



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
March 27, 2025 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:32 p.m.

2. Roll Call

Members present:

Carmen Jaramillo, Chair
Mike Ostini, Vice Chair
Gary Pickavet, 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 Minjarez Gonzales, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Wendy Garcia, Certificated Human Resources Technician

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held February 27, 2025

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized two media releases. One was about the annual Mock Trial competition, a student enrichment program that is a cooperative effort of SBCEO, the Santa Barbara County Superior Court, and an organization called Teach Democracy. This year's winner was Goleta's Dos Pueblos High School, which went on to represent our county in the state competition.

The second media release was about the County Spelling Bee that SBCEO hosted last week for competitors at the elementary, junior high, and high school levels. At the elementary level, a Washington Elementary School (Santa Barbara Unified) student won; at the junior high level, a student from St. Raphael School (a parochial school in Goleta) emerged victorious.

b. Legislative Update

The Director, Human Resources noted that she and the Commissioners had recently attended a comprehensive legal update at the CSPCA conference, so she did not have much information to add. She also noted that bills were currently working their way through committee.

The Director reported that SBCEO would be updating its non-discrimination policy to include intersectionality (two or more protected characteristics) and leave policies to reflect the expansion of use of paid sick leave for victims of crime/domestic violence.

Mari Gonzales reported on AB 1224, legislation that she helped draft and advocate for to extend the permissible length of certificated substitute assignments to 60 days for both special education and general education. She is hopeful that it will pass, thus relieving districts of some of the pressure of hiring substitutes and providing greater continuity for students and staff.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated April 10, 2025

c. Position Announcements

- i. Administrative Assistant (Promotional – Santa Maria)
- ii. Behavioral Health Practitioner (Dual – Santa Maria)
- iii. Teaching Assistant (Dual – Santa Maria)

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

- i. Paraeducator (Open Continuous – North)

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

b. Classification of Position

- i. The Director, Human Resources recommended establishing a new management classification of Manager, Career Technical Education Programs at management salary range 14. This recommendation had the support of the Associate Superintendent, Student and Community Services.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

c. Job Descriptions — None**UNFINISHED BUSINESS — None****NEW BUSINESS — None****REPORTS****12. PERSONNEL COMMISSIONER REPORTS**

The Commissioners reported on their experience at the recent CSPCA conference.

Commissioner Pickavet reported that he attended workshops on artificial intelligence, subsequent arrest reports, and Personnel Commission chair roles and responsibilities.

Commissioner Ostini reported that he especially liked the session on hiring and supervising the Human Resources Director and also attended a workshop on developing and approving the PC budget.

Commissioner Jaramillo reported that she followed the “Commissioners’ boot camp” track at the conference and that she picked up good pointers from the workshops she attended.

13. DIRECTOR, HUMAN RESOURCES REPORT

The Director expressed her hope that Commissioners Jaramillo and Ostini had enjoyed the opportunity to attend SBCEO’s virtual Employee Service Awards earlier in the month. The watch parties – a new feature this year – proved to be very popular.

The Director reported that she and the Associate Superintendent, Human Resources had the opportunity to go on a tour of Vandenberg Space Force Base arranged by our Career Technical Education department. They had an opportunity to observe the Starbase program, in which local fourth-graders have an opportunity to come on base for a week and study a STEM-focused curriculum. They also toured the Vandenberg “museum” and learned about the base’s history and the different rocket programs that have been based there.

The Director reported that she had raised the topic with CSE of the new process for approving new or revised job descriptions. It was determined that in future, we can probably time CSEA’s policy review process close to the PC meeting so that if the PC has suggested changes, we can make revisions to the job descriptions before the policy review process is finalized, so we don’t have to do the policy review process and member ratification twice. The Director noted that she would bring the two Paraeducator job descriptions back to the PC for approval at a subsequent meeting.

The Director reported that SBCEO had hosted the Countywide job fairs earlier this month and had about 110 attendees between the two events. The Santa Maria Public Library turned out to be an excellent venue for the North County event – we got foot traffic from library patrons who didn’t previously know about the job fair. HR is seriously considering changing the location of the South County event to the Santa Barbara Public Library or some other downtown venue next year.

The Director regretfully reported that, even with the additional time, SBCEO did not receive any eligible submissions for Classified School Employee of the Year this year. The Director shared her theory that the requirement to submit a video with the nomination materials deterred districts from submitting nominations.

The Director concluded by noting that she also had the opportunity to attend the CSPCA conference this year. Her key takeaways were in the areas of AI, and she also stated that she would debrief with Gabriel Purvis about a concurrent session he attended about “growing your own” – facilitating Paraeducators becoming teachers.

14. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report.

CLOSED SESSION — None scheduled

ADJOURNMENT

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 1:23 p.m. The next regular meeting will be held on Thursday, April 24, 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



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

Mar 22, 2025 through Apr 18, 2025

Position #	Position Information
2757	Educational Interpreter, American Sign Language, Waiver • Ralph Dunlap School DHOH 2 • North 6.67 hours per week • 10.00 months
2761	Administrative Assistant • Curriculum and Instruction 5 • South 40.00 hours per week • 12.00 months
2762	Manager, Career Technical Education Programs • Career Technical Education Program - South C • Sou County 40.00 hours per week • 12.00 months Position in South or North county

Santa Barbara County Board of Education

Classified Personnel Report

May 8, 2025

Appointments*Limited Term/Substitute*

Agustin, Eunice	March 17, 2025
Paraeducator • Special Education • Various Sites • Hourly as needed	
Davis, Leslie	March 31, 2025
Clerical Substitute • Miscellaneous • Various Sites • Hourly as needed	
Diaz, Magali	March 27, 2025
Paraeducator • Special Education • Various Sites • Hourly as needed	
Esquibel-Reyes, Zulema	April 4, 2025
Paraeducator • Special Education • Various Sites • Hourly as needed	
Gonzalez Ochoa, Maria de Jesus	April 2, 2025
Paraeducator • Special Education • Various Sites • Hourly as needed	
Melgoza, Norma	April 1, 2025
ECE Substitute in Training • Early Care and Education • Various Sites • Hourly as needed	
See, Brandi	April 7, 2025
Paraeducator • Special Education • Various Sites • Hourly as needed	

Probationary

Ramirez Nolasco, Raul	March 19, 2025
Custodian/Maintenance Worker • Internal Services • Operations - North 100% • 12 months	

Changes*Anniversary Increase*

Aguilar Navarrete, Cinthia	April 1, 2025
Paraeducator • Special Education • Montecito Union School 81.25% • 10 months	
Barcos, Lydia	April 1, 2025
Accounting Technician • School Business Advisory Services • School Business Advisory Services 50% • 12 months	

Bluem, Denice	April 1, 2025
Educational Interpreter, American Sign Language, Certified • Special Education • Dunlap School DHOH 75% • 10 months	
Catalan Pineda, Zurisaday	April 1, 2025
Paraeducator • Special Education • Clarence Ruth Preschool 75% • 10 months	
Consolascio, Sherry	April 1, 2025
Food Service Worker • Early Care and Education • Building Blocks Care and Education Center 100% • 10 months	
Cortes, Luis	April 1, 2025
Administrative Assistant • Internal Services • Operations South 100% • 12 months	
Cortez, Heidi	April 1, 2025
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc 100% • 12 months	
de los Cobos, Erin	April 1, 2025
Paraeducator • Special Education • Oak Valley Preschool 87.5% • 10 months	
Earle, Rosangel	April 1, 2025
Paraeducator • Special Education • Speech/Language Services, McClelland 87.5% • 10 months	
Flores, Anne	April 1, 2025
Administrative Assistant • Teacher Programs and Support • Teacher Programs and Support 100% • 12 months	
Gadler Bell, Marilee	April 1, 2025
School Occupational Therapist • Special Education • School Occupational Therapy Services 100% • 12 months	
Gonzalez, Esther	April 1, 2025
Paraeducator • Special Education • Speech/Language Services, Dunlap 75% • 10 months	
Holt, Max	April 1, 2025
Paraeducator • Special Education • De Colores Preschool 87.5% • 10 months	
Howard, Diane	April 1, 2025
Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 100% • 12 months	
Huitron, Alejandra	April 1, 2025
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County 100% • 10 months	

Kerns, Heather	April 1, 2025
Paraeducator • Special Education • Vision Services 75% • 10 months	
Leon, Monica	April 1, 2025
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc 100% • 12 months	
Maldonado, Liliana	April 1, 2025
Paraeducator • Special Education • Cold Spring School 81.25% • 10 months	
Marble, Margaret	April 1, 2025
Paraeducator • Special Education • Montecito Union School 81.25% • 10 months	
Moreno Covarrubias, Blanca	April 1, 2025
Paraeducator • Special Education • Montecito Union School 81.25% • 10 months	
Muhr, Joan	April 1, 2025
Office Assistant • Information Technology Services • Information Technology Services 30% • 12 months	
Muniz, Alicia	April 1, 2025
Paraeducator • Special Education • Cuyama Elementary School 81.25% • 10 months	
Remick, Cory	April 1, 2025
Senior Software Engineer • Information Technology Services • Information Technology Services 100% • 12 months	
Rivera, Fabiola	April 1, 2025
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months	
Rodriguez, Isabel	April 1, 2025
Paraeducator • Special Education • Speech/Language Services, Valley/Lompoc 87.5% • 10 months	
Sandoval, Arlyn	April 1, 2025
Office Assistant • Special Education • Special Education Support Staff, Lompoc 100% • 10 months	
Santos, Jessica	April 1, 2025
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months	
Teran, Ruby	April 1, 2025
Paraeducator • Special Education • Dos Puertas School 84.375% • 12 months	

Torres, Brianda April 1, 2025
 Paraeducator • Special Education • Manzanita Charter School (K-3rd)
 81.25% • 10 months

Velazquez, Ricardo April 1, 2025
 Paraeducator • Special Education • Infant Services, Santa Maria
 50% • 10 months

Watson, Clarissa April 1, 2025
 Paraeducator • Special Education • Casmalia Preschool 3
 87.5% • 10 months

Wold, Kristen April 1, 2025
 Paraeducator • Special Education • Montecito Union School
 81.25% • 10 months

Differential - Add

Torres, Gloria February 25, 2025
 Paraeducator • Special Education • Manzanita Charter School 2 (4th-6th)
 81.25% • 10 months
 Specialized Health Care

Out of Classification/Return

Martinez, Serena October 15, 2024
 Educational Interpreter, American Sign Language, Waiver • Special Education • Ralph Dunlap School DHOH
 16.675% • 10 months

Probation to Permanent

Burke, Sarah April 1, 2025
 Paraeducator • Special Education • Montecito Union School
 81.25% • 10 months

Chung, Allison April 1, 2025
 Paraeducator • Special Education • Montecito Union School
 81.25% • 10 months

Estrada, Christopher April 1, 2025
 Paraeducator • Special Education • Oakley Preschool
 87.5% • 10 months

Gomez Chavez, Leticia April 1, 2025
 Paraeducator • Special Education • Speech/Language Services, McClelland
 87.5% • 10 months

Graybill, Janice April 1, 2025
 Accounting Technician, Senior • Early Care and Education • Early Care and Education - Hope Center 5
 100% • 12 months

<p>Guia, Citlalin</p> <p>Paraeducator • Special Education • Taylor Preschool 87.5% • 10 months</p>	<p>April 1, 2025</p>
<p>Jenkins, Ashley</p> <p>Paraeducator • Special Education • Cold Spring School 81.25% • 10 months</p>	<p>April 1, 2025</p>
<p>Manzo, Edith</p> <p>Paraeducator • Special Education • Speech/Language Services, Lompoc 1 87.5% • 10 months</p>	<p>April 1, 2025</p>
<p>Read, Joseph</p> <p>Braille Transcriber • Special Education • Vision Services 100% • 10 months</p>	<p>April 1, 2025</p>

Transfer

<p>Almodovar, Nelson</p> <p>Paraeducator • Special Education • Cabrillo High School 81.25% • 10 months From Manzanita Charter School</p>	<p>March 27, 2025</p>
<p>Clark, Dionysius</p> <p>Paraeducator • Special Education • Orientation and Mobility Specialist 75% • 10 months From New Horizons Preschool B</p>	<p>April 1, 2025</p>
<p>Perez, Silvia</p> <p>Paraeducator • Special Education • Manzanita Charter School 2 (4th-6th) 81.25% • 10 months From Young Learners State Preschool</p>	<p>April 1, 2025</p>

Separation

Resignation

<p>Catalan Pineda, Zurisaday</p> <p>Paraeducator • Special Education • Clarence Ruth Preschool 75% • 10 months Transferring employment to LUSD</p>	<p>June 6, 2025</p>
<p>Manzo, Edith</p> <p>Paraeducator • Special Education • Speech/Language Services, Lompoc 1 87.5% • 10 months Transferring employment to LUSD</p>	<p>June 6, 2025</p>
<p>McConnell, Victor</p> <p>Computer/Network Technician, ITS • ITS • Network and Microcomputer Support - North County 100% • 12 months</p>	<p>April 11, 2025</p>

Perez, Alexis

June 6, 2025

Paraeducator • Special Education • Young Learners State Preschool, SPED

87.5% • 10 months

Transferring employment to LUSD

Retirement

Montgomery, Karyn

May 1, 2025

Paraeducator • Special Education • Vision Services

75% • 10 months



**Santa Barbara County Education Office
Manager, Communications**

SALARY	\$8,507.75 - \$10,568.75 Monthly \$102,093.00 - \$126,825.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2025-00137
DIVISION	Superintendent	OPENING DATE	03/27/2025
CLOSING DATE	4/10/2025 11:59 PM Pacific	SPECIFIC LOCATION	Santa Barbara

General Description

Our ideal candidate

You are an exceptional communicator who is adept at telling an organization’s story, orally as well as in writing and images. You demonstrate initiative in mastering new communication tools and strategies. You are versatile, able to work independently and also lead teams in developing and executing plans and projects. You have a passion for the education field and are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, students, and the community.

General description

Under administrative direction, translate organizational objectives into broad terms of public understanding; develop and implement internal and external communication strategies across the organization; provide day-to-day oversight of departmental operations and initiatives; provide functional supervision, guidance, and support to other members of the Communications team; maintain productive relationships with the media and external groups; and ensure that SBCEO has a robust presence across various media channels and platforms.

Specific Duties and Responsibilities

- Develop strategic and segmented communications strategies for the purpose of ensuring services are provided within established and fulfilling all related requirements.
- Support the Director, Communications in achieving department and organizational communications goals with the purpose of inspiring public and community engagement, and awareness of SBCEO impacts and outcomes.
- Coordinate and collaborate with SBCEO divisions and departments to achieve stated goals, including identifying opportunities for improved systems and best practices (e.g. technology integrations, project management, and branding).
- Draft time-sensitive communication materials such as talking points, remarks and speeches, editorials, and media statements for use by Superintendent and other SBCEO leaders in representing the organization; draft and oversee

production of other communication materials, including website content, press releases, brochures, surveys, and forms.

- Independently or by leading a team, develop a wide variety of sophisticated materials, e.g. crisis plans, communications plans, annual impact reports, and newsletters.
- Oversee the development and maintenance of communications resources such as media toolkits and branding guides.
- Respond to requests for public records in accordance with state law.
- Design and execute engaging social media strategies and marketing and promotional campaigns for SBCEO events and initiatives; review analytics to determine effectiveness of campaigns and adjust strategy as needed, manage project budgets as applicable.
- Oversee development of a wide range of digital and print communications copy (e.g. radio commentaries, video scripts, multimedia presentations, social media posts, flyers, and articles) that represents SBCEO in the community.
- Engage in ongoing professional development such as attending workshops, trainings, seminars, and conferences and participating in professional associations to maintain knowledge of industry best practices, trends, and innovations.
- Provide support to County Board of Education meetings, including webinar moderation, video production, presenter preparation, and special events
- As assigned during emergency or disaster situations, provide prompt and accurate information to SBCEO, district staff, and the public.
- May respond on behalf of the organization to members of the public who contact SBCEO to express concerns about sensitive or controversial topics.
- May perform supervisory duties, including: interviewing and selecting staff; planning, assigning, and reviewing the work of assigned staff; providing coaching, training, and professional development; establishing performance standards and evaluating performance; and taking disciplinary action as needed.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree from an accredited college or university in journalism, communications, marketing, education, English, or other related field.

Experience: Two years of experience coordinating and implementing communications campaigns and strategies, preferably in the public, education, or nonprofit sectors.

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

Knowledge of:

- Public relations practices, procedures, and terminology
- Principles and practices of non-profit marketing
- Effective social media practices and strategies for a professional setting, including Facebook, Instagram, X, YouTube, and other platforms
- Principles and standards of web design
- Principles and practices of project management and supervision
- Principles of budget management
- Graphic design
- Website design and maintenance, site development and management, and website analytics
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to:

- Learn County Education Office organization, operations, policies and objectives
- Plan, organize, coordinate, and prioritize work of self and others

- Lead and work effectively with teams to accomplish goals and consistently meet timelines
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Complete work despite frequent interruptions
- Work independently
- Quickly learn and navigate new technologies
- Draft a variety of written materials independently and from general oral instructions
- Organize and edit rough draft copy
- Take photos using a variety of devices, including camera, phone, and tablet
- Use mobile devices to update digital content
- Represent SBCEO positively to the media, the public, and other agencies
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism
- Operate a computer and other office equipment and related software programs, including a content management system

Ability to speak, read, and write Spanish fluently and skills in photography and videography are desirable.

Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working conditions

Positions in this classification are considered generally sedentary. Most work is performed at a desk and usually involves extensive use of computers, telephones, and other office equipment. Noise levels are typically low to moderate, and interruptions may be frequent. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this classification. The work of this classification involves the use of the senses, including vision (and color vision) and hearing. This classification is not typically exposed to significant safety hazards.

Work is performed in a typical modern office environment. Local travel to a variety of locations 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 Open and Promotional, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Open and Promotional recruitments results in internal applicants receiving preference over external applicants.
- 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.

Employer

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>



Santa Barbara County Education Office
Manager, Career Technical Education Programs

SALARY	\$8,674.42 - \$10,568.75 Monthly \$104,093.00 - \$126,825.00 Annually	LOCATION	Santa Barbara/Santa Maria
JOB TYPE	Full-Time	JOB NUMBER	2025-0020
DIVISION	Student and Community Services	DEPARTMENT	Career Technical Education Program
OPENING DATE	04/04/2025	CLOSING DATE	4/20/2025 11:59 PM Pacific
SPECIFIC LOCATION	To be discussed.		

General Description

Our ideal candidate

You are committed to supporting 7th-12th grade students and adults navigate the steps to a career to which they aspire. You are an excellent communicator, both orally and in writing. You are organized, flexible, and calm under pressure. You are adept at working with diverse clientele representing varying roles in multiple organizations. You can be trusted to follow through on program plans, goals, and tasks; can successfully manage all parts of a complex program; and are willing and able to provide some direct services, including professional learning, to program participants.

General description

Under general direction, plan, execute, and manage one or more Career Technical Education (CTE) programs that may include apprenticeships, pre-apprenticeship, dual enrollment, and other support for work-based learning for K-12 students and adult learners countywide, as determined by the Director. The incumbent will collaborate with local educational agency partners, preschool centers, local industry, and the wider Santa Barbara County community to ensure comprehensive support for career preparation.

Specific Duties and Responsibilities

- Manage CTE programs, according to program goals and objectives; develop systems and related procedures to ensure program compliance and efficiency; identify opportunities for grant funding, write grant applications, and coordinate submissions to maintain or expand work-based learning opportunities.
- Analyze data to conduct program evaluations and document achievement of program goals; ensure adherence to grant and program requirements and complete reports as required; collaborate with program partners, participants, and providers to resolve problems or challenges and ensure program success.
- Manage Santa Barbara County’s Apprenticeship program(s) by: recruiting interested participants and mentors; leading orientations for new apprentices; providing devices, materials, and learning to apprentices; checking in regularly with

apprentices; facilitating a mentor program; planning and leading quarterly community of practice sessions for all apprentices and mentors; overseeing required recordkeeping; and collaborating with employers and Related Supplemental Instruction (RSI) providers to ensure apprentice success.

- Support the development of, and provide ongoing support for, pre-apprenticeship programs in Santa Barbara County districts, including course offerings, work-based learning opportunities, and dual enrollment.
- Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and training throughout Santa Barbara County, the region, and the state.
- Perform general administrative duties as directed, and other related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in education; nonprofit, public, or business administration; human resources; or related field.

Experience: Two years of experience in educational or nonprofit administration or related field that included two or more of the following: program development, program review, data collection and analysis, grant writing, budget management, group facilitation, and management of volunteers or sub-contractors.

Experience in the following areas is preferred:

- early childhood education or other educational setting
- successful grant writing.

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

Knowledge of:

- Principles and practices of program administration
- Budget development and management
- Program development and evaluation
- Data collection, tracking, and management methods
- Effective grant writing strategies
- Methods and practices of professional learning and group facilitation
- Time management strategies
- Record-keeping practices
- Telephone and email etiquette
- Standard written and spoken English
- Standard office productivity software
- Community organizations, resources, and services
- Community outreach and engagement techniques
- Knowledge of apprenticeship program practices and procedures is preferred.

Skill in:

- Long-term planning

Ability to:

- Learn the operations, policies, and objectives of the Santa Barbara County Education Office
- Organize work of self and others
- Make effective presentations to a wide range of audiences
- Gather and analyze data, reach sound conclusions, and determine an appropriate course of action
- Research, write and present reports
- Operate a computer and other office equipment and related software and database programs
- Communicate effectively, both orally and in writing
- Design and lead professional learning
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Represent the organization effectively to a variety of stakeholders
- Coordinate work of third parties over whom one has no supervisory authority
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Work collaboratively with diverse populations, environments, and requirements
- Work independently and as part of a team
- Exercise sound judgment
- Work with frequent interruptions

Licenses and certificates

Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions

Frequent local travel within Santa Barbara County to a variety of locations is required. Occasional overnight, out-of-county 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:

This position is grant-funded through the 2025–2026 and 2026–2027 fiscal year, with a target start date of July 1, 2025. Continued employment is contingent upon the availability of ongoing funding.

This position requires regular travel throughout Santa Barbara County. Mileage reimbursement is provided in accordance with SBCEO policies.

- 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 Open and Promotional, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Open and Promotional recruitments results in internal applicants receiving preference over external applicants.
- 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.

Employer

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>

Manager, Career Technical Education Programs Supplemental Questionnaire

***QUESTION 1**

This role requires expertise in at least two of the following areas: program development, program evaluation, data analysis, grant writing, budget management, group facilitation, or volunteer/subcontractor coordination. Identify which areas you have experience in and provide a brief example of your contributions. Please keep your response concise (250-word maximum).

***QUESTION 2**

Why are you interested in this position? How does your background align with the work of the Career Technical Education department? Please keep your response concise (250-word maximum).

* Required Question



**Promotional Eligibility List
Administrative Assistant (Promotional)**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	55380909	3/27/26	Eligible	Full-Time	1.0	40 hours/week
2	53451145	3/27/26	Eligible	Full-Time	1.0	40 hours/week
3	61654002	3/27/26	Hired	Full-Time	1.0	40 hours/week
4	61602644	3/27/26	Eligible	Full-Time	1.0	40 hours/week
4	24559805	3/27/26	Eligible	Full-Time	1.0	40 hours/week
5	1664132	3/27/26	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 19
Number of applicants passed screening: 8
Number of performance/written exam attendees: 6
Number of oral exam attendees: 6



**Open Continuous Eligibility List
Behavioral Health Practitioner**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	2227423	10/04/2025	Eligible	Full-Time	1.0	40 hours/week
2	28595024	10/04/2025	Declined Interview	Full-Time	1.0	40 hours/week
2	35484459	10/11/2025	Eligible	Full-Time	1.0	40 hours/week
3	23313313	10/04/2025	Eligible	Full-Time	1.0	40 hours/week



**Open/Promotional Eligibility List
Director, Engagement and Support**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	60523163	4/7/26	Eligible	Full-Time	1.0	40 hours/week
2	58053691	10/7/25	Eligible	Full-Time	1.0	40 hours/week
3	56151283	10/7/25	Eligible	Full-Time	1.0	40 hours/week
4	56363567	10/7/25	Eligible	Full-Time	1.0	40 hours/week
5	47946180	10/7/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 31

Number of applicants passed screening: 8

Number of performance/written exam attendees: 7

Number of oral exam attendees: 5



**Dual Certification Eligibility List
Teaching Assistant**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	57984083	10/11/25	Eligible	Part-Time	0.875	35 hours/week
2	49850505	10/11/25	Eligible	Part-Time	0.875	35 hours/week
3	61915276	10/11/25	Eligible	Part-Time	0.875	35 hours/week
4	16386560	10/11/25	Eligible	Part-Time	0.875	35 hours/week

Number of applicants: 32
Number of applicants passed screening: 8
Number of performance/written exam attendees: n/a
Number of oral exam attendees: 4



**Dual Certification Eligibility List
Administrative Assistant**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	26166491	04/25/2025	Eligible	Full-Time	1.0	40 hours/week
2	357158	04/25/2025	Eligible	Full-Time	1.0	40 hours/week
3	57441991	04/25/2025	Eligible	Full-Time	1.0	40 hours/week
4	9232120	04/25/2025	Eligible	Full-Time	1.0	40 hours/week
4	4835520	04/25/2025	Eligible	Full-Time	1.0	40 hours/week
5	18217963	04/25/2025	Eligible	Full-Time	1.0	40 hours/week
6	59746517	04/25/2025	Eligible	Full-Time	1.0	40 hours/week
7	37311704	04/25/2025	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 131
Number of applicants passed screening: 50
Number of performance/written exam attendees: 33
Number of oral exam attendees: 12



Personnel Commission

JOB DESCRIPTION

COORDINATOR, EDUCATIONAL DATA - DRAFT

Reports to: Director, School and District Support
Division: Curriculum & Instruction

Our ideal candidate

You are able to master complex information systems and are adept at presenting the data extracted from them. You are an effective leader who works with considerable independence and close attention to detail. You are an effective communicator and take pride in providing exceptional training and outstanding service. You are committed to excellence in providing the best service possible to school districts and other stakeholders.

General description

Under general direction, provide specialized technical assistance to support districts and schools throughout Santa Barbara County in understanding and analyzing data in order to improve data quality and use, student outcomes, and program effectiveness.

Specific duties and responsibilities

- Coordinate and provide leadership and technical assistance for county networks, collaborative work groups, school district administrators, and school leaders related to data, assessment, and accountability.
- Develop, design, and prepare assessment, accountability, achievement, and demographic reports by integrating data from multiple sources and file formats and using modern data visualization tools and techniques.
- Assist districts with data review by accessing and analyzing data from multiple sources and file formats including, but not limited to: CALPADS, student information systems, data management systems, and assessment systems.
- Provide technical expertise to county, district, and school administrators to solve sophisticated data problems.
- Conduct statistical data analysis and interpret and apply results to prepare periodic evaluation reports.
- Create reports using rapid application report development techniques to analyze the county's curriculum, instruction, and assessment needs related to local, state, and federal requirements.
- Support the data and analytic needs of continuous improvement efforts for local educational agencies and charter schools as part of the local implementation of California's System of Support model.
- Collaborate to support the implementation of site- and district-based Multi-Tiered System of Supports (MTSS) by coordinating and assisting local educational agencies with data and analytics needs to address the needs of all students.
- Present information to school district leaders and SBCEO program administrators related to data, evaluation, assessment, accountability, achievement, and other relevant data sources.



COORDINATOR, EDUCATIONAL DATA - DRAFT

- Develop and deliver professional development to districts and schools regarding assessment and accountability data collection and procedures.
- Prepare, outline, and schedule report proposals to address required assessment and accountability reporting timelines and criteria.
- Prepare and deliver oral reports and presentations to a variety of audiences.
- Organize and maintain record keeping systems and databases to ensure quality and accuracy of assessment and accountability data.
- Coordinate the planning and implementation of research studies and program evaluations to measure program effectiveness.
- Plan surveys and other data collection procedures in order to produce, analyze, interpret, and apply reports and/or presentations for districts and SBCEO.
- Collaborate with SBCEO staff and grant partners to provide educational data for grant application and grant reporting.
- Establish and maintain data security procedures to ensure the confidentiality of student data.
- Perform other related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor’s degree from an accredited university in information systems, computer science, management information systems, education, social science, or related field.

Additional coursework or an advanced degree in one or more of these fields is preferred.

Experience: Five years of experience that included at least two of the following in an educational setting: data analysis, data reporting, research and evaluation, and conducting professional development activities in data analysis and data use. Experience with public school assessment and accountability is preferred.

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

Experience with commonly used statistical and spreadsheet software and applications, and data visualization and business intelligence tools and platforms. Experience with database management is highly desirable.

Knowledge of:

- Advanced statistical methodologies
- Principles and practices of educational testing

COORDINATOR, EDUCATIONAL DATA - DRAFT

- Policies, regulations, and procedures related to educational testing and evaluation
- Federal, state and local laws related to assessment and educational data privacy
- Student information system use and administration
- Data management systems
- Assessment systems
- Modern data visualization tools and techniques
- Research methods
- Methods and practices of data presentation
- Data analytics applications
- Principles and practices of staff development and training
- Modern office practices, procedures and equipment
- Standard office productivity software applications, including word processing, spreadsheet, and presentation programs
- Standard English usage, grammar, spelling, punctuation, and vocabulary
- Report writing practices

Knowledge of CALPADS, TOMS, and student information systems used by school districts is desirable.

Ability to:

- Learn County Education Office organization, operations, policies and objectives
- Learn federal and state data collection procedures
- Automate data processing, including the use of rapid application development tools and simple coding
- Navigate and interface with a variety of school and district data systems
- Conduct queries and extract data from data systems and files
- Extract, integrate and upload a variety of data to and from data sources
- Plan and organize the work of self and others to meet deadlines and schedules
- Initiate, plan, and execute projects
- Compose a variety of written documents, including narrative and statistical reports
- Communicate clearly and concisely both orally and in writing
- Make effective presentations to a wide range of audiences
- Establish and maintain cooperative and professional working relationships with SBCEO colleagues, school district staff, and others encountered in the course of work
- Work independently and as part of a team
- Coordinate work of district or SBCEO partners over whom one has no supervisory authority



COORDINATOR, EDUCATIONAL DATA - DRAFT

- Represent department and SBCEO effectively with internal and external contacts
- Maintain confidentiality of data
- Gather and analyze data, reach sound conclusions, and determine an appropriate course of action
- Read, interpret, and apply technical information
- Facilitate group discussions
- Work with speed and accuracy
- Conduct statistical analysis
- Operate a computer and other office equipment and use related software programs

Licenses and certificates

Possession of a valid California Class C driver's license and the use of a dependable automobile are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions

A position in this classification 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.

Frequent local travel within Santa Barbara County to a variety of locations is required. Occasional overnight, out-of-county travel is required. Occasional attendance at evening and weekend meetings and events is also required.

Management salary range 26

Approved by the Personnel Commission:

April 24, 2025 (pending approval)



Personnel Commission

JOB DESCRIPTION

COORDINATOR, HUMAN RESOURCES

Reports to: Assistant Superintendent, Human Resources

Division: Human Resources

Our ideal candidate

You understand the critical role that Human Resources serves in an organization and proactively pursue continuous improvement of the human resources systems that serve all internal programs and services at SBCEO. You work with urgency, accuracy, and a passion for equity. You have exceptional written and oral communication skills and a strong sense of organizational systems. You work collaboratively with teams to develop new ideas and gain consensus toward systemic changes that will benefit the organization. You have experience mentoring and training management staff who support and supervise employees.

General description

Under administrative direction, coordinate a variety of general human resources functions, including risk management, employee and union relations, human resources consultation services to managers and supervisors, and the development and delivery of employee and management training and professional development; implement and oversee the Injury and Illness Prevention Program; administer discrimination and harassment prevention programs and investigate complaints; ensure ongoing compliance with state and federal law including the California Education Code.

Specific duties and responsibilities

- In collaboration with HR leadership team, recommend and develop organizational goals focused on improving and enhancing systems, policies, and procedures that impact all departments; establish objectives, work plans, analytic tools and metrics, and performance measures and standards.
- Support the Assistant Superintendent in policy and strategy development, ensuring legal and policy compliance and consistency of application; draft new and revised Board Policies and Administrative Regulations, and other SBCEO-wide policies related to employment and risk management.
- Coordinate and integrate overall department activities to optimize customer service; ensure effective communication within Human Resources and with other departments.
- Identify opportunities for Human Resources process improvement; research, evaluate, and recommend Human Resources business systems that will improve the customer experience and maximize staff capacity.
- Lead departmental and interdepartmental work groups to implement new initiatives, improve current processes, and revise procedures to reflect changes in law; establish appropriate partnerships; facilitate meetings; remove barriers to progress; and ensure successful and timely project completion.
- Review draft communications, policies, procedures, and memoranda of understanding for other SBCEO departments, suggesting revisions to clarify meaning and intent, manage SBCEO's risk, and ensure compliance with current law and alignment with existing SBCEO policies, procedures, rules, and bargaining agreements.

COORDINATOR, HUMAN RESOURCES

- Oversee components of SBCEO's risk management program such as workers' compensation, unemployment compensation, injury and illness prevention; develop and implement relevant trainings to manage risk.
- Support negotiations with certificated and classified bargaining units by researching, drafting, and costing out proposals; may serve as member of management negotiations team; interpret and administer the provisions of certificated and classified collective bargaining agreements; may receive and process grievances.
- Advise and coach managers and supervisors on a variety of human resources-related matters, such as defensible practices, professional development, evaluation, discipline, employee support systems, and performance management.
- Investigate and respond to complaints of discrimination, harassment, and other misconduct; administer discrimination and harassment prevention programs to ensure compliance with federal and state laws and SBCEO policies, rules, and regulations.
- Develop and present training and professional development for managers, supervisors, and employees in order to build organizational capacity and promote a positive working environment.
- Draft a variety of materials for a wide range of audiences, including (but not limited to) forms, letters and memos, contracts, memoranda of understanding, collective bargaining agreement language, handbooks, website content, and electronic presentations.
- Develop requests for proposal; evaluate and recommend service providers; prepare and administer a variety of professional service contracts.
- May perform supervisory duties, including: interviewing and selecting staff; planning, assigning, and reviewing the work of assigned staff; providing coaching, training, and professional development; establishing performance standards and evaluating performance; taking disciplinary action as needed.
- Participate in budget preparation and fiscal management by preparing preliminary estimates for budget, monitoring accounts, and approving expenditures.
- Direct efforts to improve and document department systems and procedures.
- Perform other related duties as assigned.

Requirements

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.

Additional experience beyond minimum experience requirement may be substituted for required undergraduate education on a year for year basis.

Experience: Five years of professional human resources experience that included risk management, process improvement, and training and professional development. Public agency human resources experience is preferred. Experience in human resources in a public TK-12 setting is desirable.

COORDINATOR, HUMAN RESOURCES

Graduate education in a related field may be substituted for the required experience on a year for year basis.

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
- principles and practices of project management
- methods and practices of training and professional development
- principles and practices of policy development
- methods and practices of conducting investigations
- analytics and performance measures
- group facilitation methods and strategies
- contract law and administration
- principles and practices of labor negotiations and union contract administration
- principles and practices of supervision, performance evaluation, and performance management
- the progressive discipline process
- principles and practices of budget management
- 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
- initiate, plan, and execute projects
- make effective presentations to a wide range of audiences
- work independently
- work cooperatively and maintain effective working relationships with co-workers, HR colleagues in districts and other agencies, vendors, and others
- lead and work effectively with groups to accomplish goals and consistently meet timelines
- operate a computer and other office equipment and related software programs
- use a human resources information system and enterprise financial system
- prepare and administer budgets.



COORDINATOR, HUMAN RESOURCES

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.

Management salary range 23

Approved by the Personnel Commission: December 17, 2020



**COORDINATOR, HUMAN RESOURCES
MANAGER, ENGAGEMENT AND SUPPORT - DRAFT**

Reports to: Assistant Superintendent, Human Resources Director, Engagement and Support
Division: Human Resources

Our ideal candidate

You understand the critical role that Human Resources serves in an organization and proactively pursue continuous improvement of the human resources systems that serve all internal programs and services at SBCEO. You work with urgency, accuracy, and a passion for equity. You have exceptional written and oral communication skills and a strong sense of organizational systems. You work collaboratively with teams to develop new ideas and gain consensus toward systemic changes that will benefit the organization. You have experience mentoring and training management staff who support and supervise employees.

General description

Under administrative-general direction, coordinate provide a variety of general-management-level human resources functions supports, including risk management, employee and union relations, human resources consultation services to managers and supervisors, and the development and delivery of employee and management training and professional development; implement and oversee the Injury and Illness Prevention Program; administer maintain discrimination and harassment prevention programs and investigate complaints; ensure ongoing compliance with state and federal law including the California Education Code.

Specific duties and responsibilities

- In collaboration with HR leadership team, recommend and develop Execute organizational goals focused on improving and enhancing systems, policies, and procedures that impact all departments; establish objectives, develop work plans, analytic tools and metrics, and performance measures and standards.
- Support the Assistant Superintendent Director, Engagement and Support in policy and strategy development, ensuring legal and policy compliance and consistency of application; draft new and revised Board Policies and Administrative Regulations, and other SBCEO-wide policies related to employment and risk management.
- Coordinate and integrate overall Integrate department activities to optimize customer service; ensure effective communication within Human Resources and with other departments.

COORDINATOR, HUMAN RESOURCES MANAGER, ENGAGEMENT AND SUPPORT - DRAFT

- Identify opportunities for Human Resources process improvement; research, evaluate, and recommend Human Resources business systems that will improve the customer experience and maximize staff capacity.
- Lead departmental and interdepartmental work groups to implement new initiatives, improve current processes, and revise procedures to reflect changes in law; establish appropriate partnerships; facilitate meetings; remove barriers to progress; and ensure successful and timely project completion.
- Develop and maintain resources to support the organization in improving employee engagement, satisfaction, and retention.
- Conduct surveys and focus groups to measure employee engagement, report the data collected, and participate in the development of initiatives to enhance engagement.
- Review draft communications, policies, procedures, and memoranda of understanding for other SBCEO departments, suggesting revisions to clarify meaning and intent, manage SBCEO's risk, and ensure compliance with current law and alignment with existing SBCEO policies, procedures, rules, and bargaining agreements.
- ~~Oversee~~May coordinate components of SBCEO's risk management program such as workers' compensation, unemployment compensation, injury and illness prevention; develop and implement relevant ~~training~~training to manage risk.
- ~~Support negotiations with certificated and classified bargaining units by researching, drafting, and costing out proposals; may serve as member of management negotiations team; interpret and administer the provisions of certificated and classified collective bargaining agreements; may receive and process grievances.~~
- Advise and provide support to school district staff in the review and development of policies, training, and processes.
- Advise and coach managers and supervisors on a variety of human resources-related matters, such as defensible practices, professional development, evaluation, discipline, employee support systems, and performance management.
- Investigate and respond to complaints of discrimination, harassment, and other misconduct; administer discrimination and harassment prevention programs to ensure compliance with federal and state laws and SBCEO policies, rules, and regulations.
- ~~Develop and~~Facilitate the development of and/or present training and professional development for managers, supervisors, and employees in order to build organizational capacity and promote a positive working environment.
- Draft a variety of materials for a wide range of audiences, including (but not limited to) forms, letters and memos, contracts, memoranda of understanding, ~~collective bargaining agreement language~~, handbooks, website content, and electronic presentations.

**COORDINATOR, HUMAN RESOURCES
MANAGER, ENGAGEMENT AND SUPPORT - DRAFT**

- Develop requests for proposal; evaluate and recommend service providers; prepare and administer a variety of professional service contracts.
- May perform supervisory duties, including: interviewing and selecting staff; planning, assigning, and reviewing the work of assigned staff; providing coaching, training, and professional development; establishing performance standards and evaluating performance; taking disciplinary action as needed.
- Participate in budget preparation and fiscal management by preparing preliminary estimates for budget, and monitoring accounts, ~~and approving expenditures.~~
- Direct efforts to improve and document department systems and procedures.
- Perform other related duties as assigned.

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.

~~Additional experience beyond minimum experience requirement may be substituted for required undergraduate education on a year for year basis.~~

Experience: Five years of professional human resources experience that included risk management, process improvement, and training and professional development. Public agency human resources experience is preferred. Experience in human resources in a public TK-12 setting is desirable.

Graduate

Equivalent combinations of training, education in a related field may be substituted for, and experience that provide the required ~~experience on a year for year basis. 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

**COORDINATOR, HUMAN RESOURCES
MANAGER, ENGAGEMENT AND SUPPORT - DRAFT**

- California workers' compensation administration
- business systems analysis and implementation
- competitive bidding process
- principles and practices of process improvement
- principles and practices of project management
- methods and practices of training and professional development
- principles and practices of policy development
- methods and practices of conducting investigations
- analytics and performance measures
- group facilitation methods and strategies
- contract law and administration
- ~~principles and practices of labor negotiations and union contract administration~~
- principles and practices of supervision, performance evaluation, and performance management
- the progressive discipline process
- principles and practices of budget management
- 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
- initiate, plan, and execute projects-
- make effective presentations to a wide range of audiences
- work independently
- work cooperatively and maintain effective working relationships with co-workers, HR colleagues in districts and other agencies, vendors, and others
- lead and work effectively with groups to accomplish goals and consistently meet timelines
- operate a computer and other office equipment and related software programs
- use a human resources information system and enterprise financial system
- ~~prepare and administer budgets.~~



COORDINATOR, HUMAN RESOURCES MANAGER, ENGAGEMENT AND SUPPORT - DRAFT

Licenses and certificates

- Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.
- 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.

Management salary range 23

Approved by the Personnel Commission:

December 17, 2020

Revised:

April 24, 2025 (pending approval)



MANAGER, ENGAGEMENT AND SUPPORT - DRAFT

Reports to: Director, Engagement and Support

Division: Human Resources

Our ideal candidate

You understand the critical role that Human Resources serves in an organization and proactively pursue continuous improvement of the human resources systems that serve all internal programs and services at SBCEO. You work with urgency, accuracy, and a passion for equity. You have exceptional written and oral communication skills and a strong sense of organizational systems. You work collaboratively with teams to develop new ideas and gain consensus toward systemic changes that will benefit the organization. You have experience mentoring and training management staff who support and supervise employees.

General description

Under general direction, provide a variety of management-level human resources supports, including risk management, employee relations, human resources consultation services to managers and supervisors, and the development and delivery of employee and management training and professional development; implement the Injury and Illness Prevention Program; maintain discrimination and harassment prevention programs and investigate complaints; ensure ongoing compliance with state and federal law including the California Education Code.

Specific duties and responsibilities

- Execute organizational goals focused on improving and enhancing systems, policies, and procedures that impact all departments; develop work plans, analytic tools and metrics, and performance measures.
- Support the Director, Engagement and Support in policy and strategy development, ensuring legal and policy compliance and consistency of application; draft new and revised Board Policies and Administrative Regulations, and other SBCEO-wide policies related to employment and risk management.
- Integrate department activities to optimize customer service; ensure effective communication within Human Resources and with other departments.
- Identify opportunities for Human Resources process improvement; research, evaluate, and recommend Human Resources business systems that will improve the customer experience and maximize staff capacity.
- Lead departmental and interdepartmental work groups to implement new initiatives, improve current processes, and revise procedures to reflect changes in law; establish appropriate partnerships; facilitate meetings; remove barriers to progress; and ensure successful and timely project completion.
- Develop and maintain resources to support the organization in improving employee engagement, satisfaction, and retention.
- Conduct surveys and focus groups to measure employee engagement, report the data collected, and participate in the development of initiatives to enhance engagement.
- Review draft communications, policies, procedures, and memoranda of understanding for other SBCEO departments, suggesting revisions to clarify meaning and intent, manage

MANAGER, ENGAGEMENT AND SUPPORT - DRAFT

SBCEO's risk, and ensure compliance with current law and alignment with existing SBCEO policies, procedures, rules, and bargaining agreements.

- May coordinate components of SBCEO's risk management program such as workers' compensation, unemployment compensation, injury and illness prevention; develop and implement relevant training to manage risk.
- Advise and provide support to school district staff in the review and development of policies, training, and processes.
- Advise and coach managers and supervisors on a variety of human resources-related matters, such as defensible practices, professional development, evaluation, discipline, employee support systems, and performance management.
- Investigate and respond to complaints of discrimination, harassment, and other misconduct; administer discrimination and harassment prevention programs to ensure compliance with federal and state laws and SBCEO policies, rules, and regulations.
- Facilitate the development of and/or present training and professional development for managers, supervisors, and employees in order to build organizational capacity and promote a positive working environment.
- Draft a variety of materials for a wide range of audiences, including (but not limited to) forms, letters and memos, contracts, memoranda of understanding, handbooks, website content, and electronic presentations.
- Develop requests for proposal; evaluate and recommend service providers; prepare and administer a variety of professional service contracts.
- May perform supervisory duties, including: interviewing and selecting staff; planning, assigning, and reviewing the work of assigned staff; providing coaching, training, and professional development; establishing performance standards and evaluating performance; taking disciplinary action as needed.
- Participate in budget preparation and fiscal management by preparing preliminary estimates for budget, and monitoring accounts..
- Direct efforts to improve and document department systems and procedures.
- Perform other related duties as assigned.

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 that included risk management, process improvement, and training and professional development. Public agency human resources experience is preferred. Experience in human resources in a public TK-12 setting is desirable.

MANAGER, ENGAGEMENT AND SUPPORT - DRAFT

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
- principles and practices of project management
- methods and practices of training and professional development
- principles and practices of policy development
- methods and practices of conducting investigations
- 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
- 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
- initiate, plan, and execute projects
- make effective presentations to a wide range of audiences
- work independently
- work cooperatively and maintain effective working relationships with co-workers, HR colleagues in districts and other agencies, vendors, and others
- lead and work effectively with groups to accomplish goals and consistently meet timelines
- operate a computer and other office equipment and related software programs
- use a human resources information system and enterprise financial system



MANAGER, ENGAGEMENT AND SUPPORT - DRAFT

Licenses and certificates

- Possession of a valid California driver’s license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.
- 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.

Management salary range 23

Approved by the Personnel Commission: December 17, 2020
Revised: April 24, 2025 (pending approval)



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Resolution No. HR 2025-1

WHEREAS, the California Legislature has designated the third full week in May of each year as Classified School Employee Week; and

WHEREAS, existing laws provide for the employment of persons in the public schools in positions not requiring certification qualification as classified employees; and

WHEREAS, the Personnel Commission and staff of the Santa Barbara County Education Office recognize and appreciate the contributions of classified employees in providing quality education services and support for the schools in Santa Barbara County.

NOW, BE IT HEREBY RESOLVED, that the Personnel Commission and Director, Human Resources, reaffirm and support the designation of the third full week in May as Classified School Employee Week, which is May 18-24 this year; and

BE IT FURTHER RESOLVED, that we encourage and support the efforts of classified employees and the contributions they make to the educational community.

PASSED AND ADOPTED, by the Personnel Commission of the Santa Barbara County Education Office on April 24, 2025.

Carmen Jaramillo
Chair, Personnel Commission

Amy R. Ramos
Director, Human Resources



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Susan C. Salcido, Superintendent of Schools

DRAFT

Personnel Commission Meetings 2025/2026

Date & Time	Location
Thursday, July 24, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, August 28, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, September 25, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, October 23, 2025 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, November 20, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, December 18, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, January 22, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, February 26, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, March 26, 2026 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, April 23, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, May 28, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, June 25, 2026 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South

Meetings are typically held the fourth Thursday of each month starting at 12:30 p.m. at the Santa Barbara County Education Office Board Room, located at 4400 Cathedral Oaks Road, Santa Barbara and video conference in the North County Board Room, located at 402 Farnel Road, Santa Maria.

*** The October, March, and June Personnel Commission meetings are typically held at the Santa Barbara County Education North Office Board Room, 402 Farnel Road, Santa Maria, starting at 12:30 p.m.**

Fiscal06a

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	173,026	360.36	99.79 %
2430 Extra Hours/OT	3,000	3,103	308	2,795.38	9.91 %
2440 Substitutes	3,000	3,000		3,000.00	
Total for Object 2000	365,068	363,170	357,014	6,155.74	
3202 PERS2	101,089	97,865	96,197	1,668.00	98.30 %
3302 OasdMed2	113	118	108	9.92	91.59 %
3304 Medi Class	5,269	5,260	5,154	106.46	97.98 %
3402 H&W2 Class	123,333	111,516	115,123	3,606.74-	103.23 %
3502 Unempl2 Class	181	180	176	3.56	98.02 %
3602 WrkComp2 Class	6,232	6,221	6,095	125.60	97.98 %
Total for Object 3000	236,217	221,160	222,853	1,693.20-	
4300 Supplies	100	100	42	57.99	42.01 %
4340 Tangible Dev	400	400		400.00	
4350 Office Supply	3,100	3,100	2,522	578.36	81.34 %
Total for Object 4000	3,600	3,600	2,564	1,036.35	
5200 Travel	2,100	2,100	1,664	436.12	79.23 %
5201 Out of Cnty Trv	4,000	4,000	4,312	311.50-	107.79 %
5300 Dues/Membership	3,336	3,336	1,845	1,491.00	55.31 %
5610 Rntl Les w/o Op	1,675	1,675	541	1,134.10	32.29 %
5640 Computer Repr	200	200		200.00	
5650 Maint Agreemnts	1,249	1,249	642	606.83	51.41 %
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	209	91.40	69.53 %
5800 Prof Consulting	13,574	12,174	3,767	8,406.54	30.95 %
5810 Contract Servs		13,235	13,234	.62	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	10,301	9,013	1,288.00	87.50 %
5930 Postge,Rfl Mtrs	40	40		40.00	
Total for Object 5000	37,950	49,785	35,933	13,851.61	
Total for Org 061, Management 1490 and Expense accounts	642,835	637,715	618,365	19,350.50	

Fiscal06a

Comparative Object Summary

Account Object Code	2024/25 Adopted Budget	2024/25 Revised Budget	2024/25 Actuals with Encum	2025/26 Adopted Budget	2025/26 Adopted/ Revised	2025/26 Adopted- Revised	Comment
Management 1490 - PERSONNEL COMMISSION							
Expense							
2300 Class Admin Sal	181,981	183,681	183,681	195,804	106.60 %	12,123	
2400 Cler/Office Sal	177,087	173,386	173,026	195,022	112.48 %	21,636	
2430 Extra Hours/OT	3,000	3,103	308	3,000	96.68 %	103-	
2440 Substitutes	3,000	3,000		3,000	100.00 %		
Total for Object 2000	365,068	363,170	357,014	396,826		33,656	
3202 PERS2	101,089	97,865	96,197	108,731	111.10 %	10,866	
3302 OasdMed2	113	118	108	90	76.27 %	28-	
3304 Medi Class	5,269	5,260	5,154	5,721	108.76 %	461	
3402 H&W2 Class	123,333	111,516	115,123	137,861	123.62 %	26,345	
3502 Unempl2 Class	181	180	176	197	109.44 %	17	
3602 WrkComp2 Class	6,232	6,221	6,095	6,767	108.78 %	546	
Total for Object 3000	236,217	221,160	222,853	259,367		38,207	
4300 Supplies	100	100	42	100	100.00 %		
4340 Tangible Dev	400	400		400	100.00 %		
4350 Office Supply	3,100	3,100	2,522	3,100	100.00 %		
Total for Object 4000	3,600	3,600	2,564	3,600		0	
5200 Travel	2,100	2,100	1,664	2,100	100.00 %		
5201 Out of Cnty Trv	4,000	4,000	4,312	4,000	100.00 %		
5300 Dues/Membership	3,336	3,336	1,845	3,336	100.00 %		
5610 Rntl Les w/o Op	1,675	1,675	541	1,675	100.00 %		
5640 Computer Repr	200	200		200	100.00 %		
5650 Maint Agreemnts	1,249	1,249	642	1,249	100.00 %		
5715 PhotoCopies	100	100		100	100.00 %		
5720 Postage	50	50		50	100.00 %		
5730 Printing/Dupl	1,025	1,025	707	1,025	100.00 %		
5745 Vehicle Use	300	300		300	100.00 %		
5800 Prof Consulting	13,574	12,174	3,767	13,574	111.50 %	1,400	
5810 Contract Servs		13,235	13,234			13,235-	

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2026, Restricted? = Y, Management = 14, 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	2025/26 Adopted Budget	2025/26 Adopted/ Revised	2025/26 Adopted- Revised	Comment
Management 1490 - PERSONNEL COMMISSION (continued)							
Expense (continued)							
5830 Advertisement	10,301	10,301	9,013	10,301	100.00 %		
5930 Postge,Rfl Mtrs	40	40		40	100.00 %		
Total for Object 5000	37,950	49,785	35,725	37,950		11,835-	
Total for Org 061, Management 1490 and Expense accounts	642,835	637,715	618,156	697,743		60,028	