



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
July 18, 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 June 26, 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**

(Attachment)

**b. Classified Personnel Report dated August 14, 2025**

(Attachment)

**c. Position Announcements**

(Attachments)

i. Manager, Early Care and Education (Dual – North County)

ii. Teaching Assistant (Bilingual) – (Promotional – Santa Maria)

iii. Office Assistant (Dual – Santa Barbara)

iv. Food Service Worker (Dual – Santa Maria)

**11. Action Items**

**a. Ratification of Eligibility Lists**

(Attachments)

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

ii. Educational Interpreter, American Sign Language (Open Continuous, Santa Maria)

iii. Manager, Engagement and Support (Dual – Location flexible)

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

MOVED:

SECONDED:

VOTE:

**b. Classification of Position**  
(Attachment)

The Director, Human Resources recommends establishing a new management classification of Chief Technology Officer at management salary range 31 (draft job description attached). This recommendation has the support of the Associate Superintendent, Administrative Services and the County Superintendent of Schools.

MOVED:

SECONDED:

VOTE:

**c. Job Description**  
(Attachments)

The Director, Human Resources recommends the approval of revisions to the job description for Reprographics Supervisor, along with a proposed reallocation to salary range 84. 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 Administrator, Information Technology Services. This position was recently vacated as a result of the retirement of the incumbent. The new Chief Technology Officer classification is proposed to replace this classification in the ITS department structure. This recommendation has the support of the Associate Superintendent, Administrative Services and the County Superintendent of Schools.

MOVED:

SECONDED:

VOTE:

**UNFINISHED BUSINESS** — To be heard in closed session

**NEW BUSINESS**

**12. Quarterly Review of Personnel Commission Budget**  
(Attachment)

Statement of expenditures through the fourth quarter of the 2024-25 fiscal year, from April 1, 2025 through June 30, 2025. This is an information item.

## **REPORTS**

### **13. PERSONNEL COMMISSIONER REPORTS**

### **14. DIRECTOR, HUMAN RESOURCES REPORT**

### **15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

## **CLOSED SESSION**

- i. Complete Findings of Fact and Issue Decision in Appeal of Denial of Protest of Written Examination for Manager, Career Technical Education Programs
- ii. Evaluation Conference with Director, Human Resources

## **ADJOURNMENT**

The next regular meeting will be held on Thursday, August 28, 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: