



**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.

**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.



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



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Gary Pickavet  
Chair, Personnel Commission