



**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.

MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:30 p.m.

2. Roll Call

Members present:

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

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

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

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held December 19, 2024

MOVED: Mike Ostini

SECONDED: Gary Pickavet

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, Human Resources explained that Senate Bill 1100 was signed into law by the Governor last September and prohibits driver's license requirements in job postings unless the employer reasonably expects driving to be one of the functions of the job, and alternative transportation would not be comparably efficient in time or cost. The Director stated that she did not expect the law to have a significant impact on SBCEO, which has recently reviewed many job descriptions to clarify driving responsibilities, as part of our participation in the DMV's Employer Pull Notice program.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated February 13, 2025****c. Position Announcements**

- 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**

- 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: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

b. Extension of Eligibility Lists

In accordance with PC Rule 4451.3, Establishment and Life of Eligibility Lists, the Director, Human Resources recommended 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 had the support of the Associate Superintendent, Human Resources.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

c. Classification of Position

- i. The Director, Human Resources recommended establishing a new represented classification of Behavioral Health Practitioner at salary range 97. This recommendation had the support of the Associate Superintendent, Student and Community Services.

The Director noted that this classification will provide social and emotional support to students and children served by SBCEO, rather than instructional support, which means that it is not required to be in the CSEA bargaining unit. However, because incumbents will work with students and children, SBCEO has begun discussion with CSEA about whether it should be in the bargaining unit. The Director stated that CSEA had given their concurrence for SBCEO to present this classification to the Personnel Commission for approval in order to get the classification established so that HR can open a recruitment and the programs can provide these services to students and families.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

d. Job Descriptions — None**UNFINISHED BUSINESS — None****NEW BUSINESS****12. Revision of Merit System Rules – Presented for First Reading****a. 4411 Definitions**

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

13. Personnel Commission Budget

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

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 has been doing extensive preparation for the transfer of the preschool Special Education program to Lompoc Unified – drafting employee communications, fielding questions from affected employees, and reviewing our staffing needs.

The Director noted that HR continues to fine-tune the new in-person employee orientation process. She stated that the feedback from participants is what an enjoyable and informative experience it is.

HR is gearing up for the annual Countywide job fairs, which will be held in March this year instead of February. It was also decided to try holding them on weekday evenings instead of Saturday mornings in an effort to boost attendance. So far, five districts have signed up to attend the job fair in the south, and six districts have signed up for the north. The South County event will be Thursday, March 6 in the SBCEO Auditorium; the North County event will be Thursday, March 13 in Shepard Hall at the Santa Maria Public Library. Both events will be held from 4:00-7:00 p.m.

The Director reported that after the PC meeting, she and Tracie Cordero would be attending a meeting hosted by the CDE Awards team regarding this year's Classified School Employee of the Year program.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Commissioner Ostini reported that he had attended the chapter meeting. He noted that the proposed revisions to the PC Rule definitions and the proposed new classification of Behavioral Health Practitioner had been discussed, and he confirmed CSEA's concurrence with those items.

CLOSED SESSION — None scheduled

ADJOURNMENT

The Director, Human Resources reported that she had researched the question of whether a motion to adjourn was required for PC meetings. She noted that Robert's Rules of Order requires a motion to adjourn. She was not able to find any guidance in the Brown Act as to whether a motion was required. The Director noted that the County Board of Education calls for a motion to adjourn their meetings. Therefore, the preponderance of available evidence suggests that there should be a motion to adjourn Personnel Commission meetings.

There being no further business, there was a motion to adjourn.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

The meeting was adjourned at 1:33 p.m. 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.



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



Carmen Jaramillo
Chair, Personnel Commission