



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
January 23, 2025 – 12:30 p.m.

**AGENDA**

If you need special assistance to participate in the meeting or need this agenda provided in an accessible alternative format, please contact the Human Resources office to help us comply with the Americans with Disabilities Act. Notification at least 48 hours prior to the meeting will assist the Director, Human Resources in making suitable arrangements.

Persons wishing to address the Personnel Commission may complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the end of the public comment period. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. Speakers who need more time may submit written comments.

**GENERAL FUNCTIONS**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Changes to the Agenda**
5. **Introduction of Staff and Guests**
6. **Public Comment**
7. **Approval of Minutes of Regular Meeting Held December 19, 2024  
(Attachment)**

MOVED:

SECONDED:

VOTE:

**8. Communications — None**

**9. Informational Items**

**a. Media Releases/Editorials**

Available for review from the County Superintendent of Schools.

**b. Legislative Updates**

Available for review from the Director, Human Resources.

**REGULAR BUSINESS**

**10. Informational Items**

**a. List of New Positions**

(Attachment)

**b. Classified Personnel Report dated February 13, 2025**

(Attachment)

**c. Position Announcements**

(Attachments)

i. Director, Engagement and Support (Dual – Santa Barbara/Santa Maria)

ii. Teaching Assistant (Dual – Santa Maria)

iii. Administrative Assistant (Bilingual Required) – (Dual – Santa Maria)

iv. Program Associate (Bilingual Required) – (Dual – Santa Maria)

v. Custodian/Maintenance Worker (Dual – Santa Maria)

**11. Action Items****a. Ratification of Eligibility Lists**  
(Attachments)

- i. Paraeducator (Open Continuous – South)
- ii. Paraeducator (Open Continuous – North)
- iii. Accounting Assistant (Dual – Santa Barbara)
- iv. Clerical Assistant (Bilingual Required) – (Dual – Santa Maria)
- v. Office Assistant (Dual – Santa Barbara)
- vi. Teaching Assistant (Dual – Santa Maria)

MOVED:

SECONDED:

VOTE:

**b. Extension of Eligibility Lists**  
(Attachments)

In accordance with PC Rule 4451.3, Establishment and Life of Eligibility Lists, the Director, Human Resources recommends the extension of the following open eligibility lists:

- i. Classified Human Resources Analyst, currently set to expire January 30, 2025. Proposed new expiration date: July 30, 2025.
- ii. Human Resources Specialist, currently set to expire February 15, 2025. Proposed new expiration date: August 15, 2025.

This recommendation has the support of the Associate Superintendent, Human Resources.

MOVED:

SECONDED:

VOTE:

**c. Classification of Position**  
(Attachment)

- i. The Director, Human Resources recommends establishing a new represented classification of Behavioral Health Practitioner at salary range 97 (draft job description attached). This recommendation has the support of the Associate Superintendent, Student and Community Services.

MOVED:

SECONDED:

VOTE:

**d. Job Descriptions — None**

**UNFINISHED BUSINESS — None**

**NEW BUSINESS**

**12. Revision of Merit System Rules – Presented for First Reading  
(Attachment)**

- a. 4411 Definitions
  - i. Proposed new definition: Administrative Leave
  - ii. Proposed revision: Suspension

**13. Personnel Commission Budget**

The Director, Human Resources will present a statement of expenditures for the second quarter of the 2024-25 fiscal year, from October 1, 2024 through December 31, 2024. This is an information item.

**REPORTS**

**14. PERSONNEL COMMISSIONER REPORTS**

**15. DIRECTOR, HUMAN RESOURCES REPORT**

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

**CLOSED SESSION — None scheduled**

**ADJOURNMENT**

The next regular meeting will be held on Thursday, February 27, 2025, 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.