



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
June 26, 2025 – 12:30 p.m.

AGENDA

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

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

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**
- 7. Approval of Minutes of Regular Meeting Held May 22, 2025
(Attachment)**

MOVED:

SECONDED:

VOTE:

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

Available for review from the County Superintendent of Schools.

b. Legislative Updates

Available for review from the Director, Human Resources.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions — None

**b. Classified Personnel Report dated July 10, 2025
(Attachment)**

**c. Position Announcements
(Attachments)**

i. Custodian/Maintenance Worker (Dual – Santa Barbara)

ii. Communications Specialist (Dual – Santa Barbara)

11. Action Items

**a. Ratification of Eligibility Lists
(Attachments)**

i. Behavioral Health Practitioner (Open Continuous – Santa Maria)

ii. Coordinator, Educational Data (Open/Promotional – Santa Barbara)

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

iv. Paraeducator (Signing) – Open Continuous, Santa Maria

MOVED:

SECONDED:

VOTE:

b. Classification of Positions

- i. Proposed reclassification of one position identified in the Administrative Support Series

The Director recommends that a single position currently classified as Administrative Assistant be reclassified to Administrative Assistant, Senior with an effective date of 7/1/2025. This study was undertaken by Human Resources at the request of the Administrative Services Division and with the approval of the County Superintendent of Schools, as part of Classified HR's annual work plan of classification and compensation studies. The recommendation is based on a job analysis, and has the support of the Associate Superintendent, Administrative Services.

MOVED:

SECONDED:

VOTE:

- ii. Proposed reclassification of one position identified in the Clerical Series

The Director recommends that a single position currently classified as Clerical Assistant be reclassified to Office Assistant, with an effective date of 7/1/2025. This study was undertaken by Human Resources at the request of the Special Education Division and with the approval of the County Superintendent of Schools, as part of Classified HR's annual work plan of classification and compensation studies. The recommendation is based on a job analysis, and has the support of the Associate Superintendent, Special Education.

MOVED:

SECONDED:

VOTE:

- iii. Proposed reclassification of seven positions identified in the Clerical Series
(Attachment)

The Director recommends that seven positions currently classified as Clerical Assistant be reclassified to the proposed new classification of Early Care and Education Provider Specialist, with an effective date of 7/1/2025. A draft job description, with a proposed salary range of 61, is attached. This study was undertaken by Human Resources at the request of the incumbents and with the support of the Administrator, Early Care and Education and the approval of the County Superintendent of Schools, as part of Classified HR's annual work plan of classification and compensation studies. The recommendation is based on a job analysis, and has the support of the Associate Superintendent, Student and Community Services.

MOVED:

SECONDED:

VOTE:

c. Job Description
(Attachments)

The Director, Human Resources recommends the approval of revisions to the job description for Reprographics Supervisor. No change in salary range is proposed. This study was undertaken by Human Resources at the request of the Communications Department and with the approval of the County Superintendent, as part of Classified HR's annual work plan of classification and compensation studies. The recommendations are based on a job analysis and salary survey, and have the support of the Director, Communications and the County Superintendent of Schools.

MOVED:

SECONDED:

VOTE:

d. Abolition of Classification
(Attachment)

The Director, Human Resources recommends the abolition of the classification of Manager, Communication Strategies (North County Liaison). The hiring of a Facilities Director and School Safety Liaison has eliminated the need for this position. This recommendation has the support of the Associate Superintendent, Administrative Services and the County Superintendent of Schools.

MOVED:

SECONDED:

VOTE:

UNFINISHED BUSINESS — None

NEW BUSINESS — None

REPORTS

12. PERSONNEL COMMISSIONER REPORTS

13. DIRECTOR, HUMAN RESOURCES REPORT

14. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION

Appeal of Denial of Protest of Written Examination for Manager, Career Technical Education Programs

ADJOURNMENT

The next regular meeting will be held on Thursday, July 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.

MOVED:

SECONDED:

VOTE: