerized accounting, enterprise, and other software programs

- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive materials

### **Licenses and certificates**

Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.

### **Working conditions**

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

### **Supplemental Information**

*Classified salary ranges have 25 steps (A-Y). 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**

8059644711x5225

**Website**

<http://www.sbceo.org>



## Santa Barbara County Education Office

### Audiovisual Services Supervisor

<b>SALARY</b>	\$40.71 - \$51.72 Hourly \$7,083.00 - \$9,000.00 Monthly \$84,996.00 - \$108,000.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00040
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Information Technology Services
<b>OPENING DATE</b>	08/08/2023	<b>CLOSING DATE</b>	8/29/2023 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

### General Description

#### Our ideal candidate

You are an innovative and collaborative professional who strives to deliver new and creative technological solutions to meet organizational needs. You use knowledge of audiovisual (AV) and communication technologies to provide timely and reliable support to users and efficiently solve problems and build systems. You perform well under pressure, are committed to providing exceptional customer service, and are able to communicate effectively with personnel both verbally and in writing. You demonstrate the ability to make decisions and use judgment that support and promote the values and goals of SBCEO.

#### General description

Directly or through contracted vendors, design, install, maintain, and upgrade AV and communication technology infrastructure and related systems for the organization. Update systems regularly to meet current industry standards. Provide onsite technical support and operation of AV and communication technologies for meetings, events, in conference rooms, meeting spaces, and facilities throughout SBCEO. Create resources and train staff for the purpose of capacity-building, team cross-training, and streamlining troubleshooting.

### Specific Duties and Responsibilities

- Develop, implement, and maintain the AV service offering to users of SBCEO facilities; develop strategic plans to facilitate and coordinate the delivery of AV and related technical services; design and install AV and communication systems that incorporate current technologies and are designed to meet the needs of the staff and the organization; coordinate with other Information Technology Services staff to plan network and infrastructure upgrades to support AV and communication technologies.
- Plan, schedule, and coordinate day-to-day AV support activities for the organization; provide support to staff and other users of SBCEO facilities in their use of AV equipment, conference and meeting room technologies, and room control systems; troubleshoot and resolve complex problems; manage daily work schedule according to planned events, current requests, and project progress.

- Determine AV resource requirements (including equipment, infrastructure, and staff) for specific events and for ongoing support of organizational needs; communicate with internal and external parties to plan support of meetings and events.
- Provide training, guidance, and resources to staff and other SBCEO facility users to support their use and understanding of AV and communication technologies.
- Directly or through contracted vendors, maintain all AV systems and equipment including, but not limited to, projectors, digital displays, audio systems, and other general equipment for the purpose of facilitating technology and communication; inventory AV equipment, conduct routine maintenance, and order parts and supplies to ensure proper functioning and accessibility for staff; monitor AV equipment performance, usage and replacement schedules, and maintenance agreements.
- Develop, manage, and monitor the budget for overall AV service and for individual AV-related projects.
- Oversee the work of contractors engaged to perform AV-related repairs, maintenance, support, and installations; ensure that contract requirements are met.
- Utilize appropriate project management tools, processes, and procedures to support the use of AV and communication technologies.
- Collaborate with other departments and users to ensure successful execution of projects requiring AV support.
- May serve as a project manager for implementations related to AV systems, communications, and collaboration tools.
- May supervise staff; provide functional or project-based supervision to staff assigned AV support duties.
- Keep current on new AV products, trends, upgrades, and software programs.
- Contribute to the development and installation of automated systems used throughout the organization.
- Perform other related duties as assigned.

## Requirements

A typical way to qualify for this position would be:

**Education:** Possession of a high school diploma, supplemented by college or vocational coursework in electronics, computer technology, or related fields. Additional relevant work experience may be substituted for post-secondary education.

**Experience:** Three years of experience installing and operating AV and communications equipment in meeting venues. Increasingly responsible experience planning, scheduling, and coordinating complex technological, AV, and digital communication projects is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

### Knowledge of:

- Technical components and operation of AV equipment and systems.
- Methods and practices of AV equipment and systems installation and maintenance.
- Diagnostic troubleshooting practices for AV systems, software, and equipment.
- In-person conference room meeting hardware and software.
- Industry-standard video conferencing software functionality and configuration.
- Digital video concepts.
- Industry trends and emerging technologies in AV and communications.
- Networks for the purpose of installation and maintenance of advanced AV control systems
- Computers, peripherals, security devices, and related applications used in business settings
- Troubleshooting strategies and resources
- Data communication security and network access protocols
- Methods and procedures of operating personal computers and peripheral equipment
- General concepts of microcomputer technology, operating systems, and related software
- Principles and practices of network and data security
- Principles of office automation systems

- Principles and practices of customer service
- Principles and practices of project management
- Principles and practices of budget management
- Industry-standard word processing, spreadsheet and database programs

#### **Ability to:**

- Multi-task and adapt to changes quickly
- Work in a fast-paced environment
- Plan, organize and prioritize work of self and others
- Coordinate work of staff or SBCEO partners over whom one has no supervisory authority
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain effective working relationships with individuals at all levels of the organization and external partners
- Communicate effectively both orally and in writing
- Prepare understandable documentation of AV systems and devices for non-expert users
- Meet schedules and timelines
- Maintain accurate records, prepare reports, and make presentations
- Develop an understanding of products
- Consult with users to determine service and equipment needs
- Train and instruct others in AV equipment and computer services
- Work in a calm, tactful, friendly and diplomatic manner
- Collaborate with others to solve problems
- Work well under pressure and respond appropriately to crisis or emergency situations
- Properly diagnose and resolve malfunctions in high-profile or pressure situations
- Research, study, and learn more about technology in order to provide excellent service
- Work independently and as part of a team
- Use a computer, other standard office equipment, and a variety of enterprise and software applications
- Represent SBCEO and assigned program effectively

#### **Licenses and certificates**

Valid California Class C Driver's License and insurance coverage as required by law, and the use of a dependable vehicle.

#### **Working conditions**

Work is performed in a variety of locations, including a typical modern office environment and events of varying size held at SBCEO and other facilities. Work is usually performed indoors. Some duties of this position are sedentary, performed while sitting at a desk and involving extensive use of computers and other office equipment. Supporting events may require periods of prolonged standing, as well as occasional kneeling, crouching, or working above floor level.

Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events may be required.

#### **Physical abilities**

Requires the ability to climb, crawl, stoop, kneel, crouch, and occasionally lift objects weighing up to 50 pounds. Requires manual dexterity, near visual acuity, speech intelligibility and flexibility. Requires ordinary ambulatory skills to travel to outside offices and locations.

#### **Supplemental Information**

*Classified salary ranges have 25 steps (A-Y). 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

8059644711x5225

### Website

<http://www.sbceo.org>





## Santa Barbara County Education Office Child Care Services Technician

<b>SALARY</b>	\$20.32 - \$25.81 Hourly \$3,535.00 - \$4,491.00 Monthly \$42,420.00 - \$53,892.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00045
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Early Care and Education
<b>OPENING DATE</b>	08/11/2023	<b>CLOSING DATE</b>	8/18/2023 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

### General Description

#### Summary

Performs enrolling and registering of children and families into the subsidized childcare programs offered through the Santa Barbara County Education Office. Determines family program eligibility and need.

#### Distinguishing Career Features

The Child Care Services Technician provides customer service to the Child Development Programs that requires demonstrated knowledge of the programs as well as enrollment and eligibility determination.

### Specific Duties and Responsibilities

- Enrolls children and families into the program.
- Determines level of need, family income, and eligibility for subsidies.
- Assists families with enrollment applications.
- Applies family fees according to income level, family size and other needs; all according to fee schedules established by the Department of Education.
- May assist families by making referrals to other subsidies and support.
- Serves as a family advocate.
- Advises families on program requirements, procedures and obligations for subsidized childcare on a sustained basis.
- Works with other agencies to maintain up-to-date client file data such as employment, medical and other information.
- Reviews documentation for accuracy and contacts families to correct discrepancies.
- Serves as point-of-contact for parents to arrange and track their participation in childcare activities and verify participation that complies with program obligations.
- Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance.
- Prepares communications with families including those for terminating services.
- Performs other duties as assigned that support the overall objective of the position.

### Requirements

## **Education and Experience**

Requires a high school diploma or equivalent plus two years of experience in social service and/or community work. College units in early childhood education or child development are preferred.

## **Knowledge and Skills:**

- Requires a basic knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping.
- Requires working knowledge of special subsidy programs.
- Requires knowledge of and skill at using personal computers to access and use common desktop productivity software and perform data entry on to student information databases.
- Requires knowledge of and skills in office methods and procedures, proper English language usage, grammar, syntax, composition, vocabulary, spelling and punctuation.
- Requires sufficient math skill to perform business math computations.
- Requires sufficient human relation skills to use proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office.

## **Abilities:**

- Requires the ability to learn and apply regulations, policies, guidelines and procedures relating to childcare, enrollment, eligibility, and compliance.
- Requires the ability to multi-task and remain calm in possible stressful and/or urgent situations.
- Requires the ability to work independently and collaboratively, prioritize workload, analyze problems and determine solutions.
- Requires the ability to compile student and family-related data.
- Requires the ability to maintain productive work relationships with staff, parents and external agencies.
- Requires the ability to compose general office correspondence, analyze income and other financial documentation.
- Requires the ability to maintain accurate records, file and maintain filing systems, maintain confidentiality of private and/or sensitive information.
- May require the ability to work varying shifts.

## **Physical Abilities:**

- Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time.
- Requires the ability to interact with parents.
- Requires near visual acuity to write and read written materials and computer screens.
- Requires sufficient hearing and speech ability for ordinary and telephone conversations.
- Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

## **Licenses and Certificates**

May require a valid California driver's license and insurance coverage as required by law.

## **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

## **Supplemental Information**

*Classified salary ranges have 25 steps (A-Y). 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.*

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#### Agency

Santa Barbara County Education Office

#### Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

#### Phone

8059644711x5225

#### Website

<http://www.sbceo.org>



## Santa Barbara County Education Office

### Clerical Assistant (Bilingual Preferred)

<b>SALARY</b>	\$20.32 - \$25.81 Hourly \$3,535.00 - \$4,491.00 Monthly \$42,420.00 - \$53,892.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00038
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Children and Family Resource Services
<b>OPENING DATE</b>	08/04/2023	<b>CLOSING DATE</b>	8/24/2023 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 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 25 steps (A-Y). Initial salary placement for new hires is between steps A and J, based on qualifications.*

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

## **RECRUITMENT INFORMATION:**

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

## **Non-Discrimination Policy Statement**

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### **Agency**

Santa Barbara County Education Office

### **Address**

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

### **Phone**

8059644711x5225

### **Website**

<http://www.sbceo.org>



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

<b>SALARY</b>	\$20.32 - \$25.81 Hourly \$3,535.00 - \$4,491.00 Monthly \$42,420.00 - \$53,892.00 Annually	<b>LOCATION</b>	Santa Maria - Orcutt
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00043
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Children and Family Resource Services
<b>OPENING DATE</b>	08/11/2023	<b>CLOSING DATE</b>	8/18/2023 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 25 steps (A-Y). Initial salary placement for new hires is between steps A and J, based on qualifications.*

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## **RECRUITMENT INFORMATION:**

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- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

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### **Agency**

Santa Barbara County Education Office

### **Address**

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

### **Phone**

8059644711x5225

### **Website**

<http://www.sbceo.org>

## **Clerical Assistant (Bilingual Required) Supplemental Questionnaire**

### **\*QUESTION 1**

**This is a bilingual required position. Can you read, write and speak Spanish and English fluently?**

☐ I understand, I can read, write and speak Spanish and English fluently.

\* Required Question



## Santa Barbara County Education Office

### Health Advocate - Bilingual

<b>SALARY</b>	\$21.72 - \$27.61 Hourly	<b>LOCATION</b>	Lompoc
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00046
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Children and Family Resource Services
<b>OPENING DATE</b>	08/11/2023	<b>CLOSING DATE</b>	8/25/2023 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Lompoc		

## General Description

### Our ideal candidate

You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player and someone who can communicate effectively with others including staff, partners, and Spanish-speaking families. You feel comfortable working in a fast-paced environment, are able to multi-task, and demonstrate flexibility. You are highly organized in record-keeping and data tracking.

### General description

Under general supervision, participate in the coordination and implementation of health promotion, identification, and access-to-care programs; may be assigned to support children and families in one or more areas of health, such as behavioral wellness or oral health. Help prevent health and wellness issues from escalating to a severe level by performing health and wellness screenings; providing direct services such as fluoride varnish; providing children and their families with referrals to program and community resources and services; and supporting children and their families in overcoming obstacles to accessing care. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

## Specific Duties and Responsibilities

### Specific duties and responsibilities

- Assist in coordinating and implementing culturally and linguistically appropriate health education programs for children and families.
- Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs.
- Promote program services in the school community by attending school events, activities, and meetings (in person or virtually); educate students and families about resources available to help them overcome health and wellness challenges; advocate for students who are seeking or utilizing support services; respond to questions from parents, teachers, and community members relating to health issues, providing linguistically and culturally appropriate relevant information and/or making appropriate referrals.
- Prepare and distribute written information in Spanish and English to parents and students on health and safety topics.
- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.

- With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services.
- Arrange health screenings and education for program participants with dental and medical practitioners.
- Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are linguistically, age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information; distributing information; and initiating contact for follow-up.
- Support health case management for children and families with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs and other services and resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations in Spanish and English
- May serve as a lead *promotora*, or community health worker, by recruiting, training, supporting, and delegating assignments to community health workers (*promotoras*) who assist with health promotion activities in a culturally and linguistically appropriate manner.
- Document work activity information on computerized database and activity tracking forms.
- Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs), Coalition in Support of Promotoras de Salud of Santa Barbara County, and other groups.
- Perform other related duties as assigned.

## Requirements

**Education:** High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Possession of an associate's degree in a health-related field is desirable.

**Experience:** One year of experience performing community health or related activities, such as health promotion or outreach, community resource and referral, or related field. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

### Knowledge of:

- Principles and practices of health education for children, youth, and families.
- *Promotores* movement and model of community work.
- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.

### Skill in

- Presenting information in group settings in a culturally and linguistically appropriate manner.
- Cultural competency with populations served.

### Ability to

- Learn, understand, and apply policies, procedures, and rules governing health and safety in assigned programs.
- Recognize signs and symptoms of common communicable diseases.
- Learn and understand basic medical terminology related to physical and behavioral health.
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.

### **Licenses and Certificates**

- Possession of a valid California Class C driver's license and the use of a dependable automobile are required.
- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

### **Working conditions**

Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

### **Supplemental Information**

*Classified salary ranges have 25 steps (A-Y). 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**

8059644711x5225

**Website**

<http://www.sbceo.org>

## Health Advocate - Bilingual Supplemental Questionnaire

**\*QUESTION 1**

**This is a bilingual required position. Can you read, write and speak Spanish and English fluently?**

☐ I understand. I can read, write and speak Spanish and English fluently?

**\*QUESTION 2**

**Our Health Advocates have a 243 work day calendar with 17 non working days. Under these conditions, are you still interested in the position?**

☐ Yes, I am still interested.

\* Required Question



## Santa Barbara County Education Office Paraeducator (Braille)

<b>SALARY</b>	\$19.89 - \$25.29 Hourly	<b>LOCATION</b>	Santa Maria - Orcutt
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	2023-00039
<b>DIVISION</b>	Special Education	<b>OPENING DATE</b>	08/04/2023
<b>CLOSING DATE</b>	Continuous	<b>SPECIFIC LOCATION</b>	Santa Maria

### 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 specialized assistance. You are 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

Assists teachers and staff in providing cognitive, instructional, therapeutic, and/or medical support 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.

### Specific Duties and Responsibilities

#### Specific duties and responsibilities

- Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with disabilities.
- Works directly with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences.
- Interprets individualized education plans and teacher instructions.
- Assists students during classroom activities, lunch, physical education, while being transported to and from school activities, and all other school activities.
- Feeds students, dispenses medicines, and assists with personal hygiene.
- May perform suctioning, oral stimulation, and replenishment of catheterized devices.
- Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services.
- Assists teachers by setting up work areas, and preparing motivational, decorative, and instructional materials.
- Prepares and may develop age-, grade-, and developmentally-appropriate instructional aids and activities to support the curriculum being taught.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives.
- Assists with implementation of special programs.

- Administers assessment instruments, scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Monitors classroom activities when a teacher is absent from the classroom.
- Accompanies students going from one location to another.
- Observes, monitors, and controls behavior of students within approved procedures.
- Develops and uses incentives as positive reinforcement.
- Maintains constant supervision of children.
- Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand and learn from discipline.
- Reports student academic, life skill, and behavior progress and performance to teachers.
- Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements.
- Confers as needed with teachers, resource staff, and other school staff concerning programs and materials to meet student needs.
- Alerts teacher to any special problems or information concerning students in assigned program.
- Assists program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing and participates in meetings to share information about programs available to students.
- Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment.
- May coordinate services with job coaching or vocational advisors.
- Assures student safety.
- Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility.
- Helps or places students onto buses, therapeutic tables, and toilets.
- Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Performs 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:** Six months of work, volunteer, or personal experience providing care or instruction to infants or children, or to children or adults with disabilities, is preferred.

## Knowledge, Skills and Abilities

### Knowledge of:

- the principles and practices of age-appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges.
- the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- teaching and instruction methods.
- basic clerical and record-keeping processes.
- Special programs available to students.

### 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 instructional goals and activities, and special needs of students with severe handicaps.
- assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- interact with teachers, parents, and specialists in order to carry out assigned duties.
- oversee students, administer assignments and tests, and perform general clerical tasks.
- assist students with developing independence and self-help skills.
- make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups.
- relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to the special needs of students.

Some positions in this classification may require proficiency in a language other than English or basic competency in 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 exposure to health and safety considerations from physical labor and exposure to body fluids.

### **Physical abilities**

Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of 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 speak to groups, and to hear sound prompts from equipment.

Requires ambulatory ability to move about office, classroom/laboratory, 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.

### **Supplemental Information**

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

### **RECRUITMENT INFORMATION:**

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

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

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#### **Agency**

Santa Barbara County Education Office

#### **Address**

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Santa Barbara, California, 93110

#### **Phone**

8059644711x5225

#### **Website**

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### **Paraeducator (Braille) Supplemental Questionnaire**

#### **\*QUESTION 1**

**1. This assignment requires Braille skills and is a 10-month per year assignment with a schedule of 30 hours a week, Monday-Friday, 9:00am - 3:30pm with a 30-minute lunch.**

☐ I acknowledge that I have read this information and under these terms, I am interested in this assignment.

\* Required Question



## Santa Barbara County Education Office School Occupational Therapist

<b>SALARY</b>	\$48.48 - \$61.58 Hourly	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	2023-00041
<b>DIVISION</b>	Special Education	<b>OPENING DATE</b>	08/08/2023
<b>CLOSING DATE</b>	Continuous	<b>SPECIFIC LOCATION</b>	Montecito

### General Description

#### Our ideal candidate

You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and you strive to do a good job at all times.

#### General description

Provides occupational therapy and services for special education students, ages birth to 22 years, that includes assessment, development of Individualized Education Program (IEP) goals and plans, therapy, and direct intervention strategies and activities to assist students in acquiring functional and independent life skills within their occupational performance in the educational setting. Works with special education teams and provides consultation and training to school personnel and families.

### Specific Duties and Responsibilities

- Provides occupational therapy services to students by conducting assessments in context to their occupational performance within the educational setting using an ecological model to determine their strengths and level of need in areas that may include physical, cognitive, psychosocial and sensory components
- Participates in pre-referral screenings, provides support and recommendations as part of the general education process, and facilitates transition planning
- Participates in intervention planning and implementation of IEP and Individualized Family Service Plan (IFSP) services
- Develops well defined educationally relevant goals and objectives that are part of the student's individual educational program
- Evaluates student progress on individual IEP and IFSP goals and revises goals as needed
- Prepares occupational therapy assessments and progress and makes recommendations
- As a part of the IFSP or IEP team the OT collaborates with professional staff to determine an individualized education plan for students eligible for special education services
- Instructs and collaborates with multidisciplinary teams in occupational therapy treatment approach, and instructional support on understanding, interpreting, and implementing intervention procedures
- Consults with parents and staff on occupational therapy interventions for students

- Provides training and continuing professional development to teachers and resource staff
- Keeps up-to-date on current clinical, theoretical and educational research in the profession and develops up-to-date best practices for therapy services
- Ensures the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies
- Modifies and may design adaptive equipment that enhances students' ability to access learning and technology
- Performs other duties as assigned that support the overall objective of the position

## Requirements

**Education:** Master's degree in occupational therapy (or bachelor's degree if received prior to 2007) from an accredited four-year college or university and proof of continuing education.

**Experience:** One year's experience in a school setting preferred.

### Knowledge and Skills:

- Specialized knowledge of the physical, sensory, intellectual, social, and emotional growth patterns of children including the developmental and educational needs of children with specific disabilities
- Current theories and best practices in the application of occupational therapy techniques, including oral motor facilitation, daily living activities, sensory impairments, perceptual motor, fine motor development, and normal and abnormal child development
- Advanced math and interpretive skill to conduct and evaluate statistics
- Sufficient human relations skills to achieve and maintain trust and cooperation with peers and students, to deliver formal discussion with classroom-sized groups, to resolve conflict, and to use advanced lines of inquiry to obtain personal information from students
- Requires professional writing skills sufficient to write reports and correspondence that may be sensitive and have legal implications

### Abilities

- Requires ambulatory ability to move to various class and meeting room settings, to stoop, bend and kneel, and to reach
- Hand-arm motion ability and coordination to assist others with physical movements
- Hand-eye-arm coordination ability to use special diagnostic devices and a personal computer keyboard to access and record information
- Visual ability to recognize words, numbers, and non-verbal actions of people
- Auditory ability to project voice and carry out conversations with individuals and small groups in person and over the phone

### Licenses and certificates

- License to practice in California
- Certification by the National Board for Certification in Occupational Therapy and registration by the American Occupational Therapy Association
- Valid California driver's license

### Working conditions

Moderately active work is performed where some safety considerations exist due to physical effort. Travel to different locations and school sites within the county is required.

## Supplemental Information

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### RECRUITMENT INFORMATION:

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- 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).
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#### Agency

Santa Barbara County Education Office

#### Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

#### Phone

8059644711x5225

#### Website

<http://www.sbceo.org>

## School Occupational Therapist Supplemental Questionnaire

## QUESTION 1

**Please indicate which assignment you are interested in.**

☐ 10 months per year; Montecito Union School; Monday, Wednesday and Friday; 24 hours per week; 8:00 a.m. - 5:00 p.m. with a 60-minute lunch

\* Required Question



## Santa Barbara County Education Office

### School Safety Liaison

<b>SALARY</b>	\$65.22 - \$79.47 Hourly \$11,348.67 - \$13,827.17 Monthly \$136,184.00 - \$165,926.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-00037
<b>DIVISION</b>	Student and Community Services	<b>OPENING DATE</b>	08/03/2023
<b>CLOSING DATE</b>	8/21/2023 11:59 PM Pacific	<b>SPECIFIC LOCATION</b>	Santa Barbara

### General Description

#### Our ideal candidate

You are an innovative professional and team player, with excellent communication skills, law enforcement experience, and a proven track record of establishing rapport and earning the trust of colleagues from different backgrounds with your professional expertise and empathy. You collaborate and interact effectively with others. You are an exceptional problem-solver, solutions-oriented, and are committed to providing the best service available to the Santa Barbara County Education Office and the schools and districts it serves.

#### General description

Under administrative direction, provide consultation, guidance, and support to Santa Barbara County local education agencies, charter schools, private schools, and early care and education centers in disaster response, crisis management, and school threat assessment. Collaborate with law enforcement, district and school leaders, behavioral health providers, and other county partners to support the development, implementation, and evaluation of comprehensive school safety plans, crisis communication, and safety training. Support the implementation of countywide school safety protocols and serve as a key member and representative of SBCEO on the Santa Barbara County Safe Schools Coalition. Act as a liaison between law enforcement, SBCEO, school districts and area schools before, during, and after incidents and events that potentially impact the safety and security of area schools.

### Specific Duties and Responsibilities

- Advise district and school staff on emerging needs and safety concerns; provide support in school threat assessment and professional expertise to promote and enhance school safety, compliance with federal and state laws and mandates related to school safety, and fulfillment of monitoring and reporting requirements regarding school safety
- Lead the development and implementation of countywide school safety and security protocols, procedures, and expectations
- Assist schools with the development and review of comprehensive school safety plans by providing templates and resources, providing support in solving problems related to site safety, coordinating law enforcement review of site safety plans, and conducting routine site visits in support of safety and security planning

- Participate in and may lead initiatives and activities that enhance student and school safety, including activities supported by the Santa Barbara County Safe Schools Coalition
- Provide expertise and support during emergencies affecting schools; respond to and serve as the liaison between first responders and district and/or school leaders during emergencies affecting schools
- Liaise with all Santa Barbara County law enforcement jurisdictions, communications staff, and school entities to bridge and foster communication, optimize communications practices, and ensure consistent messaging
- Convene school resource officer meetings to establish best practices, share information, and support problem-solving of school site safety concerns
- Collaborate with district and school leaders to develop and coordinate professional development opportunities on school safety, security, and school threat assessment; and to support policy and enforcement, and strengthen prevention, mitigation, and response capabilities
- Support district and school leaders in securing grant funding for school safety initiatives
- Develop, evaluate, and implement disaster response and crisis management activities for SBCEO, including training Cabinet members and other leaders on safety and emergency procedures and their respective roles; represent SBCEO in emergency response and coordination efforts and activities
- Perform related duties as assigned

## Requirements

### Knowledge of:

- principles and practices of community-oriented policing and crime prevention
- law enforcement emergency response procedures and protocols
- intervention strategies and services
- applicable laws, codes, regulations, policies and procedures related to school and student safety
- school safety requirements and strategies
- development of school safety plans
- emergency preparedness programs
- community resources that enhance school and community safety
- community engagement and outreach strategies and practices
- principles and practices of program administration and professional development
- grant writing practices and procedures
- data collection and management methods
- strategic planning
- group facilitation methods and practices
- standard written and spoken English
- standard office productivity software

### Ability to:

- read, interpret and apply laws, policies, procedures, codes and regulations
- serve as an informational resource to faculty, staff, and administrators
- analyze situations and quickly adopt or recommend an effective course of action
- coordinate work of colleagues and partners over whom one has no supervisory authority
- communicate effectively both orally and in writing
- prioritize, plan, and coordinate work to meet deadlines
- develop content and make effective presentations, trainings, and informational sessions
- learn the operations, policies, and objectives of the Santa Barbara County Education Office
- identify opportunities and develop partnerships with community agencies and resources
- research, write, and present reports
- write and manage grants
- make public presentations to a wide variety of stakeholders
- formulate and articulate complex ideas and concepts to a variety of audiences
- work independently
- maintain effective working relationships with law enforcement agencies, schools and school districts, other community partners, and co-workers



- lead and work effectively with groups to accomplish goals and consistently meet timelines
- use a computer and other office equipment and related software programs
- learn Santa Barbara County community agencies, local government agencies, education community, and geography

**Education:** Possession of a bachelor's degree in administration of justice, criminology, sociology, education, or related field is preferred.

**Experience:** Five years of experience as a sworn law enforcement professional, preferably in assignments that included community engagement and coalition-building, liaison among various entities, and/or support for schools

#### **Licenses and certificates**

Possession of a valid California driver's license, insurance coverage as required by law, and the use of a dependable vehicle are required.

#### **Working conditions**

This civilian position is considered generally sedentary. Most work is performed in an office or school environment and typically involves use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position will require being on-scene during emergencies affecting schools, which may expose the incumbent to safety hazards.

Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening or weekend meetings and events is also required.

### **Supplemental Information**

*Classified Management salary ranges have 9 steps (A-I). Initial salary placement for new hires may be at any step of the range, 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**

8059644711x5225

**Website**

<http://www.sbceo.org>



## Santa Barbara County Education Office

### Vocational Assistant

<b>SALARY</b>	\$19.89 - \$25.29 Hourly	<b>LOCATION</b>	North County
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	2023-00027
<b>DIVISION</b>	Special Education	<b>OPENING DATE</b>	06/21/2023
<b>CLOSING DATE</b>	Continuous	<b>SPECIFIC LOCATION</b>	Santa Maria

### General Description

#### Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with young adults in need of specialized assistance. You are 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

Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participates in staff development trainings and implement vocational programs for students. Assists with students transition from school to work by reinforcing life skills and serving as a job coach at the work site.

### Specific Duties and Responsibilities

- Transports students to job sites and assists students in learning employment skills.
- Works with students to verify skill level and appropriate job match. Provides individual assistance for students by critiquing, advising, and training at the job site. Develop necessary accommodations for job site.
- Assists students in learning pre-employment skills such as grooming, hygiene, travel skills, transaction handling skills (money and common forms), and community awareness.
- Maintains up-to-date job lists consisting of employer information and job specifications including task analysis. Maintains, updates, and distributes job related data to teachers, employers, supervisors and parents.
- Refers students to suitable employment and volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs. Assists in the development of job training-related activities.
- Enters student employment and other data onto student information systems. Assists students by processing work permits.
- Compiles data for reports on referrals, job placement transactions, retention, and success rates. Assists with local labor market surveys that identify potential employment opportunities and rates of pay.
- Advocate/represent student at the worksite as well as other community locations and ensure equity for all students. Performs other duties as assigned that support the overall objective of the position

## Requirements

### Education and Experience

**Education:** The position typically requires a high school diploma.

**Experience:** Two years of experience in an employment, training, or special education area.

### Knowledge of:

- Employment procedures including those for reaching students with special needs and assuring equal employment opportunity.
- Publicly funded job and training programs, and the rules and regulations governing student employment.
- Features of payroll and employee benefit plans and using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data to computerized student files using established data entry screens.
- Sufficient math skills to compute sums, averages, products, and quotients.
- Sufficient human relation skills to convey private information, to give instructions and conduct interviews, and to facilitate discussions.
- Language, grammar, and writing skill to prepare documentation of work activities.

### Ability to:

- Carry out all aspects of the position such as interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement.
- Achieve harmony and cooperation in communications with others
- Prepare professional correspondence for routine communications.
- Learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Maintain up-to-date files and ensure security of private information

### Licenses and certificates

- Requires a 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 is required as a condition of employment in this classification.

### Working conditions

Work is performed indoors and in employment locations where minimal safety considerations exist.

## Supplemental Information

*Classified salary ranges have 25 steps (A-Y). 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**

8059644711x5225

#### **Website**

<http://www.sbceo.org>

### **Vocational Assistant Supplemental Questionnaire**

#### **\*QUESTION 1**

**This is a 30 hours per week position with a schedule of Monday - Friday, 8:30 a.m. to 3:00 p.m. with a 30 minute lunch.**

☐ I understand and under these conditions, I am still interested in this position.

\* Required Question



Dual Certification Eligibility List  
Administrative Assistant

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	33498909	1/31/24	Eligible	Full-Time	1.00	40 hours/week
2	22339569	1/31/24	Eligible	Full-Time	1.00	40 hours/week
2	48975473	1/31/24	Eligible	Full-Time	1.00	40 hours/week
3	48465094	1/31/24	Eligible	Full-Time	1.00	40 hours/week
4	54162684	1/31/24	Eligible	Full-Time	1.00	40 hours/week
4	47297364	1/31/24	Eligible	Full-Time	1.00	40 hours/week
4	45544064	1/31/24	Eligible	Full-Time	1.00	40 hours/week
4	53547495	1/31/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 36

Number of applicants passed screening: 22

Number of performance/written exam attendees: 15

Number of oral exam attendees: 8



Dual Certification Eligibility List  
Computer/Network Technician, Information Technology Services

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	45845914	2/10/24	Eligible	Full-Time	1.00	40 hours/week
2	47267067	2/10/24	Eligible	Full-Time	1.00	40 hours/week
3	13233903	2/10/24	Eligible	Full-Time	1.00	40 hours/week
4	34808818	2/10/24	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 22

Number of applicants passed screening: 11

Number of performance/written exam attendees: N/A

Number of oral exam attendees: 6



**Open Continuous Eligibility List**  
**Educational Interpreter, American Sign Language, Waiver**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible List Expiration Date</b>	<b>Status</b>	<b>Job Type</b>
1	53938321	1/28/23	Eligible	Part-Time
1	53818518	1/28/23	Eligible	Part-Time





Open Continuous Eligibility List  
Paraeducator (North)

Rank	Person ID	Eligible List Expiration Date	Status	Job Type
1	49808536	1/25/24	Eligible	Part-Time
2	44542743	1/25/24	Eligible	Part-Time
3	53947207	1/25/24	Eligible	Part-Time



Open Continuous Eligibility List  
Paraeducator (North)

Rank	Person ID	Eligible List Expiration Date	Status	Job Type
1	16207158	2/2/24	Eligible	Part-Time
2	54582054	2/2/24	Eligible	Part-Time
3	52898548	2/2/24	Eligible	Part-Time



Open Continuous Eligibility List  
Paraeducator (South)

Rank	Person ID	Eligible List Expiration Date	Status	Job Type
1	50645783	2/2/24	Eligible	Part-Time



Open Continuous Eligibility List  
Paraeducator (South)

Rank	Person ID	Eligible List Expiration Date	Status	Job Type
1	53757827	2/11/24	Eligible	Part-Time
2	45840327	2/11/24	Eligible	Part-Time



Dual Certification Eligibility List  
Teaching Assistant

Rank	Person ID	Eligible List Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	22896746	2/10/24	Eligible	Part-Time	0.875	35 hours/week
2	54315912	2/10/24	Eligible	Part-Time	0.875	35 hours/week
3	54380568	2/10/24	Eligible	Part-Time	0.875	35 hours/week

Number of applicants: 13

Number of applicants passed screening: 8

Number of performance/written exam attendees: 6

Number of oral exam attendees: 4

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

**4464.1 Vacation**

- A. Regular classified employees, permanent and probationary, shall earn vacation as part of his/her compensation at the rate prescribed by the appointing authority. Employee's who work less than full time receive vacation on a pro-rata basis. Earned vacation shall not become a vested right until completion of the initial probationary period.
- B. Regular employees who are on leave to serve in limited-term assignments, or who serve in limited-term assignments during periods when they are not regularly assigned, shall earn vacation at the prescribed rate from such limited-term assignments. Vacation shall also be earned during any paid leave of absence.
- C. With the approval of the employer, vacation may be taken at any time during the fiscal year. If the employee is not permitted to take his/her full annual vacation, the amount not taken shall accumulate for later use. Maximum accrual shall be that amount of vacation earnable over a two-year period. Any vacation earned beyond the maximum accruable must be in writing and signed by the employee and the immediate supervisor
- D. Specially-funded programs require classified employees to take vacation each funding year when the program is closed. If employees are unable to take vacation during the funding period, they shall receive payment at the end of the funding period, if prior approval for payment is granted.
- E. Vacation schedules shall be prepared by the Administration. Effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the service and the workload of the department.
- F. An employee may be permitted to take vacation during the school year even though not earned at the time the vacation is taken, with the approval of the appropriate Assistant Superintendent. A new employee may be granted a maximum of six days, or the proportionate amount to which he/she may be entitled, during the first six months of service as a probationary employee.
- G. If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his/her services, the employee shall be entitled to lump-sum compensation for all earned and unused vacation, except that employees who have not completed the probationary period shall not be entitled to such compensation.
- H. The rate at which vacation is paid shall be the employee's current rate. An employee whose vacation is earned and begun under a given status shall suffer no loss of earned credit by reason of subsequent changes in conditions of employment during that vacation.

Reference:

Education Code Sections 45190 and 45197

Approved:	Dec. 1, 1975
Revised:	Aug. 26, 1993
	March 23, 2017
	October 26, 2017

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.1 Vacation

- A. Regular classified employees; ~~— permanent and probationary, management and non-management —~~ shall ~~earn~~ receive a vacation grant as part of ~~his/her~~their total compensation at the rate ~~or amount~~ prescribed by the appointing authority. Employee's who work less than ~~full~~full-time shall receive vacation on a pro-rata basis. ~~Earned vacation shall not become a vested right until completion of the initial probationary period.~~An employee who is on a paid leave of absence shall be eligible to receive a vacation grant. Vacation grants are made at the beginning of the fiscal year; for employees new to the classified service who start work after the beginning of the fiscal year, vacation grants are made upon hire on a pro-rata basis.
- B. Regular employees who are on leave to serve in limited-term assignments, or who serve in limited-term assignments during periods when they are not regularly assigned, shall ~~earn~~receive a vacation grant at the prescribed rate ~~from~~for such limited-term assignments. ~~Vacation shall also be earned during any paid leave of absence.~~
- ~~C. — With the approval of the employer, vacation may be taken at any time during the fiscal year. If the employee is not permitted to take his/her full annual vacation, the amount not taken shall accumulate for later use. Maximum accrual shall be that amount of vacation earnable over a two year period. Any vacation earned beyond the maximum accrual must be in writing and signed by the employee and the immediate supervisor~~
- ~~D. — Specially funded programs require classified employees to take vacation each funding year when the program is closed. If employees are unable to take vacation during the funding period, they shall receive payment at the end of the funding period, if prior approval for payment is granted.~~
- ~~E.C. — Vacation schedules shall be prepared by the Administration. With the approval of the employee's supervisor, vacation may be taken at any time during the fiscal year. Every effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the service and the workload of the department. If an employee is not permitted to take their full annual vacation, the amount not taken shall accumulate for later use.~~
- ~~F.D. — An employee serving their initial probationary period may be permitted to take vacation during the school year even though not earned at the time the vacation is taken the probationary period, with the approval of the appropriate Assistant Associate Superintendent. A new non-management classified employee in their initial probationary period may be granted permitted to take a maximum of six days, or the proportionate amount to which he/she the employee may be entitled, during the first six months 130 days of paid service as a probationary employee of the probationary period.~~
- ~~Granted vacation shall not become a vested right for a non-management classified employee until the initial probationary period has been successfully completed. Granted vacation shall not become a vested right for a classified manager until completion of the initial six months of employment.~~
- ~~In those cases when employees have a remaining vacation balance at the end of the fiscal year, vacation payout and/or carryover shall occur for eligible employees in accordance with established SBCEO policy.~~
- E. If an employee separates from SBCEO or from the classified service and has a vacation balance as of the date of their separation, vacation payout shall occur in accordance with established SBCEO policy. Employees who separate from the classified service prior to the

end of the fiscal year shall have their vacation grant for the current fiscal year recalculated. SBCEO shall deduct the dollar value of any excess vacation used from the employee's final pay as a classified employee.~~If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his/her services, the employee shall be entitled to lump sum compensation for all earned and unused vacation, except that employees who have not completed the probationary period shall not be entitled to such compensation.~~

G.F. The rate at which vacation is paid shall be the employee's current rate. An employee whose vacation is earned and begun under a given status shall suffer no loss of earned credit by reason of subsequent changes in conditions of employment during that vacation.

Reference:

Education Code Sections 45190 and 45197

Approved:	Dec. 1, 1975
Revised:	Aug. 26, 1993
	March 23, 2017
	October 26, 2017
	<u>August 24, 2023 (pending approval)</u>



PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

**4464.1 Vacation**

- A. Regular classified employees — permanent and probationary, management and non-management — shall receive a vacation grant as part of their total compensation at the rate or amount prescribed by the appointing authority. Employees who work less than full-time shall receive vacation on a pro-rata basis. An employee who is on a paid leave of absence shall be eligible to receive a vacation grant. Vacation grants are made at the beginning of the fiscal year; for employees new to the classified service who start work after the beginning of the fiscal year, vacation grants are made upon hire on a pro-rata basis.
- B. Regular employees who are on leave to serve in limited-term assignments, or who serve in limited-term assignments during periods when they are not regularly assigned, shall receive a vacation grant at the prescribed rate for such limited-term assignments.
- C. With the approval of the employee's supervisor, vacation may be taken at any time during the fiscal year. Every effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the service and the workload of the department.
- D. An employee serving their initial probationary period may be permitted to take vacation during the probationary period, with the approval of the appropriate Associate Superintendent. A non-management classified employee in their initial probationary period may be permitted to take a maximum of six days, or the proportionate amount to which the employee may be entitled, during the 130 days of paid service of the probationary period.

Granted vacation shall not become a vested right for a non-management classified employee until the initial probationary period has been successfully completed. Granted vacation shall not become a vested right for a classified manager until completion of the initial six months of employment.

In those cases when employees have a remaining vacation balance at the end of the fiscal year, vacation payout and/or carryover shall occur for eligible employees in accordance with established SBCEO policy.

- E. If an employee separates from SBCEO or from the classified service and has a vacation balance as of the date of their separation, vacation payout shall occur in accordance with established SBCEO policy. Employees who separate from the classified service prior to the end of the fiscal year shall have their vacation grant for the current fiscal year recalculated. SBCEO shall deduct the dollar value of any excess vacation used from the employee's final pay as a classified employee.

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- F.

Reference:

Education Code Sections 45190 and 45197

Approved: Dec. 1, 1975  
Revised: Aug. 26, 1993  
March 23, 2017  
October 26, 2017

August 24, 2023 (pending approval)



## **Personnel Commission Public Hearing**

A public hearing on a proposed waiver for Educational Interpreter, American Sign Language will be held.

**Thursday, August 24, 2023  
Time Certain: 1:00 p.m.**

The hearing will be conducted at the following location:

Santa Barbara County Education Office  
Board Room  
4400 Cathedral Oaks Road  
Santa Barbara, California

The hearing will also be available via videoconference at:

Santa Barbara County Education Office  
Board Room  
402 Farnel Road  
Santa Maria, California

4400	The Merit System
4410	Definitions and Preliminary Statements
4411	Definitions

The following terms when used in these rules shall have the meaning indicated below unless the context or prevailing law clearly indicates otherwise.

**Abandonment of Position**

Non-performance of duties and non-appearance by the employee at the worksite without excuse.

**Act or the Act**

The Act shall mean those sections of the Education Code of the State of California applying to the Merit System for classified employees in certain school districts or County Offices of Education that have adopted the Merit System. It shall include all of the provisions of Title 2, Division 3, Part 25, Chapter 5, Article 6, (commencing with Section 45240 of the Education Code) as well as the Education Code provisions of Title 2, Division 3, Part 25, Chapter 1 and Chapter 5, Articles 1 to 4.

**Allocation**

The placement of a class at a particular range on the classified or management salary schedules.

**Anniversary Date**

~~The date an employee is granted an earned salary increment. This is the~~ The first day of the pay period ~~next~~ following successful completion of the ~~required period of~~ probationary ~~service period~~. That month and day (for example, March 1) become the date each year on which eligible employees advance to the next higher step in the salary range for their classification.

**Appeal**

A request for review by an employee or a recognized employee organization, to have complaints, protests, or points of disagreement heard after which a former decision may or may not be upheld by a hearing officer, the commission, or the superintendent/governing board.

**Applicant**

A person who has submitted a Santa Barbara County Education Office application to participate or compete in the Office's recruitment process.

**Appointing Authority or Power**

The County Superintendent of Schools or his/her designee, or the Personnel Commission when referring to Commission employees and positions.

**Appointment**

The official act by the appointing authority of offering employment to a person and the acceptance thereof.

**Assignment**

Placement of an appointee in a position. It also refers to the position to which the employee is placed.

**Bargaining Unit Member**

An employee whose position or class falls within a specified group that is represented in the collective bargaining process by an exclusive representative. Identification of such positions is established by the provision of the Educational Employment Relations Act, Government Code 3540, et seq.

Approved:	September 17, 1975	<u>September 28, 2023</u>
Revised:	April 29, 1982	
	May 28, 1992	
	January 23, 2014	
	March 23, 2023	

**Bumping or Displacement Rights**

The right of a permanent employee, under certain conditions, to displace another employee with less seniority in a class.

**Candidate**

A person who participates or competes in one or more portions of the Office's recruitment process.

**Cause**

Those specific activities, behaviors, or events that are listed within these Rules as being subject to disciplinary action.

**Certificated Service**

Those persons filling positions that require by law the possession of a certificate issued by the California Commission on Teacher Credentialing.

**Certification**

The Personnel Director's submission of names of eligibles from an appropriate list to the appointing authority or to the authorized program/department head to make selections.

**Class**

(Also referred to as Classification) A group of positions sufficiently alike in respect to their duties and responsibilities to justify common treatment in selection, compensation and other employment processes and sufficiently different from positions of other classes to justify different treatment in one or more of these respects. While defined as a group of positions, class may sometimes consist of but one position where no others of the same kind exist in the service.

**Classify or Classification**

The action of the Personnel Commission approving a position into a Class.

**Classified Service**

All positions in the Santa Barbara County Education Office's service to which the Act applies and which are not exempt according to the Act.

**Class Description**

(Also referred to as Job Description or Class Specification) A written description, approved by the Personnel Commission, containing a statement of basic functions, the essential duties and responsibilities, working conditions, and the qualification requirements for employment in a Class.

**Commission**

The Personnel Commission, established pursuant to the Act for the Santa Barbara County Education Office.

**Complaint**

A statement concerning violations or alleged violations of the Personnel Commission Rules. This term does not apply to appeals from disciplinary actions, requests for classification study or salary review.

**Continuous Examination**

A method of recruiting applicants in which the last day for filing applications is not specified and examinations are conducted as needed based on the service required.

**County Education Office**

The Santa Barbara County Education Offices located in Santa Barbara and Santa Maria; may also be referred to as Office.

Approved:  
Revised:

September 17, 1975 September 28, 2023  
April 29, 1982  
May 28, 1992  
January 23, 2014  
March 23, 2023

**C.S.E.A**

California School Employees Association. Chapter #817 is the exclusive representative for employees in certain designated classifications as approved by P.E.R.B.

**Day**

A day in which the County Education Offices are open as reflected in the central office calendar.

**Demotion**

A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower range on the salary schedules.

**Differential or Differential Pay**

A salary allowance in addition to the basic salary rate or schedule, based upon additional skills, responsibilities, qualifications, or specifically scheduled working hours.

**Director**

The Director, ~~Classified~~ Human Resources.

**Discharge or Dismissal**

Involuntary separation from the classified service for cause.

**Dual Certification**

Certification, in specified cases, from an open eligibility list and a promotional eligibility list, in accordance with the examination scores attained by the candidates.

**Eligible**

A person whose name appears on an eligibility list and who is legally qualified to be appointed.

**Eligibility List**

A rank ordered list of the names of persons who have qualified for possible employment in a competitive examination process.

**Emergency Appointment**

An appointment for a period not to exceed 15 working days to prevent stoppage of public business when persons on eligibility lists are not immediately available (Education Code Section 45290).

**Employee**

A person who is legally an incumbent of a position or one who is on authorized leave of absence.

**Employment List**

A list of names from which certification(s) may be made. Includes eligibility lists, reemployment lists, and lists of persons who wish to transfer, demote, be reinstated after resignation, be reemployed after layoff, or be restored after voluntary demotion or reduction to limited-term status.

**Employment Status**

The condition of an employee's present appointment indicating the degree of permanency with the Santa Barbara County Education Office.

**Examination**

The process of evaluating the fitness and qualifications of applicants.

**Exempt Classified**

Refers to those positions and employees exempt from the regular classified service as provided in the law. May also refer to types of classes or positions exempt from overtime provisions, e.g. supervisory, administrative, or executive (Education Code 45130).

Approved:  
Revised:

September 17, 1975 September 28, 2023  
April 29, 1982  
May 28, 1992  
January 23, 2014  
March 23, 2023

**Fiscal Year**

July 1<sup>st</sup> of one calendar year through June 30<sup>th</sup> of the following calendar year.

**Governing Board**

The Santa Barbara County Board of Education.

**Hearing**

A formal review of evidence, in the presence of the parties involved, in connection with a disciplinary action affecting an employee and concerning an appeal that the employee, employee representative, or a bargaining unit representative has filed.

**Hearing Officer**

A qualified person appointed to hear and make recommendations on appeals of disciplinary actions.

**Hire Date**

Date of original or most recent employment with the Office.

**Incumbent**

An employee assigned to a particular position within a class.

**Industrial Accident or Illness Leave**

Absence because of injury or illness that arose out of and in the course of employment.

**Job Analysis**

A personnel job evaluation technique by which an analyst or designated party uses various combinations of resources not limited to job audit questionnaires, personal interviews, work site observations, and conversations, to collect data on the duties, tasks, and responsibilities of a position.

**Job Description**

See Class Description.

**Job Interest Card**

A documented record stating interest by an individual in a certain Classification. These documents are kept on file in the Human Resources Department and used to notify interested individuals of vacancies.

**Job Series**

A number of classes closely related in duties and responsibilities and arranged in hierarchical order to indicate occupational levels.

**Layoff**

Separation from a regular position because of lack of work and/or lack of funds. A layoff includes any reduction in hours or workdays of employment, or voluntary demotion in order to avoid interruption of employment.

**Leave of Absence**

An approved absence from duty, with or without pay, for a specified and approved period of time.

**Limited Term (Also Short-Term)**

A term used in the Education Code to designate employment for periods not to exceed six months or employment of a temporary employee during the authorized absence of a permanent employee. Limited term employees are exempt from the classified service (Education Code 45286).

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September 17, 1975 September 28, 2023  
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March 23, 2023

**Limited Term Employee (Also Short-Term Employee)**

An employee who is serving as a substitute for an absent employee or in a position established for a period of six months or less.

**Longevity Increment**

An amount added to the base salary for employees who have completed a specified number of years of service with the Santa Barbara County Education Office.

**Management Employee**

An employee in a classification designated as management under the provisions and stipulations of Government Code 3540.1 and by the nature of the assigned duties.

**Management Salary Schedule**

The salary schedule for classified management employees, who are excluded from the provisions of the collective bargaining law.

**Merging**

The act of combining two or more eligibility lists, which were established not more than one year apart, in the rank order of the scores of the eligibles.

**Merit System**

A personnel system in which merit and fitness determines an individual's selection, progress, and retention in the classified service.

**Open Competitive Examination**

Employment examination in which all persons meeting the minimum qualifications for employment may compete.

**Overtime**

Hours worked ~~by overtime-eligible employees in any of the following circumstances: in excess of eight per-~~  
~~day hours in a workday; in excess of 40 hours in a per-work week; on the sixth or seventh day following~~  
~~the commencement of the workweek for employees having an average workday of four hours or more; on the~~  
~~seventh day following the commencement of the workweek by an employee having an average workday of less~~  
~~than four hours; or on a holiday, as defined in these Rules. Some employees are exempt from Overtime~~  
~~provisions under the Fair Labor Standards Act, e.g. management, supervisors, and some high-level~~  
~~administrative clerical positions.~~

**P.E.R.B**

Public Employment Relations Board.

**P.E.R.S**

Public Employee Retirement System in California, or CalPERS.

**Performance Evaluation**

A formal written document of the quantity and quality of the work performed by a person employed in the County Education Office's classified service.

**Permanent Employee**

In reference to the Santa Barbara County Education Office employment status, an employee who has been hired and completed an initial probationary period of 130 days of paid status in a permanent position in a classification of the classified service; one year for positions designated as management. In reference to employment status in a specific class, an employee who has completed a probationary period for that class, or who entered the class by transfer, demotion, reinstatement, or reemployment without the requirement serving a probationary period.

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**Permanent Position**

A position established for a continuing or indefinite period of time in excess of six months.

|  
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January 23, 2014  
March 23, 2023

**Personnel Commission**

A three-member committee established pursuant to the requirements of the Merit System Act to administer the Merit System in the Office.

**Personnel Commission Rules**

Rules found herein that include procedures to be followed as they pertain to the classified service regarding all matters within the jurisdiction of the Personnel Commission in order to carry out the provisions and purposes of the Merit System (commencing with Education Code Section 45240).

**Personnel Commission Staff**

Those persons appointed by the Director, Classified Human Resources, and the Personnel Commission to carry out the day-to-day operations of the Personnel Commission.

**Personnel Director**

As used in this document, the Director, Classified Human Resources, refers to the person appointed by the Personnel Commission to act as its designated representative in administering and monitoring the application of the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission.

**Position**

A job identified as part of an approved Classification that includes a combination of duties and responsibilities assigned by the appointing authority requiring the full-time or part-time employment of one person on a permanent or limited-term basis.

**Position Classification**

The process of categorizing jobs by occupational group, series, class, and salary level, according to similarities and differences in duties, responsibilities and qualification requirements.

**Probationary Employee**

An employee serving the probationary period of 130 days in paid status in a permanent position following appointment from an eligibility list established by the Personnel Commission.

**Probationary Period**

The trial period, as established by the Personnel Commission pursuant to Education Code Section 45301, immediately following an original or promotional appointment to a permanent position from an eligibility list. The probationary period is 130 days of paid regular classified service or one year for positions designated as management.

**Professional Expert**

A person employed by the County Education Office in a professional capacity for a specific limited-term project. Such persons are excluded from the classified service.

**Professional Growth Award**

An amount of money added to the base salary based on approved and documented professional growth activities related to the employee's job classification and overall employment growth in the Office.

**Promotion**

A change in the assignment of an employee from a position in one class to a position in another class at a higher maximum salary range.

**Promotional Examination**

An examination for a higher classification that is limited to qualified permanent employees of the Office.

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April 29, 1982  
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**Promotional List**

An eligibility list resulting from a promotional examination limited to qualified permanent employees of the Office.

**Provisional Appointment**

A temporary appointment made in the absence of an appropriate eligibility list, not to exceed 90 workdays except in specified circumstances (Education Code Sections 45287, 45288 and 45289).

**Provisional Employee**

A person employed under a provisional appointment.

**Public Notice**

Announcements of examinations, meetings, hearings, and other actions of the Personnel Commission or Human Resources Department on bulletin boards and through other appropriate channels of distribution.

**Reallocation**

Movement of a classification from one salary schedule or salary rate to another salary schedule or salary rate.

**Reassignment**

Involuntary change of an employee's work location and/or program or department, initiated by the County Education Office. Reassignments may not result in changes to the employee's salary range, full time equivalency (FTE), anniversary date, or leave balances.

**Reclassification**

The assignment of a position, whether filled or vacant, from one class to another, whether new or existing, or the approval by the Personnel Commission of a new or updated classification because of significant change in class title, minimum qualifications, duties, or responsibilities. Reclassification may occur only through a gradual accretion or growth of duties. Reclassification may or may not result in a change in salary rate and assignment.

**Reemployment**

Reappointment to duty of a former employee who was laid off.

**Reemployment List**

A list of names, in rank order of seniority, of persons who have separated from permanent positions because of layoff from permanent positions by reason of a lack of work and/or lack of funds, abolishment or reclassification of positions, exhaustion of illness or accident leave privileges, or other reasons specified in the Rules and Regulations of the Personnel Commission. These individuals are eligible for reemployment without examination in their former class or classes within a period of 39 or 63 months depending on the circumstances of the layoff following the date of layoff. These individuals may also have rights to new classifications for which they apply and qualify while on the reemployment list over all outside applicants. (Education Code Sections 45192, 45195, 45298 and 45308; Tucker vs. Grossmont Union High School District 2008).

**Regular Appointment**

An appointment made from an eligibility list to fill a regular full-time or part-time position vacancy.

**Regular Employee**

An employee who has probationary or permanent status with the Office.

**Regular Status**

Probationary or permanent status with the Office.

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**Reinstatement**

Reappointment at the discretion of the appointing authority, within 39 months after resignation, in regular or limited-term status, without examination, to a position in the employee's former class or related lower class if qualified; return to duty or specified status of an employee by order of the Personnel Commission following appeal of an administrative action.

**Related Class**

Another job class that has similar duties, responsibilities and qualifications for employment. For example, Clerical Assistant I, Clerical Assistant II and Clerical Assistant III are related classes.

**Resignation**

A voluntary statement in writing from an employee requesting to be terminated from employment.

**Restoration**

The reinstatement to duty of an employee or former employee with all of the rights, benefits, and burdens held prior to the break in service. This term includes reemployment as well as reinstatement following demotion or dismissal when the Personnel Commission sustains an appeal.

**Rule of Three**

The scope of choice available to the appointing authority or power for making their selections from an eligibility list. Specifically, it refers to selection from the first three ranks of eligibles who are ready, willing, and able to accept appointment to a specific position.

**Salary Range**

The minimum, maximum and any intermediate pay rates authorized for a given class of employment.

**Salary Rate**

A specific amount of money paid for a specified period of service. For example, dollars per hour or month.

**Salary Schedule**

The complete list of salary ranges, steps and rates for all classes in the classified service.

**Salary Step**

A specific salary rate within a salary range, usually designated by letter or numeral. For example, C -Step, Step 2, etc. (Note: The salary range applicable to a class may change without affecting the step placement rights of employees.)

**Senior Management**

Positions designated by the Superintendent/County Board of Education that meet the requirements of Section 45108.5 of the Education Code.

**Seniority**

Status determined by date of hire in a job classification plus any higher job classifications.

**Separation**

Leaving employment of the Santa Barbara County Education Office. Includes but is not limited to resignation, dismissal, layoff, retirement, and leave exhaustion.

**Series**

(Sometimes referred to as Job Series or Related Class) A number of groups of classes closely related in an occupational hierarchy and arranged in a list in order to indicate occupational levels in each group.

**Status**

A document issued whenever a change occurs which may include but is not limited to probationary or permanent employment, salary range and step, current assignment, work shift, longevity, and differentials.

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April 29, 1982  
May 28, 1992  
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March 23, 2023

### **Step Advancement**

Movement to ~~a-the next~~ higher step ~~on-in~~ the salary ~~schedule-range~~ for ~~a-Class~~the employee's classification as a result of having served the required number of days or months in paid status (see also Anniversary Date).

### **Substitute Employee**

An employee occupying a permanent position during the absence of the incumbent or when the position is vacant. Substitute employees are exempt from the classified service.

### **Suspension**

An enforced absence of an employee with or without pay pending the outcome of an investigation of allegations that have been filed against an employee that may lead to disciplinary action.

### **Teleconference**

A meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

### **Temporary**

Employment on a basis other than permanent or probationary. For example, in limited-term or provisional status. Temporary employees are exempt from the classified service.

### **Transfer**

Voluntary change of work location and/or program or department to another position in the employee's classification, initiated by the employee.

### **Voluntary Demotion**

A demotion requested by an employee in order to retain employment when layoff from the employee's positions is imminent or for other reasons, where the action is voluntary on the part of the employee.

### **Waiver**

The voluntary relinquishment by an eligible of a right to be considered for appointment from an eligibility list to a certified eligibility list with one or more position locations, or for a specified period of time not to exceed the duration of the eligibility list.

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Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4491 Application of Salary Schedules

**4491.2 Step Advancement**

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (130 paid days of service). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.
- B. For classified management employees, July 1 is the anniversary date for purposes of salary step advancement. In order to be eligible for salary step advancement, a probationary classified management employee must be continuously employed (in paid status) for 75 percent or more of the number of work days regularly assigned to the position in the fiscal year immediately preceding the anniversary date.

Reference: Education Code 45260-45261 and 45301

Approved: January 12, 1976  
Revised: March 31, 1994  
October 26, 2017  
August 8, 2018  
June 27, 2019  
October 24, 2019

Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4491 Application of Salary Schedules

**4491.2 Step Advancement**

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (130 paid days of service). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements. ~~In order to be eligible for such future salary step advancements on the anniversary date, a classified employee must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.~~
- ~~B. Classified managers serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (one calendar year). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements. For classified management employees, July 1 is the anniversary date for purposes of salary step advancement. In order to be eligible for salary step advancement, a probationary classified management employee must be continuously employed (in paid status) for 75 percent or more of the number of work days regularly assigned to the position in the fiscal year immediately preceding the anniversary date.~~
- ~~B-C. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee — management or non-management — must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.~~

Reference: Education Code 45260-45261 and 45301

Approved: January 12, 1976  
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September 28, 2023

Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4491 Application of Salary Schedules

**4491.2 Step Advancement**

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (130 paid days of service). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements.
- B. Classified managers serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (one calendar year). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements.
- C. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee — management or non-management — must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.

Reference: Education Code 45260-45261 and 45301

Approved: January 12, 1976  
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PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

**4494.1 Workday and Workweek**

- A. The maximum workday of a classified employee shall normally be eight hours and the maximum workweek shall be 40 hours. The county Superintendent or designee may extend a regular workday or workweek on an overtime basis when such is necessary to carry on business of the County Education Office.
- B. The County Superintendent or designee may establish a workday of less than eight hours per day and a workweek of less than 40 hours for some or all of its classified positions.
- C. The County Superintendent or designee may establish work schedules in excess of eight hours per day. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek.

Reference:

Education Code Section 45127, 45131-45132 and 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: May 26, 1994  
October 26, 2017

PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

**4494.1 Workday and Workweek**

-  
- ~~A.~~ A. The ~~maximum~~ workday ~~of a classified employee~~ shall normally be no more than eight hours and the ~~maximum~~ workweek shall normally be no more than 40 hours ~~for a non-management classified employee.~~ The ~~county~~ workweek shall consist of no more than five consecutive working days for any employee having an average workday of four hours or more.

~~A.~~ B. The County Superintendent or designee may extend a regular workday or workweek ~~on an overtime basis~~ when such overtime is necessary to carry ~~on~~ out the business of the County Education Office.

- ~~B.~~ C. The County Superintendent or designee may establish a workday of less than eight hours per day and a workweek of less than 40 hours for some or all of ~~its~~ SBCEO's classified positions.

- ~~C.~~ D. The County Superintendent or designee may establish work schedules ~~in excess of~~ longer than eight hours per day ~~;~~ pursuant to Education Code 45132 or 45133. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek and applicable overtime rules.

- Reference:

Education Code Section 45127, 45131-~~45132~~ 45133 and 45260-45261

Date Approved:— January 12, 1976

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PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

**4494.1 Workday and Workweek**

- A. The workday shall normally be no more than eight hours and the workweek shall normally be no more than 40 hours for a non-management classified employee. The workweek shall consist of no more than five consecutive working days for any employee having an average workday of four hours or more.
- B. The County Superintendent or designee may extend a regular workday or workweek when such overtime is necessary to carry out the business of the County Education Office.
- C. The County Superintendent or designee may establish a workday of less than eight hours per day and a workweek of less than 40 hours for some or all of SBCEO's classified positions.
- D. The County Superintendent or designee may establish work schedules longer than eight hours per day, pursuant to Education Code 45132 or 45133. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek and applicable overtime rules.

Reference:

Education Code Section 45127, 45131-45133 and 45260-45261

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September 28, 2023 (pending approval)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

**4494.4 Overtime**

- A. Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. Such work and the method of compensation must be authorized in advance and required by the immediate supervisor, director or program manager, and approved by the appropriate assistant superintendent or designee. The County Superintendent or designee may establish work schedules that do not provide for overtime in accordance with legal statutes and No. 4494.1.
- B. If the Superintendent/County Board of Education establishes a workday of less than eight hours but more than seven hours and a workweek of less than 40 hours but more than 35 hours for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime. The foregoing provisions do not apply to properly designated part-time positions with an assigned workday of less than eight hours a workweek of less than 40 hours even though all such positions constitute all of the positions within a class.
- C. Overtime is not to be paid for travel time to and from workshops and conferences. If the employee's workday is extended past eight hours for mandated work reasons (including travel), then the employee may claim overtime pay or compensatory time off as approved by the program manager and appropriate assistant superintendent or designee.
- D. An employee who performs authorized overtime work shall receive compensation or compensatory time off at the rate of one and one-half times his/her regular rate of pay, including an pay differential to which he/she is entitled because of his/her current assignment. Payment shall be in cash unless compensatory time off is requested by the employer and approved by the program manager and appropriate assistant superintendent. Pay for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked. Compensatory time off shall be taken when it is approved by the program manager and it is convenient for the employee and the employer.
- E. Notwithstanding the provisions of Paragraph A, the worksheet shall consist of not more than five consecutive working days for any employee having an average workday of four hours or more during the workweek. Such an employee shall be compensated for work required to be performed on the sixth or seventh day following the commencement of the workweek at a rate equal to one and one-half times his/her regular rate of pay.
- F. An employee having an average workday of less than four hours during the workweek shall be compensated for any work required to be performed on the seventh day following the commencement of the workweek at a rate equal to one and one half times his/her regular rate of pay. Payment for required work performed on the sixth and seventh day pursuant to this Rule shall be in cash unless compensatory time off is requested by the employee and approved by the program manager and appropriate assistant superintendent. Positions and employees excluded from overtime compensation pursuant to No. 4495 shall likewise be excluded from the provisions of this Rule.

**4494.4 Overtime (Continued)**

- G. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee.
- H. An employee required to work on a holiday shall be paid compensation, or given compensatory time off, for such work, in addition to the regular pay received for the holiday, at the rate on one and one-half times his/her regular rate of pay including any differentials because of his/her current assignment. Payment shall be in cash unless compensatory time off is requested by the employee and approved by the program manager and appropriate assistant superintendent.
- I. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.
- J. If a combination of assignments adds up to more than eight hours a day or 40 hours a week, the excess time worked shall be considered overtime.
- K. Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

Reference:

Education Code Sections 45127-45133 and 45260-45261

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	October 26, 2017

440094.4 THE MERIT SYSTEM ~~(continued)~~

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

4494.4 Overtime

A. ~~Overtime is defined to include any time required to be as hours~~ worked in any of the following circumstances:

1. in excess of eight hours in any one day and a workday
- ~~A-2. in excess of 40 hours in any calendar week. Such work and the method of a~~  
workweek
3. on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more
4. on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours
5. on a holiday, as defined in Personnel Commission Rule 4493.1.

~~Overtime work and the method of compensation must be authorized in advance and required by the immediate supervisor, director or program manager, and approved by the appropriate assistant superintendent or designee. The County Superintendent or designee may establish work schedules that do not provide for overtime in accordance with legal statutes and No. 4494.1.~~

~~B. If the Superintendent/County Board of Education establishes a workday of less than eight hours but more than seven hours and a workweek of less than 40 hours but more than 35 hours for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall hours worked, the method of compensation, and the required approvals must be deemed to be overtime. The foregoing provisions do not apply to properly designated part-time positions with an assigned workday of less than eight hours a workweek of less than 40 hours even though all such positions constitute all of the positions within a class recorded on the prescribed SBCEO form.~~

~~C. Overtime is not to be paid for travel time to and from workshops and conferences. If the employee's workday is extended past eight hours for mandated work reasons (including travel), then the employee may claim overtime pay or compensatory time off as approved by the program manager and appropriate assistant superintendent or designee.~~

~~D. B. An employee who performs authorized overtime work shall receive compensation or compensatory time off at the rate of one and one-half (1.5) times his/her the employee's regular rate of pay, including an pay any differential compensation to which he/she the employee is entitled because of his/her in their current assignment. Alternatively, upon the request of the employee and with the approval of the supervisor and appropriate associate superintendent, the employee may accrue compensatory time off at the rate of one and one-half (1.5) times the number of overtime hours the employee worked.~~

~~Payment shall be in cash unless compensatory time off is requested by the employer and approved by the program manager and appropriate assistant superintendent. Pay and approved. Payment for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked. Compensatory time off shall be taken when it is approved by the program manager and it is convenient for the employee and the employer.~~

~~E. Notwithstanding the provisions of Paragraph A, the worksheet shall consist of not more than five consecutive working days for any employee having an average workday of four hours or more during the workweek. Such an employee shall be compensated for work required to be performed on the~~

~~4494.4~~ ~~sixth or seventh day following the commencement of the workweek at a rate equal to one and one-half times his/her regular rate of pay.~~ Overtime (continued)

~~F. An employee having an average workday of less than four hours during the workweek shall be compensated for any work required to be performed on the seventh day following the commencement of the workweek at a rate equal to one and one-half times his/her regular rate of pay. Payment for required work performed on the sixth and seventh day pursuant to this Rule shall be in cash unless compensatory time off is requested by the employee and approved by the program manager and appropriate assistant superintendent. Positions and employees excluded from overtime compensation pursuant to No. 4495 shall likewise be excluded from the provisions of this Rule.~~

Accrued compensatory time will be recorded in the employee's leave balances maintained by SBCEO. Compensatory time may be taken within 12 calendar months following the month in which the overtime was worked. Compensatory time off must be requested according to the same procedures as other leave requests, and shall be taken at a time that is mutually agreed upon by the employee and the supervisor. If the employee fails to take (or is not granted) compensatory time within 12 calendar months following the month in which it was earned, SBCEO shall pay out the value of the compensatory time, in accordance with established SBCEO policy.

~~G. C.~~ For the purpose of computing the number of hours worked, time during which an employee is excused ~~from~~from work because of holidays, sick leave, vacation, compensatory time off, or other paid ~~leave~~leaves of absence shall be considered as time worked by the employee.

~~H. An employee required to work on a holiday shall be paid compensation, or given compensatory time off, for such work, in addition to the regular pay received for the holiday, at the rate on one and one-half times his/her regular rate of pay including any differentials because of his/her current assignment. Payment shall be in cash unless compensatory time off is requested by the employee and approved by the program manager and appropriate assistant superintendent.~~

~~I.~~ Overtime shall be calculated to the nearest one quarter-hour of overtime worked.

~~J. D.~~ If a combination of assignments ~~adds up to more than eight hours a day or 40 hours a week, the~~ meets any of the definitions of overtime in Paragraph A, the excess time worked shall be considered overtime.

~~K. E.~~ Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

Reference:

Education Code Sections 45127-45133 and 45260-45261

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**AGENDA ITEM 14d - proposed  
revision, changes saved**

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

**4494.4 Overtime**

A. Overtime is defined as hours worked in any of the following circumstances:

1. in excess of eight hours in a workday
2. in excess of 40 hours in a workweek
3. on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more
4. on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours
5. on a holiday, as defined in Personnel Commission Rule 4493.1.

Overtime work and the method of compensation must be authorized in advance by the employee's supervisor and approved by the appropriate associate superintendent. The overtime hours worked, the method of compensation, and the required approvals must be recorded on the prescribed SBCEO form.

B. An employee who performs authorized overtime work shall receive compensation at the rate of one and one-half (1.5) times the employee's regular rate of pay, including any differential compensation to which the employee is entitled in their current assignment. Alternatively, upon the request of the employee and with the approval of the supervisor and appropriate associate superintendent, the employee may accrue compensatory time off at the rate of one and one-half (1.5) times the number of overtime hours the employee worked.

Payment shall be in cash unless compensatory time off is requested and approved. Payment for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked.

Accrued compensatory time will be recorded in the employee's leave balances maintained by SBCEO. Compensatory time may be taken within 12 calendar months following the month in which the overtime was worked. Compensatory time off must be requested according to the same procedures as other leave requests, and shall be taken at a time that is mutually agreed upon by the employee and the supervisor. If the employee fails to take (or is not granted) compensatory time within 12 calendar months following the month in which it was earned, SBCEO shall pay out the value of the compensatory time, in accordance with established SBCEO policy.

C. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence shall be considered as time worked by the employee. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.

D. If a combination of assignments meets any of the definitions of overtime in Paragraph A, the excess time worked shall be considered overtime.

E. Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

Reference:

Education Code Sections 45127-45133 and 45260-45261

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