



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
November 21, 2024 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Gary Pickavet called the meeting to order at 12:30 p.m.

2. Roll Call

Members present:

Gary Pickavet, Chair
Carmen Jaramillo, Vice Chair
Mike Ostini, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Mari Gonzales, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Wendy Garcia, Certificated Human Resources Technician
Gabriel Purvis, Classified Human Resources Analyst
Jill Stevens, Coordinator, Human Resources

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held October 24, 2024

MOVED: Carmen Jaramillo SECONDED: Mike Ostini

VOTE: 2-0
(one abstention)

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

The Director, Human Resources summarized media releases from the County Superintendent's Office about.

b. Legislative Update**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated December 13, 2024****c. Position Announcement**

- i. Office Assistant (Promotional – Santa Maria)
- ii. Paraeducator, Behavioral Intervention (Dual – Lompoc)
- iii. Office Assistant (Dual – Santa Barbara)
- iv. Clerical Assistant, Bilingual (Dual – Santa Maria)

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

- i. Food Service Worker (Dual – Santa Maria)
- ii. Administrative Assistant (Dual – Santa Barbara)
- iii. Paraeducator (Open Continuous – North)
- iv. Paraeducator (Open Continuous – South)

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

c. Classification of Positions — None**d. Job Descriptions — None**

UNFINISHED BUSINESS

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

The Director began by noting that Commissioners had expressed concern, particularly with regard to the ongoing recruitment for Paraeducator, that eligibles below the top three ranks are sometimes appointed. She noted that Paraeducator vacancies tend to hover in the 20s and 30s.

In some cases, the reason for appointment below the top three ranks is clearly within the rules – for example, an eligible's overall rank on the list may be below the top three, but a bilingual eligible may be hired for a bilingual position when they are in the top three ranks of bilingual eligibles (PC Rule 4452.7 Selective Certification).

The Director reported that the classified HR team would be implementing a number of practices to ensure hiring from the top three ranks. Some of these are administrative steps to help hiring managers more easily track which eligibles are in the top three ranks for various positions and better training of newer hiring managers that selections must be hired from the top three ranks, and how to document valid reasons for moving further down the list.

The Director also proposed revisions to PC Rules 4441.5, 4441.6, and 4451.8 in an effort to streamline eligibility lists – for example, removing an eligible's name from the list if they refuse an interview or offer of employment, or if they are ineligible for rehire due to previous employment history with SBCEO with a documented record of unsatisfactory performance or poor attendance.

Commissioner Jaramillo noted that eligibles must be "ready and willing to take the position," which might eliminate from consideration an eligible in the top three ranks who is willing to work only in one location, for example. She also noted that Commissioners had previously been concerned because they were not being asked to ratify the complete list, but only names as they were added. That practice has now been changed so that the Commission is asked to ratify the complete list, which has all current eligibles with different expiration dates.

The Commission directed that eligible lists also include the date the eligible was interviewed and a single, "as-of" date for the eligible list.

13. Revision of Merit System Rules – Presented for First Reading

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

The proposed revisions were discussed in conjunction with item 12.

NEW BUSINESS

14. Personnel Commission Annual Report, 2023-24

This was presented as an information item.

REPORTS

15. PERSONNEL COMMISSIONER REPORTS

Commissioner Ostini reported that he had attended Salute to Teachers with his wife, whose colleague Laura Branch was honored as Teacher of the Year for 2025.

Commissioner Jaramillo had no PC-related items to report.

Commissioner Pickavet had no PC-related items to report.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources made a presentation highlighting some of the data from the 2023-24 annual report.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

The Director, Human Resources reported that she'd had the opportunity to meet CSEA Labor Relations Representative Zachery Ortiz, who has been appointed as the new representative assigned to SBCEO.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:30 p.m. The next regular meeting will be held on Thursday, December 19, 2024, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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

Gary Pickavet
Chair, Personnel Commission

Santa Barbara County Board of Education

Classified Personnel Report

January 9, 2025

Appointments***Limited Term/Substitute***

Ferreira, Mateo	November 20, 2024
Substitute • Early Care and Education • Various Sites	
• Hourly as needed	
Gasca, Serenity	December 13, 2024
Paraeducator • Special Education • Various Sites	
• Hourly as needed	
Tonascia, Margarita	December 3, 2024
Student Worker • Special Education • Farnel Road	
• Hourly as needed	
Varsallona, Jessica	December 12, 2024
Student Worker • Special Education • Farnel Road	
• Hourly as needed	
Vega, Stephanie	November 13, 2024
Paraeducator • Special Education • Various Sites	
• Hourly as needed	

Probationary

Nunez, Norma	December 2, 2024
Paraeducator • Special Education • Ontiveros Preschool	
75% • 10 months	
Shiroma, Sachi	December 2, 2024
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction	
100% • 12 months	

Changes***Anniversary Increase***

Bravo, Christina	December 1, 2024
Paraeducator • Special Education • Chapel Head Start	
43.75% • 10 months	
Brown, Sarah	December 1, 2024
Paraeducator • Special Education • Ontiveros Preschool	
75% • 10 months	

Evans, Matthew	December 1, 2024
Reprographics Administrative Assistant • Communications • Reprographics	
100% • 12 months	
 Hopwood, Faith	 December 1, 2024
Administrative Assistant, Senior • Administrative Services • Administrative Services	
100% • 12 months	
 Krzyston, Jill	 December 1, 2024
Payroll Technician • Internal Services • Payroll	
100% • 12 months	
 Lopez-DelaCruz, Guadalupe	 December 1, 2024
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Hope Center	
100% • 12 months	
 Luevanos, Nataly	 December 1, 2024
Paraeducator • Special Education • New Horizons Preschool A	
87.5% • 10 months	
 Morales, Jennie	 December 1, 2024
Educational Interpreter, ASL, Certified • Special Education • Righetti High School DHOH	
81.25% • 10 months	
 Reyes, Delfina	 December 1, 2024
Paraeducator • Special Education • Infant Services, Lompoc	
81.25% • 10 months	
 Rhodes, Christopher	 December 1, 2024
Financial Analyst • School Business Advisory Services • School Business Advisory Services	
100% • 12 months	
 Rivera Barriga, Paola	 December 1, 2024
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County	
100% • 10 months	
 Snow, Crystal	 December 1, 2024
Educational Interpreter, ASL, Certified • Special Education • Righetti High School DHOH	
88.75% • 10 months	
 Trisler, Mary	 December 1, 2024
Paraeducator • Special Education • Preschool Assessment Team, Santa Barbara/Valley	
25% • 10 months	
 Wheeler, William	 December 1, 2024
Computer/Network Technician II • Special Education • Special Education Support Staff, Valley	
100% • 12 months	

Decreased Time (Voluntary)

Inda-Orozco, Maria December 2, 2024
Clerical Assistant • Children and Family Resource Services • Health Linkages - South County
75% • 12 months
From 1.0

Increased Time (Voluntary)

Rivera, Fabiola December 2, 2024
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
From .95

Out of Classification/Return

Peacock, Kayla December 9, 2024
Certificated Human Resources Analyst • Human Resources • Human Resources Staff
100% • 12 months
From Human Resources Specialist

Probation to Permanent

Escamilla Hernandez, Dulce December 1, 2024
Paraeducator • Special Education • De Colores Preschool
87.5% • 10 months

Harris, Debora December 1, 2024
Early Care and Education Lead • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Hunstad, Martina December 1, 2024
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Meza Diaz, Jose December 1, 2024
Custodian • Internal Services • Operations South
100% • 12 months

Sanchez, Daniel December 1, 2024
Custodian/Maintenance Worker • Early Care and Education • Early Care and Education - North County
100% • 12 months

Sena, Rosalynd December 1, 2024
Early Care and Education Lead • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Wolfe, Lisa December 1, 2024
Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration
50% • 12 months



Santa Barbara County Education Office
Accounting Assistant

SALARY	\$27.32 - \$31.44 Hourly	LOCATION	Santa Barbara - Goleta
JOB TYPE	Part-Time	JOB NUMBER	2023-00117
DIVISION	Administrative Services	DEPARTMENT	Early Care and Education/Internal Services
OPENING DATE	11/15/2024	CLOSING DATE	12/1/2024 11:59 PM Pacific
SPECIFIC LOCATION	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 routine to complex clerical accounting duties related to an assigned area of organization-wide responsibility such as accounts payable, or in support of a department or program. Incumbents ensure that financial transactions comply with established standards, policies, and procedures and perform routine to complex clerical work associated with the assigned function(s) or program. Incumbents work independently, although work is reviewed to ensure accuracy and adequate internal controls.

Specific Duties and Responsibilities

- Verify, prepare, and process a variety of financial transactions such as purchase orders, reimbursements, requisitions, warrants, and invoices.
- Calculate and ensure accuracy of incoming and outgoing payments.
- Maintain a variety of financial records and files related to accounts, transactions, income, expenditures, and assigned activities
- Using enterprise financial systems and a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed.
- Compare and reconcile statements, records, and other financial documents; identify errors and resolve discrepancies; ensure accurate fund accounting; review data for accuracy and completeness; make corrections as needed.

- Provide service and support to others for assigned accounting functions and/or in the use of enterprise financial systems or databases.
- Respond to inquiries and provide information concerning accounts, budgets, transactions, practices, policies, and procedures.
- Maintain confidential information, records, and files.
- Perform related duties as assigned.

Requirements

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

Experience: Two 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 clerical accounting
- Financial record-keeping practices
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- 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 related to assigned function(s) or program(s)
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- 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 a variety of computerized accounting and enterprise financial systems, and other software programs and databases
- 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 material
- Represent SBCEO effectively with external parties, such as vendors and school districts

Licenses and certificates

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

Working conditions

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

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

Supplemental Information

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

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

RECRUITMENT INFORMATION:

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

Non-Discrimination Policy Statement

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

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

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

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

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Website

<http://www.sbceo.org>

Phone

8059644711



**Open Continuous Eligibility List
Paraeducator North**

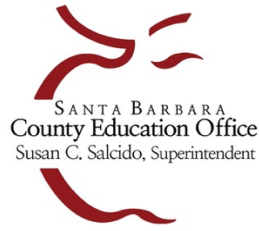
Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Areas Willing to Accept Employment
1	46646068	4/19/25	Eligible	N	Guadalupe, Lompoc, Los Alamos, Santa Maria, Orcutt
2	8895335	2/7/25	Eligible	N	Guadalupe, Lompoc, Santa Maria, Orcutt, Santa Ynez Valley
2	59982954	5/17/25	Eligible	Y	Santa Maria, Orcutt
3	58169111	1/24/25	Eligible	N	Lompoc, Santa Maria, Orcutt, Santa Ynez Valley
4	58970396	2/16/25	Declined Offer	N	Lompoc, SM, Orcutt, SYV, Montecito, Carp, SB
4	59774341	4/30/25	Eligible	N	Lompoc, Santa Maria, Orcutt
5	23739752	5/10/25	Eligible	N	Guadalupe, Los Alamos, Santa Maria, Orcutt
5	59848881	4/30/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt
6	60049543	5/10/25	Eligible	N	Santa Ynez Valley
7	48251769	12/26/25	Declined Interview	Y	Lompoc, Santa Ynez Valley
8	39405451	5/3/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt
8	52119872	5/9/25	Eligible	Y	Santa Maria, Orcutt
9	59918542	4/19/25	Eligible	Y	Santa Maria, Orcutt
10	54523765	1/28/25	Eligible	N	Lompoc, SYV
11	49850505	5/3/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt
12	55160051	5/10/25	Eligible	Y	Lompoc
13	49877403	1/24/25	Eligible	Y	Santa Maria, Orcutt

14	59231782	3/6/25	Eligible	Y	Santa Maria, Orcutt
15	60136398	5/17/25	Eligible	Y	Lompoc, Santa Maria, Orcutt
15	59767221	5/10/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt



Open Continuous Eligibility List
Paraeducator South

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Areas Willing to Accept Employment
1	50654351	1/26/25	Declined Offer	Y	Montecito, Carpenteria, Santa Barbara, Goleta
1	7724032	5/17/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta
2	27670047	5/11/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta
3	59320864	3/26/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta
4	58970396	2/16/25	Declined Offer	N	Montecito, Carpenteria, Santa Barbara, Goleta, Lompoc, Santa Maria, Orcutt, Santa Ynez Valley
5	59793557	5/1/25	Eligible	Y	Santa Barbara, Goleta
6	58309708	4/16/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta



Dual Certification Eligibility List
Payroll Supervisor

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	55598152	5/24/25	Eligible	Full-Time	1.0	40 hours/week
2	58537163	5/24/25	Eligible	Full-Time	1.0	40 hours/week
3	32534369	5/24/25	Eligible	Full-Time	1.0	40 hours/week
4	49673370	5/24/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 22

Number of applicants passed screening: 15

Number of performance/written exam attendees: 10

Number of oral exam attendees: 4



Personnel Commission

JOB DESCRIPTION

DIRECTOR, ENGAGEMENT AND SUPPORT - DRAFT

Reports to: Associate Superintendent, Human Resources

Division: Human Resources

Our ideal candidate

You are a dynamic and experienced human resources leader with a proven track record of driving organizational change and cultivating a positive, inclusive, and high-performance culture. A strategic thinker with excellent problem-solving skills, you understand the impact effective human resources strategies have on the organization. You are highly skilled in fostering strong partnerships with leaders and administrators and implementing initiatives that support employee engagement, retention, and organizational development. You have exceptional communication skills and the ability to translate complex policies and legal requirements into clear, actionable guidance. You are an effective trainer and facilitator, capable of delivering targeted professional development opportunities that empower employees to grow in their roles. You are committed to promoting workplace safety, supporting risk management efforts, and ensuring legal compliance across all areas of human resources. Above all, you are a forward-thinking, proactive, and compassionate leader who is passionate about creating a supportive, collaborative, and equitable work environment for all employees.

General description

Under administrative direction, lead a variety of human resources functions designed to enhance engagement and support of the SBCEO workforce and to support local school districts in achieving their workforce goals. These functions include systems and organizational change; district support and engagement; training and professional development; policy and procedure development; investigations and compliance; employee engagement, retention, and work environment; and risk management and safety.

Specific duties and responsibilities

- Using data and analytics, lead efforts to evaluate human resources processes and systems and to implement, and sustain systemic changes within the SBCEO to improve efficiency and effectiveness.
- Design and propose organizational change initiatives that promote a positive, inclusive, and high-performance culture.
- Partner with leadership to align human resources strategies with the SBCEO's long-term goals, creating streamlined systems for employee management, communication, performance evaluation, and database integration.
- Provide resources and consultation to district leaders and staff on human resources matters, supporting them with aligning district policies with state and federal regulations.
- Serve as a resource for districts in navigating employee engagement, conflict resolution, and performance management issues.
- Collaborate with district leaders and administrators to promote consistency in the implementation of policies, employee programs, and practices across the county.

DIRECTOR, ENGAGEMENT AND SUPPORT - DRAFT

- Oversee the development and promotion of training initiatives for school district staff countywide, aimed at improving leadership capacity, fostering professional growth and succession planning, and promoting compliance with legal and regulatory requirements.
- Develop and lead training programs that focus on enhancing employee skills, developing leadership capacity, promoting diversity and inclusion, enhancing workplace safety, and complying with state and federal regulations.
- Oversee the assessment of training needs across programs and the development and delivery of tailored learning opportunities for staff at all levels.
- Develop and update human resources policies and procedures to reflect best practices, legal requirements, and evolving needs of the organization.
- Communicate employment and other related policies to employees and leadership, with an emphasis on consistent application and legal compliance.
- Monitor and evaluate the effectiveness of employment and other related policies, recommending adjustments and improvements as needed.
- Lead and/or oversee investigations into employee relations matters, including harassment, discrimination, complaints of misconduct, and safety concerns, ensuring all investigations are fair, thorough, and conducted in accordance with applicable laws and policies.
- May serve as the Title IX coordinator, overseeing compliance related to sexual harassment and discrimination, ensuring proper reporting, investigation, and resolution procedures are in place.
- Provide guidance to administrators on best practices for handling sensitive situations and managing employee conflicts.
- Provide leadership with coaching and resources to foster a positive and inclusive work environment throughout the organization, with a focus on improving employee engagement, satisfaction, and retention.
- Assess and monitor employee engagement through surveys, focus groups, and feedback loops, and use the data collected to recommend and implement targeted improvements.
- Collaborate with division leads and program managers to address working conditions and employee concerns, with the goal of making employees feel valued, supported, and respected.
- Design and manage employee recognition programs that celebrate achievements, promote morale, and reinforce SBCEO values.
- Oversee the development, implementation, and monitoring of risk management strategies, including workplace safety programs, safety training, workers' compensation, and emergency response protocols.
- Ensure compliance with OSHA and other safety regulations, and identify and mitigate risks to employee health and safety in the workplace.

DIRECTOR, ENGAGEMENT AND SUPPORT - DRAFT

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in legal studies, social sciences, humanities, or business, public, or education administration; or other related field. Possession of a master's degree in business, public, or education administration; legal studies; or other related field is preferred.

Experience: Five years of professional human resources experience, with at least two of those years in a leadership or management role, that included at least three of the following: (1) leading organizational change initiatives; (2) training and professional development; (3) employee engagement; and (4) investigations, legal compliance, and risk management.

Public agency human resources experience is preferred. Experience in human resources in a public TK-12 setting is desirable.

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

Knowledge of:

- principles and practices of human resource management
- principles and practices of risk management
- state and federal employment law
- California workers' compensation administration
- business systems analysis and implementation
- competitive bidding process
- principles and practices of process improvement
- strategic planning
- principles and practices of project management
- methods and practices of training and professional development
- principles and practices of employee engagement and wellness
- principles and practices of policy development
- methods and practices of conducting investigations
- data collection and management methods
- analytics and performance measures
- group facilitation methods and strategies
- contract law and administration
- principles and practices of supervision, performance evaluation, and performance management
- the progressive discipline process
- principles and practices of budget management

DIRECTOR, ENGAGEMENT AND SUPPORT - DRAFT

- standard office productivity software
- written and oral communication strategies
- correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- learn County Education Office organization, operations, policies and objectives communicate effectively, both orally and in writing
- prepare a wide variety of written documents
- gather and analyze data, reach sound conclusions, and recommend reasonable courses of action
- interpret and apply laws, regulations, rules, and policies
- stay current on legislation, practices, systems, and trends affecting human resources
- initiate, plan, and execute projects
- make effective presentations to a wide range of audiences
- work independently and as part of a team
- maintain effective working relationships at all levels of the organization, HR colleagues in districts and other agencies, vendors, and others
- represent department and SBCEO effectively with internal and external contacts
- lead and work effectively with groups to accomplish goals and consistently meet timelines
- build and sustain a high-performing team
- operate a computer and other office equipment and related software programs
- use a human resources information system, enterprise resource planning system, and other systems used in Human Resources and SBCEO
- prepare and administer budgets.

Licenses and certificates

- Possession of a valid California driver's license and the use of a dependable vehicle are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

Working conditions

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment.

Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

The work of this position is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.



Personnel Commission

JOB DESCRIPTION

DIRECTOR, ENGAGEMENT AND SUPPORT - DRAFT

Management salary range 28

Approved by the Personnel Commission:

December 19, 2024 (pending approval)

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.5 Disqualification of Applicants, Candidates and Eligibles

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

Reference:

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

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

AGENDA ITEM 12a - proposed revision, changes tracked

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.5 Disqualification of Applicants, Candidates, and Eligibles

- A. An applicant, candidate, or eligible may be refused examination, disqualified from an examination, ~~or removed from an eligibility list~~, or have a job offer withdrawn for any of the following reasons:
1. Failure to meet the general qualifications of Rule No. 4441.4
 2. Making a false statement or omitting ~~a statement as to~~ any material fact on ~~the any SBCEO employment application form~~.
 3. Conviction; ~~— either whether~~ by a plea of guilty or nolo contendere, a court decision, or a jury verdict ~~— to for a charge of a sex or controlled substance offense offense~~, as defined in Education Code Sections 44010 or 44011, or for a violent or serious felony, as defined in Education Code 45122.
 - ~~4. Conviction of any crime involving mistreatment of children.~~
 - ~~5.4.~~ Deception or fraud in connection with an examination or to secure employment.
 - ~~5.~~ Previous dismissal for cause from the Santa Barbara County Education Office, ~~unless the Superintendent of Personnel Commission gives a waiver to the individual in writing~~.
 - ~~6.~~ Ineligibility of the applicant, candidate, or eligible for rehire in accordance with SBCEO policy.
 - ~~6.7.~~ Poor performance or misconduct in another employment capacity (such as, but not limited to: certificated, substitute, or temporary through a staffing agency or non-public agency) or other affiliation with SBCEO.
 - ~~7.8.~~ Failure to pass the pre-employment physical examination required for the position, or inability to perform the essential functions of the position with or without reasonable accommodations.
 - ~~8.9.~~ Failure to report for duty after ~~an assignment~~ a position has been offered and accepted.
 - ~~10.~~ Failure to comply with required hiring procedures.
 - ~~9.11.~~ Status as a retired annuitant in the California State Teachers Retirement System or the California Public Employees' Retirement System, except as permitted by law.
 - ~~10.12.~~ Violation of the provisions of Education Code Section 45310 regarding authorized payment of salary or wage.
 - ~~11.13.~~ Failure to respond to due notice for review of any of the above ~~bases reasons~~ for disqualification (due notice means by telephone, personal contact, or United States mail).

Reference:

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

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4400 The Merit System

4440 Application and Examination

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4441.5 Disqualification of Applicants, Candidates, and Eligibles

- A. An applicant, candidate, or eligible may be refused examination, disqualified from an examination, removed from an eligibility list, or have a job offer withdrawn for any of the following reasons:
1. Failure to meet the general qualifications of Rule No. 4441.4
 2. Making a false statement or omitting any material fact on any SBCEO employment application.
 3. Conviction — whether by a plea of guilty or nolo contendere, a court decision, or a jury verdict — for a sex or controlled substance offense, as defined in Education Code Sections 44010 or 44011, or for a violent or serious felony, as defined in Education Code 45122.
 4. Deception or fraud in connection with an examination or to secure employment.
 5. Previous dismissal for cause from the Santa Barbara County Education Office.
 6. Ineligibility of the applicant, candidate, or eligible for rehire in accordance with SBCEO policy.
 7. Poor performance or misconduct in another employment capacity (such as, but not limited to: certificated, substitute, or temporary through a staffing agency or non-public agency) or other affiliation with SBCEO.
 8. Failure to pass the pre-employment physical examination required for the position, or inability to perform the essential functions of the position with or without reasonable accommodations.
 9. Failure to report for duty after a position has been offered and accepted.
 10. Failure to comply with required hiring procedures.
 11. Status as a retired annuitant in the California State Teachers Retirement System or the California Public Employees' Retirement System, except as permitted by law.
 12. Violation of the provisions of Education Code Section 45310 regarding authorized payment of salary or wage.
 13. Failure to respond to due notice for review of any of the above reasons for disqualification (due notice means by telephone, personal contact, or United States mail).

Reference:

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

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4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.6 Disqualification and Appeal from Disqualification

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

Reference:

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

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Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

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

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

Reference:

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

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4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.6 Notice and Appeal of Disqualification

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

Reference:

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

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4400 The Merit System

4450 Employment Lists

4451 Eligibility Lists

4451.8 Removal of Names From Eligibility Lists

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

Reference:

Education Code Section 45272 and 45300

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PERSONNEL – Series 4000

4400 The Merit System

4450 Employment Lists

4451 Eligibility Lists

4451.8 Removal of Names From Eligibility Lists

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

Reference:

Education Code Section 45272 and 45300

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4400 The Merit System

4450 Employment Lists

4451 Eligibility Lists

4451.8 Removal of Names From Eligibility Lists

- A. The name of an eligible may be removed from an eligibility list by the Director, Human Resources, subject to appeal to the Personnel Commission, for any of the following reasons:
1. A request by the eligible to be removed;
 2. Failing to respond within five working days to an invitation to a hiring interview;
 3. Declining an invitation to a hiring interview;
 4. For cause as established by Personnel Commission Rule (see Personnel Commission Rule 4441.5, Disqualification of Applicants, Candidates, and Eligibles);
 5. Termination of employment when on a promotional eligibility list;
 6. Refusing an offer of regular employment in the classification for which the individual is on the eligibility list.

Reference:

Education Code Section 45272 and 45300

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