



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
December 19, 2024 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Gary Pickavet called the meeting to order at 12:32 p.m.

2. Roll Call

Members present:

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

3. Pledge of Allegiance

Gary Pickavet 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

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held November 21, 2024

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 3-0

8. Communications — None

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

There were no media releases from the County Superintendent's Office this month.

b. Legislative Update

The Director had no legislative update this month, but shared some information from Capitol Advisors – a consulting group that provides expertise to school districts on education policy and legislative strategy – about how the recent elections had shaped the California legislature in Sacramento. Among the data points:

- Approximately a quarter of the new lawmakers are brand new, never having served in either the State Assembly or Senate before.
- Twelve members of the incoming class of lawmakers have prior experience either working in schools or as elected school board members
- The Senate Education Committee will have a new chair, as the current chair lost re-election.

When the legislature returns to Sacramento in early January, lawmakers will have until late February to introduce legislation.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions — None****b. Classified Personnel Report dated January 9, 2025****c. Position Announcement**

- i. Accounting Assistant (Dual – Santa Barbara)

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

- i. Paraeducator (Open Continuous – North)
- ii. Paraeducator (Open Continuous – South)
- iii. Payroll Supervisor (Dual – Santa Barbara)

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini

VOTE: 3-0

b. Classification of Position

- i. The Director, Human Resources recommended establishing a new classified management position of Director, Engagement and Support at management salary range 28. Associate Superintendent Mari Gonzales addressed the Personnel Commission about her vision for the Human Resources Division and how this position fits into the new structure. She also clarified that the functions of the position fall outside the purview of the Personnel Commission and will therefore be funded from the Human Resources budget. This recommendation had the support of the County Superintendent of Schools.

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 3-0

c. Job Descriptions — None**UNFINISHED BUSINESS****12. Revision of Merit System Rules – Presented for Second 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

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 3-0

NEW BUSINESS**13. Organization of the Personnel Commission**

Nomination and election of officers for calendar year 2025 was held in accordance with Personnel Commission Rule 4422.2.

The nominated slate was Carmen Jaramillo for Chair and Mike Ostini for Vice Chair, effective January 2025.

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

REPORTS**14. PERSONNEL COMMISSIONER REPORTS**

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

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that the HR team had been enjoying all the winter festivities. In addition to our own department staff luncheon on December 6, several members of the HR team traveled north to the Farnel office winter luncheon on December 11 to join their celebration and connect with our North County colleagues. On December 18, we enjoyed the winter luncheon for South County staff.

The Director reported that several members of the HR team attended a symposium on December 12 put on by the San Luis Obispo County Office of Education. They heard some excellent speakers on the subject of resilience and building a strong talent pipeline, as well as a legal update. They also had the opportunity to take a strengths assessment as part of one speaker's presentation on strengths-based development, which was very interesting. The participants appreciated this opportunity to connect with colleagues in other agencies and with each other in a professional development setting.

The Director closed by expressing her appreciation for the entire HR team, which is working together to accomplish great things for the SBCEO workforce and the people we serve. She also thanked the commissioners for their service to SBCEO and for their support of the classified HR team.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:37 p.m. The next regular meeting will be held on Thursday, January 23, 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.



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

Gary Pickavet
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

Dec 20, 2024 through Jan 17, 2025

Position #	Position Information
2736	Administrative Assistant • Peter B. Fitzgerald Community School • North County 35.00 hours per week • 10.00 months Bilingual required
2738	Clerical Assistant • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months
2739	Director, Engagement and Support • Engagement and Support • South 40.00 hours per week • 12.00 months
2743	Program Associate • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

February 13, 2025

Appointments*Limited Term/Substitute*

Lorenzano Barajas, Karla Paraeducator • Special Education • Various Sites • Hourly as needed	January 13, 2025
Luna-Ayala, Tiffany Paraeducator • Special Education • Various Sites • Hourly as needed	December 12, 2024
McNabb, Shelby Paraeducator • Special Education • Various Sites • Hourly as needed	December 16, 2024

Probationary

Santillan-Gonsales, Stephanie Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months	January 13, 2025
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Changes*Anniversary Increase*

Baeza, Alejandro Finance Systems Supervisor • School Business Advisory Services • Cathedral Oaks 100% • 12 months	January 1, 2025
Cansino, Cristina Early Care and Education Case Worker • Early Care and Education • Santa Maria - Main 100% • 12 months	January 1, 2025
Castro, Maria Administrative Assistant • Special Education • Special Education Support Staff North 100% • 12 months	January 1, 2025
Cordero, Tracie Classified Human Resources Specialist • Human Resources • Classified Human Resources Staff 100% • 12 months	January 1, 2025
Delgadillo, Fabian Paraeducator • Special Education • Speech/Language Services, McClelland 87.5% • 10 months	January 1, 2025

Filomia, Andres January 1, 2025
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

La Riba, Walter January 1, 2025
Information Technology Support Specialist - Bilingual • Partners in Education • Partners in Education
100% • 12 months

Mendoza, Nathali January 1, 2025
Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Montes Medina, Agueda January 1, 2025
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Norrie, Charmaine January 1, 2025
Administrative Assistant • Transitional Youth Services • Transitional Youth South
100% • 12 months

Sagrero, Maria January 1, 2025
Administrative Assistant • Internal Services • North County Office
100% • 12 months

Walling, Elizabeth January 1, 2025
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Probation to Permanent

Amezcuca Cornejo, Uriel January 1, 2025
Custodian/Delivery Driver • Internal Services • Operation South 2
100% • 12 months

Bartolon, Mary January 1, 2025
Office Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School
100% • 12 months

Ore, Ailey January 1, 2025
Office Assistant • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Promotion

Ore, Ailey January 2, 2025
Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center 3
100% • 12 months

Separation

Passed Away

Gomez Suarez, Isaac

December 24, 2024

Custodian/Maintenance Worker • Internal Services • Operations North
100% • 12 months

Resignation

Carpio, Andrew

January 13, 2025

Paraeducator • Special Education • Lenora Fillmore Preschool
87.5% • 10 months

Terminated

Loomis, Tais

January 13, 2025

Integrated Worker • Special Education • Integrated Special Education South
40% • 12 months



Santa Barbara County Education Office
Director, Engagement and Support

SALARY	\$70.44 - \$85.82 Hourly \$12,256.58 - \$14,933.33 Monthly \$147,079.00 - \$179,200.00 Annually	LOCATION	Santa Barbara/Santa Maria
JOB TYPE	Full-Time	JOB NUMBER	2024-00127
DIVISION	Human Resources	DEPARTMENT	Human Resources
OPENING DATE	01/13/2025	CLOSING DATE	1/26/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

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

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.
- 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.

Requirements

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
- 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.

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.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>



Santa Barbara County Education Office Teaching Assistant

SALARY	\$26.12 - \$30.11 Hourly	LOCATION	Santa Maria - Orcutt
JOB TYPE	Part-Time	JOB NUMBER	2024-00124
DIVISION	Student and Community Services	DEPARTMENT	Juvenile Courts and Community Schools
OPENING DATE	12/19/2024	CLOSING DATE	1/2/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our Ideal Candidate

You are a committed professional with a compassionate and patient demeanor who enjoys working with at-risk youth. 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, counselors, staff, parents, probation officers, and agencies by providing a safe learning environment for at-risk students who are in a juvenile court and/or community school or community day school. Combines instruction support, and tutoring to students in a strictly monitored setting.

Requirements

Education and Experience

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: Two years of experience working with at-risk adolescents or young adults. Classroom or other instructional experience is preferred.

Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable to a court or community school setting
- principles and practices of positive reinforcement
- core subjects taught in the schools served by SBCEO, including English language arts, mathematics, science, and social studies, with sufficient competency to assist students with individual or group studies
- teaching and instructional methods
- basic clerical and record-keeping processes.

-

Skill in:

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

Ability to:

- assist teaching staff with implementation of instructional goals and activities
- support and interact with students who have a variety of behavioral needs
- apply principles of positive reinforcement
- manage students' verbal and physical behavior in a constructive manner
- learn juvenile court system, including both dependency and delinquency processes
- learn system of care for youth in the juvenile justice system
- learn educational and community resources available for students and families
- interact with teachers, administration, Probation staff, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to a diverse population of students and families
- communicate effectively both orally and in writing.

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

Licenses and certificates

May require a valid California driver's license. May require a valid First Aid card, CPR certification, and/or certification in Crisis Prevention Intervention (CPI).

Working conditions

Some positions in this classification are assigned to work in a juvenile detention facility. Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. Requires the ability to perform indoors in an office, classroom, or recreational environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens.

Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and teach work materials. Requires ability to walk with student groups during PE classes and to escort students at dismissal. 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

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.

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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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Address

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Phone

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Website

<http://www.sbceo.org>



Santa Barbara County Education Office
Administrative Assistant (Bilingual)

SALARY	\$31.17 - \$35.93 Hourly	LOCATION	Santa Maria - Orcutt
JOB TYPE	Part-Time	JOB NUMBER	2024-00125
DIVISION	Student and Community Services	DEPARTMENT	Juvenile Courts and Community Schools
OPENING DATE	12/19/2024	CLOSING DATE	1/2/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our ideal candidate

You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

General description

Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

Specific Duties and Responsibilities

- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors
- Provide information where independent judgement, knowledge and interpretations are utilized
- Research and compile background material such as statistical and financial data and supporting information
- Compile and prepare comprehensive reports, records, surveys and other documents
- Coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates
- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action

- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of meetings
- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records
- May assist with ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- May assist with setting up and processing of numerous contracts for contractors
- Prepare and maintain calendar of activities, meetings, and events
- Schedule appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages or information for web pages
- Assist with online registration for numerous department workshops and events
- Assist with event coordination and setup and provide administrative support as needed
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- Perform other job related duties as assigned

Requirements

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience

Experience: four years of increasingly responsible office experience

Knowledge and skills

- Modern office practices, procedures and equipment
- Basic administrative procedures
- Personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment
- Interpersonal skills using tact, patience and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Demonstrate keyboarding/typing skills and speed as required by the assignment
- Establish and maintain efficient office procedures, record keeping, and filing systems

- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative positive working relationships
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and certificates

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 primarily indoors with minimal exposure to health and safety hazards.

Supplemental Information

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

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

RECRUITMENT INFORMATION:

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

Non-Discrimination Policy Statement

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

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

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

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

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>

Administrative Assistant (Bilingual) Supplemental Questionnaire

***QUESTION 1**

Do you have at least four years of progressively responsible Administrative Assistant experience?

- Yes
- No

***QUESTION 2**

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

- Yes
- No

* Required Question



**Santa Barbara County Education Office
Program Associate (Bilingual)**

SALARY	\$31.17 - \$35.93 Hourly \$5,424.00 - \$6,251.00 Monthly \$65,088.00 - \$75,012.00 Annually	LOCATION	Santa Maria - Orcutt
JOB TYPE	Full-Time	JOB NUMBER	2024-00128
DIVISION	N/A	DEPARTMENT	Early Care and Education
OPENING DATE	01/10/2025	CLOSING DATE	1/26/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our Ideal Candidate

You have excellent organization, communication, and interpersonal skills as well as the ability to manage multiple projects and deadlines. You possess the ability to establish and maintain cooperative, effective, and collaborative working relationships with others. You are proficient in utilizing a computer and can create and maintain data systems. You are a strong team player and have the proven ability of promoting and developing projects, including the coordination of volunteers, participants, and/or contractors to ensure successful outcomes of events, volunteer and/or contractor placements, and initiatives. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General Description

Under the supervision of the assigned manager, responsible for creating and implementing community outreach, fundraising, volunteer and participant recruitment, fostering school-community relations, assisting with the implementation of educational programs, and other activities and initiatives to support multiple programs within the Santa Barbara County Education Office.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Provide support for fundraising and volunteer, participant, and/or contractor recruitment and coordination of programs to include but not limited to data entry, creating and processing of direct mail, database management, outreach to donors, volunteers, program participants, and/or contractors including direct verbal and written solicitations
- Follow-up, track, train, and schedule volunteer, participant, and/or contractor into school- and community- based activities that support students and schools
- Responsible for creation, implementation and maintenance of fundraising, donor, volunteer, participant, and/or contractor databases

- Maintain positive and ongoing relationships with school sites and staff
- Responsible for event coordination, scheduling and preparing staff and volunteers, participants, and/or contractors for meetings, maintaining calendars, and making travel and entertainment arrangements
- Prepare electronic presentations and present to both large and small groups
- Identify partnerships with community organizations and non-profits that can support students and schools
- Recruit, schedule, place, and support volunteers, participants, and/or contractors and community resources into activities that support school sites and non-profits
- Assist with project monitoring and fidelity and track progress of projects until completed
- Perform site visits to ensure the professional development of the program participants
- Assist with planning and maintaining a working budget
- Prepare sophisticated reports, letters, and memoranda that contain complex and sensitive information about individuals and organizations involved in the program
- May perform a variety of clerical accounting duties in support of assigned SBCEO accounts and functions including processing various financial forms and documents, verifying accuracy and completeness, and reviewing and correcting account errors
- May assist with the preparation and processing of various financial forms including deposits, purchase orders, reimbursements and payments for program expenditures
- May assist with the creation of marketing materials to include but not limited to brochures, videos, flyers, and pamphlets
- May act as a representative for the Office and/or liaison at various community events, schools, and college and/or job fairs
- Research grant opportunities and assist with the completion of grant applications
- Be responsible for prompt responses for requests from donors, members of the community, SBCEO staff, volunteers, and/or contractors
- Other duties as assigned as it pertains to the essential functions of the job

Requirements

Requirements

Education: High school diploma and two years of college level instruction

Experience: four years experience in a responsible administrative or program support position, including one year of experience working with locally based foundations, non-profits, businesses, schools, and/or community organizations

Knowledge and skills

- Role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- School and community demographics and needs
- Structure and processes of public education system and community resources
- Sufficient human relation skills to make formal presentations, facilitate group processes, and review contractor, volunteer and/or participant performance
- Field of philanthropy and charitable giving
- Grant making process
- Local nonprofit and/or business community
- Excellent computer skills to include industry standard software applications and familiarity with databases
- Advanced administrative assistant methods and responsibilities
- Modern administrative office practices, procedures, and equipment
- Excellent telephone techniques and etiquette

- Excellent report writing techniques
- Excellent English usage, grammar, spelling, punctuation and vocabulary
- Exceptional verbal and written communication skills and interpersonal skills that foster positive relationships with diverse populations
- Conflict management capabilities
- Video filming and editing
- Demonstrate keyboarding skills and speed as required by the assignment
- Interpersonal relations using tact, patience, and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Organize, plan, and control work assignments and projects involving a multiplicity of components and individuals providing support to achieve goals and objectives
- Perform varied, complex tasks
- Compose correspondence and written materials independently with edits and proofreading
- Work independently
- Maintain strict confidentiality in all aspects of work
- Prioritize duties and achieve planned goals for complex programs meeting schedules and timelines
- Establish and maintain effective cooperative working relationships with various staff, volunteers, program participants, contractors, community members and organizations
- Timely decision making and problem solving
- Identify opportunities and implement strategies for continuous improvement
-

Licenses and certificates

As incumbent will travel to different sites and locations within the county, this classification requires a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Requires travel and participation at events in a variety of school districts and the community.

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.
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- 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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Program Associate (Bilingual) Supplemental Questionnaire

***QUESTION 1**

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

Yes

No

* Required Question



Santa Barbara County Education Office
Custodian/Maintenance Worker

SALARY	\$24.99 - \$28.79 Hourly \$4,349.00 - \$5,009.00 Monthly \$52,188.00 - \$60,108.00 Annually	LOCATION	Santa Maria - Orcutt
JOB TYPE	Full-Time	JOB NUMBER	2025-00129
DIVISION	Administrative Services	DEPARTMENT	Internal Services
OPENING DATE	01/17/2025	CLOSING DATE	2/2/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

General description

Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.
- Wash and dust screens, doors, desks, counters, table tops, walls, and telephone handsets.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
- Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed.
- Perform semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
- Perform building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; assist in the maintenance of heating systems.
- Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.
- As directed, assist with preventative maintenance and minor repairs of county vehicles.
- Set up rooms for meetings and special events.

- Move materials, equipment, and furniture between various rooms and buildings; deliver mail and other documents as needed.
- Perform other job-related duties as assigned

Requirements

Education: High school diploma or equivalent

Experience: Two years of experience in custodial and maintenance duties, preferably working in a school setting

Knowledge of:

- Principles and methods of custodial and semi-skilled maintenance.
- Proper use of tools and equipment used in custodial and building maintenance.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Clean buildings and related fixtures and equipment.
- Perform maintenance and repairs to assigned buildings, including general carpentry, plumbing, and painting.
- Understand and follow oral and written directions.
- Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

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 includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

Supplemental Information

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RECRUITMENT INFORMATION:

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Open Continuous Eligibility List
Paraeducator (South)

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Areas Willing to Accept Employment	Date of Hiring Interview
1	60738671	7/15/25	Eligible	Y	Santa Barbara, Goleta	N/A
2	7724032	5/17/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta	N/A
3	59320864	3/26/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta	9/27/24
4	27670047	5/11/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta	11/15/24
5	59793557	5/1/25	Eligible	Y	Santa Barbara, Goleta	10/31/24
6	58309708	4/16/25	Eligible	N	Montecito, Carpenteria, Santa Barbara, Goleta	10/24/24



**Open Continuous Eligibility List
Paraeducator (North)**

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Areas Willing to Accept Employment	Date of Hiring Interview
1	57642590	6/28/25	Eligible	Y	Santa Maria, Orcutt	N/A
2	46646068	4/19/25	Eligible	N	Guadalupe, Lompoc, Los Alamos, Santa Maria, Orcutt	10/24/24
3	30446892	6/28/25	Eligible	Y	Santa Maria, Orcutt	5/22/24
4	59982954	5/17/25	Eligible	Y	Santa Maria, Orcutt	N/A
4	60388142	6/28/25	Eligible	N	Santa Maria, Orcutt	N/A
5	58169111	1/24/25	Eligible	Y	Lompoc, Santa Maria, Orcutt, Santa Ynez Valley	N/A
6	54428583	6/29/25	Eligible	Y	Lompoc	N/A
6	54539199	6/29/25	Eligible	N	Lompoc, Santa Maria, Orcutt	N/A
6	59774341	5/1/25	Eligible	N	Lompoc, Santa Maria, Orcutt	11/1/24
7	59848881	5/1/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt	10/31/24
7	23739752	5/10/25	Eligible	N	Guadalupe, Los Alamos, Santa Maria, Orcutt	11/14/24
7	36819229	6/29/25	Eligible	Y	Casmalia, Guadalupe, Lompoc, Los Alamos, Santa Maria, Orcutt, Santa Ynez Valley	N/A
8	60049543	5/10/25	Eligible	N	Santa Ynez Valley	11/14/24
9	2435015	6/20/25	Eligible	N	Guadalupe, Lompoc, Los Alamos, Santa Maria, Orcutt, Santa Ynez Valley	8/14/24
10	22090056	6/29/25	Eligible	Y	Lompoc, Santa Maria, Orcutt	N/A
11	58383936	6/29/25	Eligible	Y	Lompoc, Santa Maria, Orcutt	N/A
12	59918542	4/20/25	Eligible	Y	Santa Maria, Orcutt	10/24/24

13	54523765	1/29/25	Eligible	N	Lompoc, Santa Ynez Valley	8/5/24
14	49850505	5/3/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt	11/8/24
15	55160051	5/11/25	Eligible	Y	Lompoc	11/14/24
16	49877403	1/25/25	Eligible	Y	Santa Maria, Orcutt	N/A
17	59231782	3/6/25	Eligible	Y	Santa Maria, Orcutt	9/10/24
18	59767221	5/10/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt	11/8/24



Dual Certification Eligibility List
Accounting Assistant

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	54130263	6/21/25	Eligible	Part-Time	0.5	20 hours/week
2	56430762	6/21/25	Eligible	Part-Time	0.5	20 hours/week
2	22062002	6/21/25	Eligible	Part-Time	0.5	20 hours/week
3	60019535	6/21/25	Eligible	Part-Time	0.5	20 hours/week
4	14438231	6/21/25	Eligible	Part-Time	0.5	20 hours/week
5	42663953	6/21/25	Eligible	Part-Time	0.5	20 hours/week

Number of applicants: 26

Number of applicants passed screening: 14

Number of performance/written exam attendees: 11

Number of oral exam attendees: 6



**Dual Certification Eligibility List
Clerical Assistant (Bilingual)**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	18261533	6/27/25	Offered	Full-Time	1.0	40 hours/week
2	48779016	6/27/25	Eligible	Full-Time	1.0	40 hours/week
3	33631856	6/27/25	Eligible	Full-Time	1.0	40 hours/week
4	22322320	6/27/25	Eligible	Full-Time	1.0	40 hours/week
5	20654153	6/27/25	Eligible	Full-Time	1.0	40 hours/week
5	57573466	6/27/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 34
Number of applicants passed screening: 15
Number of performance/written exam attendees: 7
Number of oral exam attendees: 6



**Dual Certification Eligibility List
Office Assistant**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	45036557	6/28/25	Hired	Full-Time	1.0	40 hours/week
2	42948826	6/28/25	Eligible	Full-Time	1.0	40 hours/week
3	7388657	6/28/25	Eligible	Full-Time	1.0	40 hours/week
4	56096770	6/28/25	Declined Interview	Full-Time	1.0	40 hours/week

Number of applicants: 53

Number of applicants passed screening: 21

Number of performance/written exam attendees: 12

Number of oral exam attendees: N/A



**Dual Certification Eligibility List
Teaching Assistant**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	38259840	7/15/25	Eligible	Part-Time	0.875	35 hours/week
2	54144677	7/15/25	Eligible	Part-Time	0.875	35 hours/week
3	60697689	7/15/25	Eligible	Part-Time	0.875	35 hours/week
4	26772255	7/15/25	Eligible	Part-Time	0.875	35 hours/week

Number of applicants: 17
Number of applicants passed screening: 7
Number of performance/written exam attendees: 6
Number of oral exam attendees: 4



Dual Certification Eligibility List
Classified Human Resources Analyst

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	52555898	1/30/25	Eligible	Full-Time	1.0	40 hours/week
2	53191156	1/30/25	Eligible	Full-Time	1.0	40 hours/week
3	54327491	1/30/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 27

Number of applicants passed screening: 15

Number of performance/written exam attendees: 10

Number of oral exam attendees: 4



**Open and Promotional Eligibility List
Human Resources Specialist**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	22339569	8/15/25	Eligible	Full-Time	1.0	40 hours/week
2	53582494	2/15/25	Eligible	Full-Time	1.0	40 hours/week
3	13956015	2/15/25	Eligible	Full-Time	1.00	40 hours/week
4	44182170	2/15/25	Eligible	Full-Time	1.00	40 hours/week

Number of applicants: 34

Number of applicants passed screening: 27

Number of performance/written exam attendees: 15

Number of oral exam attendees: 5



Personnel Commission

JOB DESCRIPTION

BEHAVIORAL HEALTH PRACTITIONER - DRAFT

Reports to: Varies by assignment
Division: Student and Community Services

Our ideal candidate

You are a culturally competent and empathetic professional with creative problem-solving skills who cares deeply about the students and families receiving your services. You are a team player, skilled in your area of expertise, and you use your knowledge and skills to accomplish collective goals.

General description

Under general direction, provide culturally competent individual, group, and family therapy in order to: help children and students succeed academically, socially, and emotionally; strengthen families and connect them with the resources they need; and create a safe, healthy, and supportive learning environment, in collaboration with educators and other professionals.

Specific duties and responsibilities

- Provide individual, group and family services — including therapy, treatment coordination, and case management — to children, students, and families served by a variety of SBCEO programs, including students with a history of disciplinary and/or behavioral issues in traditional school environments and students in the juvenile justice center.
- Make recommendations to school or program staff and families for behavioral health services and placements, as well as referrals to families for accessing and utilizing school and community resources, as appropriate.
- Provide consultative support and professional expertise to instructional or program staff, service providers, administrators, and families regarding behavioral health, behavioral issues, and substance abuse.
- Provide crisis support to students and their families, helping students regain academic, social, and emotional success and promoting family stability to enable the student to function more effectively in school and community; provide post-crisis intervention case management, including helping families link to intensive, wrap-around behavioral health services.
- Participate in the intervention/coordination of services team with other behavioral health professionals serving community school students.
- Review and approve services provided by other staff for purposes of billing MediCal and other payers.
- Attend and participate in various in-services, committees, and workshops; develop, implement and conduct in-service training sessions for families and staff.
- Maintain treatment and case management records, observing all relevant legal regulations related to patient and student confidentiality.
- Perform other job-related duties as assigned.

BEHAVIORAL HEALTH PRACTITIONER - DRAFT

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a qualifying master's degree from an accredited institution of higher education.

Experience: Three years of post-licensure experience providing therapy to at-risk youth or families, preferably in a school environment.

Knowledge of:

- Legal and ethical standards with regard to providing school-based behavioral health services;
- Psychological diagnostic methods and terminology;
- Cultural and social factors affecting behavior patterns;
- Wellness, recovery and resiliency-oriented strategies and supports;
- Dual recovery/co-occurring disorder treatment, screening and assessment tools;
- Community needs, resources, and organizations related to behavioral health care;
- Clinical standards of practice;
- Treatment modalities and assessment;
- Behavior management practices;
- Evidence-based therapy practices;
- Trauma-informed practices;
- Cognitive Behavior Therapy and other group and individual counseling techniques;
- Non-violent crisis intervention techniques, including verbal de-escalation and physical interventions;
- Challenges facing populations served, such as poverty, behavioral health issues, homelessness, academic failure, disciplinary action, and justice system involvement;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Applicable laws, codes, regulations, policies and procedures;
- Modern office practices, procedures, and equipment;
- Telephone and email etiquette;
- Standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing;
- Record-keeping practices related to patients and students.

Skill in:

- Cultural competency with populations served.

Ability to:

- Learn organization, operations, policies and objectives of the County Education Office and assigned program;
- Develop and maintain trust and cooperation with students and families;

BEHAVIORAL HEALTH PRACTITIONER - DRAFT

- Establish and maintain cooperative and effective working relationships with others;
- Prepare reports and correspondence that may be sensitive and have legal implications;
- Plan and organize work to meet deadlines;
- Work independently and as part of a team;
- Analyze situations accurately and adopt an effective course of action;
- Effectively utilize the least restrictive or intensive interventions with students;
- Prepare and maintain required records, reports and files related to assigned activities;
- Billing requirements for behavioral health services;
- Stay informed of effective interventions, innovations, and practices related to educationally related mental health services;
- Communicate effectively, both orally and in writing;
- Operate a computer and other office equipment and related software programs;
- Maintain confidentiality of information related to patients and students.

Ability to speak, read, and write Spanish fluently may be required for some positions in this classification.

Licenses and certificates

- Possession of a valid license as a Clinical Social Worker, Marriage and Family Therapist, or Professional Clinical Counselor issued by the California Board of Behavioral Science Examiners.
- Ability to obtain ordering, referring, and prescribing privileges from Medi-Cal.
- Possession of a valid California Driver's License, reliable transportation, and insurance coverage as required by law may be required for some positions in this classification.
- Valid CPR and First Aid certifications may be required for some positions in this classification.

Working conditions

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 lifting and carrying heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and provide service to students and families, is required.

Series

Healthcare

Salary range 97



BEHAVIORAL HEALTH PRACTITIONER - DRAFT

Approved by the Personnel Commission: January 23, 2025 (pending approval)

AGENDA ITEM 12 - proposed revisions, changes tracked

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.

Administrative Leave

An enforced absence of an employee, typically with pay, pending the outcome of an investigation of allegations that have been made against the employee that may lead to disciplinary action.

Allocation

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

Anniversary Date

The first day of the pay period following successful completion of the probationary 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.

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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

See Job Description.

Commission

See Personnel Commission.

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.

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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, Human Resources. The Director, Human Resources is 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.

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.

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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).

Fiscal Year

July 1st of one calendar year through June 30th 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

(Also referred to as Class Description or Class Specification) A written description, approved by the Personnel Commission, containing a general description, specific duties and responsibilities, working conditions, and the qualification requirements for employment in a classification.

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.

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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).

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 hours in a workday; in excess of 40 hours in a workweek; 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.

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.

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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.

Permanent Position

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

Personnel Commission

A three-member commission 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, Human Resources, and the Personnel Commission to carry out the day-to-day operations of the Personnel Commission.

Personnel Director

The Director, Human Resources fulfills the duties and responsibilities ascribed to the personnel director in the Act. See Act. See Director.

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.

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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.

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

The assignment of a classification from one salary range to another salary range, not connected with a reclassification.

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 classification to another, because of a significant change in duties or responsibilities. An incumbent may be reclassified along with a position. Reclassification may or may not result in a change in salary range.

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 off 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.

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Regular Employee

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

Regular Status

Probationary or permanent status with the Office.

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.

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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.

Step Advancement

Movement to the next higher step in the salary range for the employee’s classification (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 A disciplinary action involving the~~ 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.

Y-Rating

Retention of an employee’s salary range and step when reclassification or reallocation results in the maximum step of the new salary range being lower than the employee’s current step. The retention of the higher salary range and step may occur until such time as there is a step(s) in the salary range to which the employee’s classification is assigned that is equal to or higher than the employee’s retained range and step. During the period that an employee’s salary placement is Y-rated, the employee is ineligible for annual salary step increases and salary schedule increases. Y-rating is not the same as placement of an employee at step Y in a range on the classified salary schedule.

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Comparative Object Summary

Account Object Code	2024/25 Adopted Budget	2024/25 Revised Budget	2024/25 Actuals with Encum	2024/25 Rev Budget -Actuals	2024/25 Actuals/ Revised
Management 1490 - PERSONNEL COMMISSION					
Expense					
2300 Class Admin Sal	181,981	183,681	183,681		100.00 %
2400 Cler/Office Sal	177,087	173,386	172,666	720.36	99.58 %
2430 Extra Hours/OT	3,000	3,000	308	2,692.38	10.25 %
2440 Substitutes	3,000	3,000		3,000.00	
Total for Object 2000	365,068	363,067	356,654	6,412.74	
3202 PERS2	101,089	97,820	96,197	1,623.00	98.34 %
3302 OasdMed2	113	121	101	20.36	83.17 %
3304 Medi Class	5,269	5,258	5,165	93.00	98.23 %
3402 H&W2 Class	123,333	112,866	118,730	5,864.36-	105.20 %
3502 Unempl2 Class	181	180	177	3.02	98.32 %
3602 WrkComp2 Class	6,232	6,219	6,109	110.09	98.23 %
Total for Object 3000	236,217	222,464	226,479	4,014.89-	
4300 Supplies	100	100	42	57.99	42.01 %
4340 Tangible Dev	400	400		400.00	
4350 Office Supply	3,100	3,100	2,516	584.01	81.16 %
Total for Object 4000	3,600	3,600	2,558	1,042.00	
5200 Travel	2,100	2,100	600	1,500.44	28.55 %
5201 Out of Cnty Trv	4,000	4,000	2,397	1,603.00	59.93 %
5300 Dues/Membership	3,336	3,336	1,845	1,491.00	55.31 %
5610 Rntl Les w/o Op	1,675	1,675	1,675		100.00 %
5640 Computer Repr	200	200		200.00	
5650 Maint Agreemnts	1,249	1,249	1,250	1.00-	100.08 %
5715 PhotoCopies	100	100		100.00	
5720 Postage	50	50		50.00	
5730 Printing/Dupl	1,025	1,025	707	318.50	68.93 %
5745 Vehicle Use	300	300		300.00	
5800 Prof Consulting	13,574	13,574	520	13,053.54	3.83 %
5810 Contract Servs		13,234	13,234		100.00 %

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2025, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

ESCAPE ONLINE

Account Object Code	2024/25 Adopted Budget	2024/25 Revised Budget	2024/25 Actuals with Encum	2024/25 Rev Budget -Actuals	2024/25 Actuals/ Revised
Management 1490 - PERSONNEL COMMISSION (continued)					
Expense (continued)					
5830 Advertisement	10,301	8,902	4,013	4,888.62	45.08 %
5930 Postge,Rfl Mtrs	40	40		40.00	
Total for Object 5000	37,950	49,785	26,241	23,544.10	
Total for Org 061, Management 1490 and Expense accounts	642,835	638,916	611,932	26,983.95	