SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

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

REGULAR MEETING
April 24, 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 Minjarez Gonzales, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Wendy Garcia, Certificated Human Resources Technician
Gabriel Purvis, Classified Human Resources Analyst
Tracie Cordero, Classified Human Resources Specialist

6. Public Comment — None

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

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

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized two items from the SBCEO website. One was about the five Santa Barbara County elementary schools recognized as California Distinguished Schools by the state Department of Education.

The second media release was about Ricardo Gabaldón, the 2025 recipient of the Bill Cirone Heart of Education Award. Mr. Gabaldón teaches ballet folklórico and leads the marimba band at Righetti High School, his alma mater.

b. Legislative Update

The Director, Human Resources had no legislative update to share as bills work their way through committee.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated May 8, 2025

c. Position Announcements

i. Manager, Communications (Open/Promotional – Santa Barbara)

ii. Manager, Career Technical Education Programs (Open/Promotional – Location flexible)

11. Action Items

a. Ratification of Eligibility Lists

i. Administrative Assistant (Promotional – Santa Maria)

ii. Behavioral Health Practitioner (Dual – Santa Maria)

iii. Director, Engagement and Support (Open/Promotional – Location flexible)

iv. Teaching Assistant (Dual – Santa Maria)

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

b. Extension of Eligibility List

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 list:

i. Administrative Assistant, currently set to expire April 25, 2025. Proposed new expiration date: June 25, 2025.

This recommendation had the support of the Associate Superintendent, Curriculum and Instruction.

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

c. Classification of Position

The Director, Human Resources recommended establishing a new management classification of Coordinator, Educational Data at management salary range 26. This recommendation had the support of the Associate Superintendent, Curriculum and Instruction.

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

d. Job Description

The Director, Human Resources recommended the approval of revisions to the job description for the existing management classification of Coordinator, Human Resources, along with a proposed re-title to Manager, Engagement and Support. No change in salary range was proposed.

The proposed revisions had the support of the Associate Superintendent, Human Resources.

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

UNFINISHED BUSINESS — None

NEW BUSINESS

12. Approve Resolution for Classified School Employees Week

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

13. Review Proposed 2025-26 Personnel Commission Meeting Schedule

14. Quarterly Review of Personnel Commission Budget

The Director, Human Resources presented a statement of expenditures through the third quarter of the 2024-25 fiscal year, from January 1, 2025 through March 31, 2025. This was an information item.

15. Review Proposed 2025-2026 Personnel Commission Budget

This was presented as an information item.

REPORTS

16. PERSONNEL COMMISSIONER REPORTS

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

17. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that she and the Associate Superintendent, Human Resources had made a presentation to the County Board of Education on April 10.

The Director also reported that she had attended a meeting hosted by the California Department of Education for Classified School Employee of the Year county coordinators and reported her concerns that the number of nominations was falling due to the new video requirement for nomination packets and the longstanding requirement for nominees to have five years of experience in the occupational category. Other attendees at the meeting shared similar concerns as well as suggested strategies for addressing them.

The Director invited Commissioners to attend the staff appreciation luncheons in the south (May 29) or the north (May 30).

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Commissioner Ostini reported that CSEA chapter meetings had been moved to lunchtime, resulting in significantly higher attendance at the April 9 meeting.

CLOSED SESSION

The Personnel Commission went into closed session at approximately 1:50 p.m. with the Associate Superintendent, Human Resources to discuss the process for the annual performance evaluation for the Director, Human Resources. Closed session ended at 1:56 p.m. No action was taken by the Commission.

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 1:57 p.m. The next regular meeting will be held on Thursday, May 22, 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