



**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.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:34 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

The Director, Human Resources noted that item 11(c) had been deferred at the request of the County Superintendent of Schools.

5. Introduction of Staff and Guests

Staff and guests present:

Mari Minjarez Gonzales, Associate Superintendent, Human Resources (outgoing)
Gina Branum, Associate Superintendent, Human Resources (incoming)
Amy Ramos, Director, Human Resources
Wendy Garcia, Certificated Human Resources Technician
Tracie Cordero, Classified Human Resources Specialist
Gabriel Purvis, Classified Human Resources Analyst
Jeanette Hatfield, Coordinator, ECE Programs and Support
Eva Sanchez, Clerical Assistant
Artesia Carlon, Director, Early Care and Education
Olivia Carbajal-Esparza, CSEA Chapter 817 President

6. Public Comment — None**7. Approval of Minutes of Regular Meeting Held May 22, 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 three media releases: the first was about the annual Education Celebration held on May 22, where nearly 100 grant and award winners in the education field were honored, including the Crystal Apple Educator Awards and the Bill Cirone Heart of Education Award; the second was about a recognition event SBCEO held for 18 educators from five local districts, charter schools, and the Special Education Consortium who completed the Reading and Literacy Added Authorization program; and the third was about the 2025 Math Super Bowl for South County 4th-6th graders.

b. Legislative Update

The Director, Human Resources provided an update on AB 65, which proposes to require K-12 schools and community colleges to provide up to 14 weeks of fully paid leave for employees experiencing pregnancy-related conditions. This would be a new paid leave entitlement (employees would not have to use any other paid leave balances), and there are no eligibility requirements currently written into the bill – employees would be eligible for the leave immediately upon hire. If this legislation had advanced, it would have required significant revisions to current leave policies and budget planning related to employee benefits. K-12 schools and community colleges would have also been the first and only employers subject to this new mandate.

The bill has stalled for the current legislative session, but HR will continue monitoring for any future movement, including possible reintroduction in the next session.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions — None****b. Classified Personnel Report dated July 10, 2025**

c. Position Announcements

- i. Custodian/Maintenance Worker (Dual – Santa Barbara)
- ii. Communications Specialist (Dual – Santa Barbara)

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

- i. Behavioral Health Practitioner (Open Continuous – Santa Maria)
- ii. Coordinator, Educational Data (Open/Promotional – Santa Barbara)
- iii. Manager, Career Technical Education (Open/Promotional – Location flexible)
- iv. Paraeducator (Signing) – Open Continuous, Santa Maria

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

b. Classification of Positions

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

The Director recommended that a single position currently classified as Administrative Assistant (salary range 72) be reclassified to Administrative Assistant, Senior (salary range 75) 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 was based on a job analysis, and had the support of the Associate Superintendent, Administrative Services.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

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

The Director recommended that a single position currently classified as Clerical Assistant (salary range 61) be reclassified to Office Assistant (salary range 67), 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 was based on a job analysis, and had the support of the Associate Superintendent, Special Education.

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

iii. Proposed reclassification of seven positions identified in the Clerical Series

The Director recommended that seven positions currently classified as Clerical Assistant (salary range 61) 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, was presented for review. 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 was based on a job analysis, and had the support of the Associate Superintendent, Student and Community Services.

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

c. Job Description

This item was not heard.

d. Abolition of Classification

The Director, Human Resources recommended 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 had the support of the Associate Superintendent, Administrative Services and the County Superintendent of Schools.

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

UNFINISHED BUSINESS — None

NEW BUSINESS — None**REPORTS****12. PERSONNEL COMMISSIONER REPORTS**

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

Commissioner Jaramillo reported that she had a schedule conflict with the July 24 PC meeting.

13. DIRECTOR, HUMAN RESOURCES REPORT

The Director noted the leadership transition occurring in Human Resources. She thanked Mari Minjarez Gonzales for her mentorship and guidance. She also welcomed Gina Branum and expressed confidence that HR will accomplish great things under her leadership.

14. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Chapter 817 President Olivia Carbajal-Esparza thanked Mari Minjarez Gonzales for her years of dedicated service and welcomed Gina Branum as the new associate superintendent of Human Resources. She noted that she too would be making a transition, returning to JCCS. She stated that CSEA had accomplished much in the past year by working collaboratively. She also recognized Tracie Cordero of the Classified HR team for her outstanding work and thanked Commissioner Ostini for serving as CSEA's appointee to the Personnel Commission.

CLOSED SESSION

The Personnel Commission went into closed session at 1:08 p.m. to hear the appeal of a denial of a protest of the written examination for Manager, Career Technical Education Programs. Closed session ended at 3:32 p.m. The Commission stated that their final decision and finding of facts will be reported at the next regular Personnel Commission meeting.

ADJOURNMENT

There being no further business, there was a motion to adjourn and to change the date of the next regular meeting from July 24 to July 18 in order to avoid a schedule conflict.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

The meeting was adjourned at 3:34 p.m. The next regular meeting will be held on Friday, July 18, 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

June 27, 2025 through July 11, 2025

Position #	Position Information
2767	Paraeducator • Ontiveros Preschool • North 27.50 hours per week • 10.00 months Signing Skills required
2770	Manager, Program Services • Partners In Education • South 25.00 hours per week • 12.00 months
2772	Paraeducator • Oak Valley Preschool • Valley 15.00 hours per week • 10.00 months 15 hrs/wk

Santa Barbara County Board of Education

Classified Personnel Report

August 14, 2025

Appointments

Limited Term/Substitute

Guilmette, Marshall June 25, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Huey, Natasha June 24, 2025
Student Worker • Special Education • Cathedral Oaks
• Hourly as needed

Johnson, Byanka June 24, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Pyzel, Mara June 10, 2025
Office Assistant • Various Departments • Various Sites
• Hourly as needed

Robles, Karina June 20, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Torres, Crystal June 9, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Changes

Anniversary Increase

Borchers, Berthold July 1, 2025
Instructional Materials and Mail Clerk • Educational Technology Services • Educational Technology Services
100% • 12 months

Cuevas, Ivett July 1, 2025
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Hansen, Janelle July 1, 2025
Student Information Specialist • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
50% • 12 months

Medina, Luis July 1, 2025
Mixed Media Specialist • Communications • Communications
100% • 12 months

Moore, Nicholas July 1, 2025
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months

Tremblay, Bryan July 1, 2025
Data Entry Clerk • Partners in Education • Partners in Education - Program Services
20% • 12 months

Differential - Add

Ramirez De Santiago, Leticia June 12, 2025
Early Care and Education Case Worker • Early Care and Education • Santa Maria 2
100% • 12 months
Bilingual

Valeriano, Ashley July 1, 2025
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months
Bilingual

Other

Wheeler, William July 1, 2025
Computer/Network Technician, ITS • Information Technology Services • Cathedral Oaks
100% • 12 months
Returning to previous classification

Probation to Permanent

Peacock, Kayla July 1, 2025
Human Resources Specialist • Human Resources • Certificated Human Resources Staff
100% • 12 months

Shiroma, Sachi July 1, 2025
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Promotion

Guerrero, Isabel July 1, 2025
Manager, Communications • Communications • Communications
100% • 12 months

Montes Medina, Agueda July 1, 2025
Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Reclassification

Barajas-Rodriguez, Carolina July 1, 2025
Early Care and Education Provider Specialist • ECE • Early Care and Education - Santa Maria
100% • 12 months
From Clerical Assistant, no change in salary

Garcia, Jenna July 1, 2025
Early Care and Education Provider Specialist • ECE • Early Care and Education - Santa Maria
100% • 12 months
From Clerical Assistant, no change in salary

Howard, Diane July 1, 2025
Early Care and Education Provider Specialist • ECE • Early Care and Education - Hope Center
100% • 12 months
From Clerical Assistant, no change in salary

Hunstad, Martina July 1, 2025
Early Care and Education Provider Specialist • ECE • Early Care and Education - Santa Maria 2
100% • 12 months
From Clerical Assistant, no change to salary

Lopez, Lorena July 1, 2025
Early Care and Education Provider Specialist • ECE • Early Care and Education - Hope Center
100% • Hourly as needed
From Clerical Assistant, no change in salary

Mendoza, Nathali	July 1, 2025
Early Care and Education Provider Specialist • ECE • Early Care and Education - Hope Center 100% • Hourly as needed From Clerical Assistant, no change to salary	
Padilla, Crisol	July 1, 2025
Early Care and Education Provider Specialist • ECE • Early Care and Education - Santa Maria 2 100% • Hourly as needed From Clerical Assistant, no change in salary	
Sagrero, Maria	July 1, 2025
Administrative Assistant, Senior • Internal Services • North County Office 100% • 12 months From Administrative Assistant	
Santos, Jessica	July 1, 2025
Early Care and Education Provider Specialist • ECE • Early Care and Education - Santa Maria 100% • 12 months From Clerical Assistant, no change to salary	

Separation

Released

Frank, Jennifer	July 3, 2025
Office Assistant • Early Care and Education • Early Care and Education - Hope Center 100% • 12 months Non completion of probation	
Noriega, Janessa	June 30, 2025
Food Service Worker • Early Care and Education • Building Blocks Care and Education Center 75% • 10 months Non completion of probation	

Resignation

Chung, Allison	June 13, 2025
Paraeducator • Special Education • Montecito Union School 81.25% • 10 months	
Rodriguez-Vazquez, Karla	June 6, 2025
Paraeducator • Special Education • Manzanita Charter School (K-3rd) 81.25% • 10 months	

Thorpe, Monica

July 11, 2025

Manager, Early Care and Education Services • Early Care and Education • Early Care and Education Services
100% • 12 months

Retirement

Aguirre, Ancelmo

August 29, 2025

Paraeducator • Special Education • Cabrillo High School
81.25% • 10 months

Van Gundy, Samuel

June 30, 2025

Senior Software Engineer • Information Technology Services • Information Technology Services
100% • 12 months

Van Gundy, Sharon

June 30, 2025

Administrator, Information Technology Services • Information Technology Services • Cathedral Oaks
100% • 12 months



Santa Barbara County Education Office
Manager, Early Care and Education Services

SALARY	\$9,021.40 - \$10,723.36 Monthly \$108,256.76 - \$128,680.28 Annually	LOCATION	North County
JOB TYPE	Full-Time	JOB NUMBER	2025-00150
DIVISION	Student and Community Services	DEPARTMENT	Early Care and Education
OPENING DATE	07/09/2025	CLOSING DATE	7/23/2025 11:59 PM Pacific
SPECIFIC LOCATION	TBD		

General Description

Our ideal candidate

You are an excellent communicator, both orally and in writing. You are adept at working with diverse clientele representing varying roles. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are extremely organized, flexible, and calm under pressure. Above all, you are committed to empowering families and children through an integrated, comprehensive, and high-quality system of early care and education.

General description

Under general direction of the Director of Child Development, the Manager, Early Care and Education Services is responsible for implementing early care and education (ECE) services, including: professional support to the Child Care Planning Council (CCPC), quality improvement programs that support the Quality Counts California Consortium for quality rating and improvement system (QRIS) implementation, and other ECE initiatives. The manager is responsible for ensuring that required goals and outcomes are met in order to improve and increase high quality early care and education services throughout Santa Barbara County.

Incumbents in this class may be assigned to positions supporting the Child Care Planning Council, quality improvement programs, or other related programs.

Specific Duties and Responsibilities

Specific duties and responsibilities

1. Plan, coordinate, implement, and advocate for the priority goals of the CCPC, quality improvement programs, and other ECE initiatives; Coordinate and facilitate the work of stakeholders (e.g., Child Care Planning Council, QRIS Consortium, and regional partnerships), committees and workgroups to address relevant topics, including

- leading and facilitating group discussions toward consensus; ensures compliance with the Brown Act and other public meeting requirements, including preparation of agenda, minutes and accessibility of public records;
2. Execute contractual requirements and legislative mandates tied to the CCPC, quality improvement programs, and other ECE initiatives, within limits of authority;
 3. Collect data, prepare and maintain reports, and respond to requests for documentation and information; anticipate and respond to legislation and new initiatives; manage database and ensure required data entry from authorized users;
 1. Research and write funding proposals to support the mission, goals and objectives of the CCPC and quality improvement programs; oversee the implementation of funded projects to accomplish stated goals and fulfill terms; create, plan and manage contracts, including budgets and subcontractor grants;
 2. Maintain knowledge regarding ECE standards relevant to state plans, goals, and objectives in order to support onboarding of new early learning programs, and participate in advancing program quality for participating sites;
 3. Plan and implement professional development opportunities for stakeholders (e.g., coaches, center staff, providers, and parents); develop annual training calendar; secure venues and presenters; prepare and/or order materials; facilitate venue set-up and cleanup, refreshments, registration, and evaluation;
 4. Maintain communication and serve as a liaison between the Child Care Planning Council, local consortium, County Superintendent, County Board of Supervisors, California Department of Education, First 5 California and other stakeholders;
 5. Collaborate in the development and implementation of broad-based communication strategies related to ECE initiatives; contribute to ongoing website and social media presence;
 6. Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and trainings throughout Santa Barbara County, the region, and the state;
 7. Performs general administrative duties as directed, and other duties as assigned.

Requirements

Education and Experience

Education: Bachelor's degree from an accredited college or university in child development, education, or a related discipline

Experience: Two years of increasingly responsible program administration experience that included some combination of the following: data collection and analysis, grant writing, budget management, group facilitation, ECE professional development, and workshop/event coordination.

Knowledge of:

Principles and practices of program administration and professional development

Budget development and management

Current principles and practices in early care and education

Local, state and national laws and policies affecting early care and education

Program development and evaluation

Effective grant writing strategies

Data collection and management methods

Strategic planning

Group facilitation methods and practices

Standard written and spoken English

Standard office productivity software

Ability to:

Communicate effectively, both orally and in writing

Research, write and present reports

Write and manage grants

Interact with and maintain cooperative relationships with diverse levels of staff and the community

Lead and work effectively with groups to accomplish goals and meet deadlines

Organize, implement and evaluate training programs

Operate a computer and other office equipment and related software programs

Work independently, exercise sound judgment, and assume responsibility for completion of tasks

Coordinate work of third parties over whom one has no supervisory authority

Work with frequent interruptions

Adapt to diverse populations, environments, and requirements

Sufficient visual acuity to read written materials and computer screens

Sufficient hand--eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device

Licenses and certificates

Valid California driver's license and the use of a dependable automobile

Working conditions

Work 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.

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 Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- 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, Early Care and Education Services Supplemental Questionnaire

*QUESTION 1

Please list any Early Education certifications you currently hold. Examples include: CLASS Assessor, CLASS Trainer, MMCI, POLL, DRDP, ASQ, ASQ-SE, Coaching Certificates, Teaching Pyramid, TPOT, Beginning Together, Strengthening Families, CPIN, etc.

- CLASS Assessor
- CLASS Trainer
- MMCI
- POLL
- DRDP
- ASQ
- ASQ-SE
- Coaching Certificates
- Teaching Pyramid
- TPOT
- Beginning Together

- Strengthening Families
- CPIN
- Other
- None

QUESTION 2

If you selected "Other", please list the Early Education certifications you currently hold.

* Required Question



Santa Barbara County Education Office

Bilingual Teaching Assistant - Internal Applicants Only

SALARY	\$27.17 - \$31.32 Hourly	LOCATION	Santa Maria - Orcutt
JOB TYPE	Part-Time	JOB NUMBER	2025-00149
DIVISION	Student and Community Services	DEPARTMENT	Juvenile Courts and Community Schools
OPENING DATE	07/02/2025	CLOSING DATE	7/16/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria, CA		

General Description

Our Ideal Candidate

You are a committed professional with a compassionate and patient demeanor who enjoys working with at-risk youth. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General Description

Assists teachers, counselors, staff, parents, probation officers, and agencies by providing a safe learning environment for at-risk students who are in a juvenile court and/or community school or community day school. Combines instruction support, and tutoring to students in a strictly monitored setting.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Provide instructional support in core academic and vocational subjects to students; prepare and may develop age- and grade-appropriate instructional aids and exercises to support the subject matter being taught.
- May perform student intakes; proctor and conduct state-mandated assessments of students to establish baselines, determine academic needs and placement, and measure progress; score objective tests; keep appropriate records, using electronic student information systems; ensure confidentiality of student information.
- Assist with daily screening for weapons, banned substances, and paraphernalia; escort students going from one location to another; monitor student activity in and between classroom, lunchroom, restrooms, and recreational areas throughout the school day, including dismissal time; monitor classroom activities during brief absence of a teacher.
- Observe, monitor, and redirect the behavior of students within approved procedures; reinforce behavior modification techniques determined by the teacher; develop and use incentives as positive reinforcement; document behavioral incidents and report them to site supervisor; participate in consultations with parents and staff on behavioral

interventions for students; use appropriate discipline in accordance with school safety plan, school rules, and teacher's assessment.

- As part of the instructional team: support communication with parents to facilitate students' success in a restorative justice environment; provide input to teachers and specialists on student performance, progress, and behavior; may participate in parent-teacher conferences; may be assigned to contact designated Probation officials when resolution cannot be reached with students and parents.
- Perform other duties as assigned that support the overall objective of the position.

Requirements

Education and Experience

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience: Two years of experience working with at-risk adolescents or young adults. Classroom or other instructional experience is preferred.

Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable to a court or community school setting
- principles and practices of positive reinforcement
- core subjects taught in the schools served by SBCEO, including English language arts, mathematics, science, and social studies, with sufficient competency to assist students with individual or group studies
- teaching and instructional methods
- basic clerical and record-keeping processes.
-

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications
- working productively and cooperatively with teachers, staff of other agencies, students, and parents in formal and informal settings.

Ability to:

- assist teaching staff with implementation of instructional goals and activities
- support and interact with students who have a variety of behavioral needs
- apply principles of positive reinforcement
- manage students' verbal and physical behavior in a constructive manner
- learn juvenile court system, including both dependency and delinquency processes
- learn system of care for youth in the juvenile justice system
- learn educational and community resources available for students and families
- interact with teachers, administration, Probation staff, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to a diverse population of students and families

- communicate effectively both orally and in writing.

Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

Licenses and certificates

May require a valid California driver's license. May require a valid First Aid card, CPR certification, and/or certification in Crisis Prevention Intervention (CPI).

Working conditions

Some positions in this classification are assigned to work in a juvenile detention facility. Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. Requires the ability to perform indoors in an office, classroom, or recreational environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and teach work materials. Requires ability to walk with student groups during PE classes and to escort students at dismissal. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Supplemental Information

Classified salary ranges have 25 steps (A-Y). Initial salary placement for new hires is between steps A and J, 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 Promotional, meaning it is only open to current SBCEO employees.
- 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>

Bilingual Teaching Assistant - Internal Applicants Only Supplemental Questionnaire

QUESTION 1

Have you completed 48 semester units or 72 quarter units of college coursework?

- Yes
 No

QUESTION 2

I understand that if I qualified for this position by having completed at least 48 semester units or equivalent quarter units, I must have official transcripts sent to Gabriel Purvis at gpurvis@sbceo.org

- Yes, I will have my transcripts sent.
 Not Applicable

*QUESTION 3

Can you read, write and speak both Spanish and English fluently?

- Yes
 No

* Required Question



**Santa Barbara County Education Office
Office Assistant**

SALARY	\$29.05 - \$33.51 Hourly \$5,054.70 - \$5,830.74 Monthly \$60,656.40 - \$69,968.88 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2025-00151
DIVISION	Student and Community Services	DEPARTMENT	Early Care and Education
OPENING DATE	07/14/2025	CLOSING DATE	7/28/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You are a dependable, punctual, caring professional, with well-developed communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You are a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. You can prioritize tasks and are motivated to complete work with minimal supervision. You are comfortable working with a high degree of attention to detail as well as incorporating new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

General description

Provide office support and administrative assistance requiring knowledge of County Education Office policies, rules, regulations and procedures, programs, organizations and functions.

Specific Duties and Responsibilities

- Assist in the organization of the assigned office assuring efficiency of operations and work production
- Compose independently or from oral instructions letters and materials requesting or providing information, including material of a confidential nature
- Prepare correspondence, memorandums and other written materials from rough draft, clear copy or verbal instructions
- Collect statistical and financial data and back-up material in order to consolidate data and prepare statistical, financial and administrative reports for review by management
- May include registrar, student transition, and database entry as assigned
- Interview callers both in person and on the telephone, screen and refer to other individuals as appropriate

- Provide information to a variety of individuals and groups as requested while interpreting and explaining program policies, rules and procedures
- Process office and administrative support details not requiring the immediate attention of management
- Schedule appointments and coordinate arrangements for meetings, workshops or conferences
- Prepare agendas and minutes, attending meetings and recording actions
- Originate and independently prepare material for the manager's approval
- Maintain confidential information, records and files
- Train and provide work direction to clerical assistants as assigned
- Assist the program manager in the revision, preparation and distribution of a variety of documents related to the assigned areas of the program or office
- May prepare and assist in the preparation of information and other documents for submission to the County Board of Education for action
- Monitor and audit budget expenditures, maintaining a variety of records, reports and files
- Open, sort and route mail, responding to mail requiring routine response and composing other responses for the review and signature of management
- May prepare and assist in grant preparation and contract management
- Maintain calendars for management as assigned, including scheduling appointments and arranging travel accommodations
- Oversee the ordering, inventory and distribution of office supplies and forms for the assigned program including preparing purchase orders, invoices, travel claims and other related documents
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and other specialized equipment
- Perform other job-related duties as assigned

Requirements

Education: graduation from high school including or supplemented by business or administrative support courses

Experience: three years of increasingly responsible office experience; experience working in a public education setting preferred

Knowledge and skills

- Knowledge of modern office practices, procedures and equipment
- Knowledge of personal computers and software applications such as Microsoft Office, Excel, and Escape financial system
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of telephone techniques and etiquette that promote a strong sense of service to others
- Knowledge of financial and statistical record keeping including making arithmetic calculations quickly and accurately
- Knowledge of digital and paper record keeping techniques
- Principles of providing work direction that promotes efficiency and production
- Effective oral and written communication skills
- Interpersonal relation skills using tact, patience and courtesy that promote a positive and respectful work environment

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office

- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Demonstrate keyboarding skills and speed as required by the assignment
- Operate a computer to enter data, maintain records and generate reports
- Establish and maintain effective working relationships with others
- Meet schedules and timelines
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and Certificates

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working Conditions

Work is performed indoors with minimal exposure to health and safety hazards.

Supplemental Information

Classified salary ranges have 26 steps (A-Z). Initial salary placement for new hires is between steps A and J, 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.
- 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
Food Service Worker

SALARY	\$24.86 - \$28.70 Hourly	LOCATION	Santa Maria - Orcutt
JOB TYPE	Full-Time	JOB NUMBER	2276
DIVISION	Student and Community Services	DEPARTMENT	Early Care and Education
OPENING DATE	07/14/2025	CLOSING DATE	7/28/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria, CA		

General Description

Our ideal candidate

You are a caring person with a basic knowledge of food preparation and safety who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

General description

This individual prepares, serves, and records meals and snacks from a planned menu for those enrolled in preschool programs to ensure the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children. This individual is also responsible for preserving clean areas for food handling and sanitizing food preparation equipment and dishes in accordance with CACFP (Child and Adult Care Food Program) guidelines. This position is funded 100 percent by the CACFP.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Follow a planned menu to prepare daily meals and snacks for children
- Prepare breakfast, lunch, snacks, and baby bottles as needed following CACFP meal pattern requirements
- Serve meals and snacks to children
- Assure compliance with approved safety practices and maintain sanitary food preparation and working conditions
- Ensure that food is handled properly and safely in accordance with CACFP safety requirements on temperatures, sanitation, and storage
- Maintain food inventory records, meal counts, and menu production records
- Prepare routine CACFP required reports and enter meal data into Minute Menu software
- Launder bibs, wash cloths, and other items as needed on a daily basis
- Wash and sanitize dishes, counter tops, and tables
- Sweep and vacuum areas where meals have been prepared

Requirements

Education: High school diploma preferred; food service certification highly desirable

Experience: Any combination of education, experience and training that demonstrates the knowledge and abilities required to perform the job

Knowledge of:

- Knowledge of rules and regulations pertaining to health and safety in food preparation, including CACFP requirements
- Preparation and service of a variety of food in large quantities for breakfast, lunch, and snacks
- Basic use of kitchen utensils, equipment and appliances

Ability to:

- Meet schedules and timelines by organizing time and work
- Establish and maintain cooperative working relationships with staff, children, and student parents
- Communicate effectively with staff, children, and student parents
- Prepare and serve meals, snacks, and baby bottles as required
- Use basic kitchen utensils and cooking equipment
- Lift and carry objects weighing up to fifty pounds
- Follow basic practices of kitchen safety and sanitation
- Follow oral and written instructions
- Maintain high level of personal hygiene
- Lift and carry students, supplies, etc. of light-to-medium weight (up to 50 pounds) on an occasional basis

Licenses and certificates

Possession of a valid California Class C driver's license and the use of a dependable automobile are required.

Working conditions

Kitchen and child care environment. Responsible to maintain a high level of personal hygiene. Required to wear hair net and gloves when preparing food.

Supplemental Information

Classified salary ranges have 26 steps (A-Z). Initial salary placement for new hires is between steps A and J, 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 Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- 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>



**Dual Certification Eligibility List
Custodian/Maintenance Worker (South)**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	47353321	01/10/2026	Eligible	Full-Time	1.0	40 hours/week
1	62358515	01/10/2026	Eligible	Full-Time	1.0	40 hours/week
2	52043439	01/10/2026	Eligible	Full-Time	1.0	40 hours/week
2	36939118	01/10/2026	Eligible	Full-Time	1.0	40 hours/week
3	45283541	01/10/2026	Eligible	Full-Time	1.0	40 hours/week
4	63281028	01/10/2026	Eligible	Full-Time	1.0	40 hours/week
5	7664252	01/10/2026	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 24

Number of applicants passed screening: 13

Number of performance/written exam attendees: 8

Number of oral exam attendees: 8



**Open Continuous Eligibility List
Educational Interpreter, ASL**

Rank	Person ID	Eligible Expiration Date	Status
1	62995887	12/03/2025	Eligible
1	62522633	10/30/2025	Eligible



**Dual Certification Eligibility List
Manager, Engagement & Support**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	59228851	01/13/2026	Eligible	Full-Time	1.0	40 hours/week
2	58053691	01/13/2026	Eligible	Full-Time	1.0	40 hours/week
3	60121169	01/13/2026	Eligible	Full-Time	1.0	40 hours/week
4	12360224	01/13/2026	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 21
Number of applicants passed screening: 11
Number of performance/written exam attendees: 10
Number of oral exam attendees: 5



**Open Continuous Eligibility List
Behavioral Health Practitioner**

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Job Type	FTE
1	2227423	10/04/2025	Eligible	N	Full-Time	1.0
1	50726898	12/09/2025	Eligible	N	Full-Time	1.0
2	11265433	01/13/2026	Eligible	Y	Full-Time	1.0
3	28595024	10/04/2025	Eligible	N	Full-Time	1.0
3	12201511	10/23/2025	Eligible	N	Full-Time	1.0
4	23313313	10/04/2025	Eligible	N	Full-Time	1.0



Personnel Commission

JOB DESCRIPTION

CHIEF TECHNOLOGY OFFICER - DRAFT

Reports to: Associate Superintendent, Administrative Services

Division: Administrative Services

Our ideal candidate

You are an expert in designing and implementing technology systems that deliver exceptional customer service, robust infrastructure, and expanded technical expertise. You craft innovative, efficient, and scalable solutions that enhance internal operations, and support teaching and learning. You bring urgency, creativity, and a passion for delivering impactful, practical, and innovative solutions that drive organizational success. With exceptional communication skills and a collaborative approach, you work seamlessly with diverse stakeholders to build consensus and develop effective policies and systems. You mentor and inspire teams to deliver outstanding technical leadership and service.

General description

Under administrative direction, the Chief Technology Officer (CTO) leads the Information Technology Services Department in providing a range of technology support to SBCEO departments, including help desk support, network infrastructure, cybersecurity, application development, and audiovisual services. Serves as a Cabinet-level advisor and resource to the County Superintendent and SBCEO and school district staff regarding all aspects of information technology services. The CTO ensures that technology services are delivered with a customer-focused, responsive and proactive approach, and is seen as a fundamental partner for all divisions and departments at SBCEO. The CTO collaborates with local educational agencies throughout Santa Barbara County by coordinating and facilitating countywide network meetings, providing resources including those from state-level networks, and leading discussions on best practices.

Specific duties and responsibilities

- Provide strategic leadership and direction for all technology operations and services, ensuring secure, scalable, and cost-effective solutions that align with SBCEO goals, support educational and administrative needs, and deliver measurable value to stakeholders.
- Oversee the design, building, implementation, enhancement, and maintenance of a secure, reliable, and scalable technology and multimedia infrastructure.
- Foster a culture of customer-focused service and continuous improvement by leading strategic initiatives, supporting ongoing technology programs, and ensuring training resources for all users.
- Lead, manage, and develop technology staff by providing clear direction, regular feedback, evaluation, and support.
- Foster the professional growth of IT department staff through coaching, mentoring, and targeted training and development opportunities to build a high-performing, engaged team.
- Collaborate and partner with SBCEO divisions and departments to align technology initiatives with instructional goals, operational improvements, and enhanced stakeholder experiences.
- Establish and maintain collaborative partnerships with local school districts to expand technical expertise and share practices.

CHIEF TECHNOLOGY OFFICER - DRAFT

- Oversee the development and enforcement of policies, procedures, and standards to ensure compliance with applicable laws, regulations, and best practices.
- Direct the review and analysis of organizational business processes to ensure effective technology support.
- Maintain expertise on emerging technologies and industry trends in order to recommend innovative solutions and ensure SBCEO remains at the forefront of effective practices.
- Oversee telecommunications, hardware/software procurement, network design, and implementation.
- Provide leadership and oversight for the design, development, implementation, and maintenance of custom software applications and systems, ensuring they meet organizational needs, adhere to best practices, and integrate seamlessly with existing infrastructure.
- Oversee the development of scope of work and specifications for outsourced work and product purchases related to equipment, hardware, and services; the evaluation and recommendation of service providers and vendors; and administration of a variety of professional service contracts.
- Serve as the primary advocate and advisor on technology matters, representing SBCEO with partner organizations, community stakeholders, and statewide committees.
- Develop and manage technology budgets, optimizing resources while ensuring delivery of strategic priorities.
- Perform related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Bachelor's degree in information technology, computer science, educational technology, or related field; master's degree preferred.

Experience: Five years of experience managing information technology in a complex, service-oriented organization that included responsibility for at least four of the following functions: user support, network infrastructure and connectivity, telecommunications, security, system administration, systems integration, and application development.

Public sector and/or education experience is desirable. Experience collaborating with curriculum and instruction teams to support educational technology initiatives is preferred.

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

Knowledge of:

- software development, IT infrastructure, cloud computing, DevOps, office automation, artificial intelligence, and user experience design
- current and emerging technologies, data privacy, and security practices, principles and practices of cybersecurity

CHIEF TECHNOLOGY OFFICER - DRAFT

- business systems analysis
- principles, practices, and technology associated with audiovisual and multimedia services
- principles and practices of staff management and budget development and administration
- principles and practices of project management
- strategic planning
- principles and practices of process improvement and continuous improvement
- role of information and educational technology in an educational agency

Skill in:

- public speaking and presentation
- oral and written communication

Ability to:

- engage stakeholders at all levels to identify and implement innovative practices and strategies
- explain technical concepts clearly and succinctly to diverse audiences, fostering collaboration and alignment
- learn County Education Office organization, operations, policies, mission, vision and values
- establish and execute goals and objectives
- prepare a wide variety of written documents
- gather and analyze data, reach sound conclusions, and adopt reasonable courses of action
- interpret and apply laws, regulations, rules, and policies
- stay current on legislation, practices, systems, and trends affecting information technology
- initiate, plan, and execute projects
- make effective presentations to a wide range of audiences
- work independently and as part of a team
- maintain effective working relationships at all levels of the organization, IT colleagues in districts and other agencies, vendors, and others
- represent department and SBCEO effectively with internal and external contacts
- lead and work effectively with groups to accomplish goals and consistently meet timelines
- build and sustain a high-performing team
- operate a computer and other office equipment and related software programs

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

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.



CHIEF TECHNOLOGY OFFICER - DRAFT

Strenuous physical activity, such as lifting and carrying heavy objects, crawling, or stooping, is not generally associated with this classification. This classification is not typically exposed to significant safety hazards.

The work of this classification 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 31

Approved by the Personnel Commission: July 18, 2025 (pending approval)

**Reprographics Supervisor
Page 1**

**SANTA BARBARA COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: REPROGRAPHICS SUPERVISOR

BASIC FUNCTION:

Under the direction of the director of communications, plan, coordinate and supervise the functioning of the print shop personnel, assuring the quality and timely delivery of printed materials. Responsible for continuous operation and maintenance of equipment, assuring the quality and timely completion of printed materials.

REPRESENTATIVE DUTIES:

1. Plan, coordinate, and supervise the operation of the print shop, serving as backup or securing backup for all staff functions.
2. Establish work schedules; assign priorities and appropriate processes of incoming work orders; coordinate schedules and time lines with users, and resolve problems.
3. Perform typesetting and composing work related to the production of various documents; provide recommendations regarding typestyle, formats, design, and paper stock.
4. Ensure that pre-press digital setup is conducted effectively.
5. Prepare and maintain production and inventory records and cost reports; prepare and maintain other reports, records, and files, as necessary.
6. Supervise, evaluate, and assist in the selection of assigned staff; train and provide work direction as needed.
7. Estimate job costs; compute and prepare charges; maintain production records and charge-back system.
8. Coordinate all jobs that are Aout-sourced@ to other print shops.
9. Complete all cost-accounting and reporting procedures for Fiscal Services, various departments and programs.
10. Assist in the recommendations of upgrade and purchasing of equipment.
11. Order and maintain supplies related to reprographics and the print shop.
12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Health and safety regulations.
Statistical and financial record-keeping.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Principles and practices of supervision and training.
Computerized office equipment.

Reprographics Supervisor

Page 2

Design and layout techniques.

Reprographics terminology and technical aspects of field of specialty.

Interpersonal relations skills using tact, patience and courtesy.

ABILITY TO:

Plan and organize work, meeting schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Train and supervise personnel.

Maintain records and prepare reports.

Make arithmetic calculations quickly and accurately.

Establish and maintain effective working relationships with others.

Estimate costs of time and materials used in reprographics.

Order and maintain stock and equipment.

Work independently with little direction.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in the reprographics area and three years of experience in supervision.

WORKING CONDITIONS:

Duplicating Center environment.

APPROVED BY PERSONNEL COMMISSION:

December 17, 1992

REVISIONS APPROVED BY PERSONNEL COMMISSION:

July 22, 2004



Personnel Commission

JOB DESCRIPTION

REPROGRAPHICS SUPERVISOR - DRAFT

SANTA BARBARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: REPROGRAPHICS SUPERVISOR

BASIC FUNCTION:

Reports to: Director, Communications & Public Information Officer

Division: Superintendent's Office

Our ideal candidate

You are an innovative and collaborative professional with a proven ability to work on your own initiative and a keen eye for detail to ensure high-quality production. You can multitask in a high-volume environment. You have excellent communication skills and the ability to relate positively to others. You are committed to providing exceptional service to the Santa Barbara County Education Office, school districts, and other customers.

General description

Under the general direction of the director of communications, plan, coordinate, and supervise perform the functioning of the operations of a digital, multimedia print shop personnel, assuring; ensure the quality and timely delivery of printed materials. Responsible for continuous operation and maintenance of equipment, assuring the quality and timely completion of printed materials to internal and external customers; supervise print shop staff engaged in production and administrative support duties.

REPRESENTATIVE DUTIES:

Specific duties and responsibilities

1. Plan, and coordinate, and supervise the operation of the print shop, serving as backup or securing backup for all staff functions.
2. Establish work schedules print shop operations; assign priorities and appropriate processes for incoming work orders; schedule jobs, coordinate schedules and time lines with users, and timelines, resolve customer problems; order and maintain supplies.
- Provide recommendations to customers regarding fonts, formats, design, and paper stock and other print media; make recommendations related to design and media to help customers meet budgetary and timeline goals; estimate job costs.



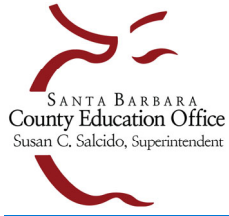
REPROGRAPHICS SUPERVISOR - DRAFT

3. — Perform typesetting design and composing layout work related to the production of various documents; ~~provide recommendations regarding typestyle, formats, design, and paper stock.~~
4. ● Ensure that and other printed material; convert source documents to usable format for printing; perform pre-press digital setup is conducted effectively; operate copying, bindery, large-format printing equipment, and advanced digital tools; on behalf of customers, explain technical requirements and obtain quotes from commercial printers for outsourced jobs.
5. — ~~Prepare and maintain production and inventory records and cost reports; prepare and maintain other reports, records, and files, as necessary.~~
 - Supervise; Set goals and establish work methods and practices related to sustainability and cost efficiency for print shop; calculate cost of orders and prepare charges; maintain production and inventory records and charge-back system; check status of accounts receivable and follow up with customers regarding outstanding balances; project print shop revenues and expenses in order to support Communications Department budget planning.
 - Regularly track relevant data and analytics related to production trends and outputs, and report on them to the Director, Communications.
6. ● Select, train, supervise, and evaluate, and assist in the selection of assigned staff; train make assignments and provide work direction as needed.
7. — ~~Estimate job costs; compute~~ Recommend upgrades and prepare charges; maintain production records and charge-back system.
8. — ~~Coordinate all jobs that are Aout-sourced@ to other print shops.~~
9. — ~~Complete all cost accounting and reporting procedures for Fiscal Services, various departments and programs.~~
10. ● Assist in the recommendations of upgrade and purchasing purchases of equipment.

Order Requirements

A typical way to qualify for this classification would be:

Education: Possession of a high school diploma or GED is required. College or vocational



REPROGRAPHICS SUPERVISOR - DRAFT

coursework in printing, computer technology, or graphic design is desirable.

Experience: Three years of experience in a high-volume printing and maintain supplies related to reprographics operation, preferably including lead worker responsibility.

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

Knowledge of:

- Digital printing equipment
- Copying and bindery equipment
- Reprographics terminology
- Principles and practices of budget administration

12. Design and layout techniques ~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Financial record-keeping practices
- Modern office practices, procedures, and equipment
- Health Standard office productivity software applications
- Telephone and safety regulations, email etiquette
- Statistical and financial record keeping
- Correct Standard English usage, grammar, spelling, punctuation, and vocabulary
- Oral Arithmetic, including percentages and fractions

Ability to:

- Plan, organize, and prioritize work of self and others
- Operate printing and bindery equipment and use pre-press software



REPROGRAPHICS SUPERVISOR - DRAFT

- Order and maintain stock and equipment
- Make accurate arithmetic calculations
- Estimate cost of time and materials used in reprographics
- Complete work within estimated cost
- Achieve proficiency in use of SBCEO administrative systems, including financial system
- Understand and follow oral and written communication skills directions
- Communicate effectively both orally and in writing

~~Establish and maintain effective working relationships with others~~ Principles and practices of supervision and training.

~~Computerized office equipment.~~

~~Design and layout techniques.~~

~~Reprographics terminology and technical aspects of field of specialty.~~

~~Interpersonal relations using tact, patience and courtesy.~~

ABILITY TO:

- Plan and organize work, meeting
- Meet schedules and time lines deadlines
- Maintain records and prepare reports
- Analyze situations accurately and adopt an effective course of action.

~~Train and supervise personnel.~~

~~Maintain records and prepare reports.~~

~~Make arithmetic calculations quickly and accurately.~~

~~Establish and maintain effective working relationships with others.~~

~~Estimate costs of time and materials used in reprographics.~~

~~Order and maintain stock and equipment.~~

- Work independently with little and as part of a team
- Learn to identify opportunities and implement strategies for continuous improvement
- Exercise tact, patience, and courtesy in interactions with others
- Learn and apply supervisory practices, including training and providing work direction to others

~~Work confidentially with discretion.~~

- Develop a working knowledge of SBCEO's operations, systems, and policies.
- Maintain financial records
- Learn and apply administrative procedures
- Learn and follow health and safety regulations related to print shop operations
- Use online ordering systems
- Learn and follow sustainability practices



REPROGRAPHICS SUPERVISOR - DRAFT

Licenses and certificates

N/A

Working conditions

Some of the work of this classification is performed while sitting at a desk and involves the use of computers, telephones, and other office equipment. The work also involves extensive operation of digital printing, copying, and bindery equipment. Some duties may require the ability to lift objects weighing up to 50 pounds. This classification is exposed to loud machine noise and heat generated by equipment.

The Reprographics Supervisor works in a semi-private office environment and the print shop. Work is usually performed indoors. Noise levels in the office are usually low or moderate; noise levels may be elevated in the print shop. Privacy may be limited, and interruptions may be frequent.

Series

Media and Design

Salary range 84

<u>Approved by the Personnel Commission:</u>	<u>December 17, 1992</u>
<u>Revised:</u>	<u>July 22, 2004</u>
<u>Revised:</u>	<u>July 18, 2025 (pending approval)</u>

~~Communicate effectively both orally and in writing.~~

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in the reprographics area and three years of experience in supervision.~~

WORKING CONDITIONS:

~~Duplicating Center environment.~~

~~APPROVED BY PERSONNEL COMMISSION: _____ December 17, 1992~~

~~REVISIONS APPROVED BY PERSONNEL COMMISSION: _____ July 22, 2004~~



Personnel Commission

JOB DESCRIPTION

REPROGRAPHICS SUPERVISOR - DRAFT

Reports to: Director, Communications & Public Information Officer

Division: Superintendent's Office

Our ideal candidate

You are an innovative and collaborative professional with a proven ability to work on your own initiative and a keen eye for detail to ensure high-quality production. You can multitask in a high-volume environment. You have excellent communication skills and the ability to relate positively to others. You are committed to providing exceptional service to the Santa Barbara County Education Office, school districts, and other customers.

General description

Under general direction: plan, coordinate, and perform the operations of a digital, multimedia print shop; ensure the quality and timely delivery of printed materials to internal and external customers; supervise print shop staff engaged in production and administrative support duties.

Specific duties and responsibilities

- Plan and coordinate print shop operations; assign priorities and appropriate processes for incoming work orders; schedule jobs, coordinate schedules and timelines, resolve customer problems; order and maintain supplies.
- Provide recommendations to customers regarding fonts, formats, design, and paper stock and other print media; make recommendations related to design and media to help customers meet budgetary and timeline goals; estimate job costs.
- Perform design and layout work related to the production of documents and other printed material; convert source documents to usable format for printing; perform pre-press digital setup; operate copying, bindery, large-format printing equipment, and advanced digital tools; on behalf of customers, explain technical requirements and obtain quotes from commercial printers for outsourced jobs.
- Set goals and establish work methods and practices related to sustainability and cost efficiency for print shop; calculate cost of orders and prepare charges; maintain production and inventory records and charge-back system; check status of accounts receivable and follow up with customers regarding outstanding balances; project print shop revenues and expenses in order to support Communications Department budget planning.
- Regularly track relevant data and analytics related to production trends and outputs, and report on them to the Director, Communications.
- Select, train, supervise, and evaluate assigned staff; make assignments and provide work direction as needed.



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- Recommend upgrades and purchases of equipment.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a high school diploma or GED is required. College or vocational coursework in printing, computer technology, or graphic design is desirable.

Experience: Three years of experience in a high-volume printing and reprographics operation, preferably including lead worker responsibility.

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

Knowledge of:

- Digital printing equipment
- Copying and bindery equipment
- Reprographics terminology
- Principles and practices of budget administration
- Design and layout techniques
- Financial record-keeping practices
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette
- Standard English usage, grammar, spelling, punctuation, and vocabulary
- Arithmetic, including percentages and fractions

Ability to:

- Plan, organize, and prioritize work of self and others
- Operate printing and bindery equipment and use pre-press software
- Order and maintain stock and equipment
- Make accurate arithmetic calculations
- Estimate cost of time and materials used in reprographics
- Complete work within estimated cost
- Achieve proficiency in use of SBCEO administrative systems, including financial system
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain records and prepare reports



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- Analyze situations accurately and adopt an effective course of action
- Work independently and as part of a team
- Learn to identify opportunities and implement strategies for continuous improvement
- Exercise tact, patience, and courtesy in interactions with others
- Learn and apply supervisory practices, including training and providing work direction to others
- Develop a working knowledge of SBCEO's operations, systems, and policies.
- Maintain financial records
- Learn and apply administrative procedures
- Learn and follow health and safety regulations related to print shop operations
- Use online ordering systems
- Learn and follow sustainability practices

Licenses and certificates

N/A

Working conditions

Some of the work of this classification is performed while sitting at a desk and involves the use of computers, telephones, and other office equipment. The work also involves extensive operation of digital printing, copying, and bindery equipment. Some duties may require the ability to lift objects weighing up to 50 pounds. This classification is exposed to loud machine noise and heat generated by equipment.

The Reprographics Supervisor works in a semi-private office environment and the print shop. Work is usually performed indoors. Noise levels in the office are usually low or moderate; noise levels may be elevated in the print shop. Privacy may be limited, and interruptions may be frequent.

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CLASS TITLE: ADMINISTRATOR, INFORMATION TECHNOLOGY SERVICES

BASIC FUNCTION:

Reporting to the Assistant Superintendent, Administrative Services, this position administers the Information Technology (IT) Services of the Office of the County Superintendent of Schools; serves as senior technical consultant in the field of data processing and computer services to school districts and County Office staff.

REPRESENTATIVE DUTIES:

1. Act as consultant in management systems analysis, design, and policy development for the County Office staff and school districts within Santa Barbara County; Advises the County Superintendent and Assistant Superintendent on data processing matters.
2. Develop, implement and evaluate short and long-range plans for computer services; plan, organize and schedule the work of the IT Services staff.
3. Select, train, supervise and evaluate assigned personnel, providing leadership and coordination for the staff of the department.
4. Write and evaluate proposals and specifications for hardware and software selection; write and review data processing systems specifications, procedures and standards.
5. Responsible for development and/or maintenance of documentation of all aspects of systems and procedures.
6. Maintain liaison with data processing vendors' management.
7. Prepare and monitor the IT Services annual budget and financial transaction documents.
8. Write and present reports, contracts and other documents.
9. Perform reviews of existing and new proposals for the data processing services including but not limited to the use of microcomputers, with a view to management needs, efficiency, and cost effectiveness.
10. On request, represent the Office of the County Superintendent of Schools at meetings of technical and education related groups and organizations.

ADMINISTRATOR, INFORMATION TECHNOLOGY SERVICES

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11. Develop and maintain knowledge of computer-related instructional services and activities of the County Superintendent of Schools; serve as technical consultant with respect to future planning for instruction-related computer services.
12. Maintain working relationships with the Office of the County Superintendent of Schools' program staff and, when requested, assist staff in evaluating proposals of requests for computerization of program operations and related services including microcomputer applications.
13. Perform other related senior administrative duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of administration, training, and supervision

Principles and practices of data processing management and electronic data processing, microcomputers, networking and data communications.

COBOL programming language, systems and programming practices, design, procedures, standards, management systems analysis, budget development and technical staff supervision.

Reading, writing and oral communication skills

Organization, policies, practices and operation of SBCEO

Problem-solving techniques

Principles and practices of fiscal management

Modern office practices, procedures and equipment

ABILITY TO:

Research complex problems, reach logical conclusions, make high-quality decisions and set priorities.

Administer and effectively direct the work of others

Communicate effectively through speech and writing

Plan and organize work; meet schedules and timelines

Maintain records and prepare reports and other documents

Work confidentially with discretion

Develop internal controls as needed

Administer department budget

Serve as policy consultant to Assistant Superintendent Administrative Services and Superintendent

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's Degree in Business Administration, Accounting or Finance, with emphasis on Information Technology Services; five years of progressively responsible related experience including three years of management experience.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class are required to possess a valid California driver's license and insurance coverage as required by the Office of the County Superintendent of Schools.

WORKING CONDITIONS:

Data processing environment, subject to noise; subject to driving to a variety of locations to conduct work.

APPROVED BY THE PERSONNEL COMMISSION: October 28, 1987

REVISIONS APPROVED BY PERSONNEL COMMISSION: October 23, 2003

REVISIONS APPROVED BY PERSONNEL COMMISSION: March 26, 2009

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
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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	173,266	120.36	99.93 %
2430	Extra Hours/OT	3,000	3,103	1,012	2,091.20	32.61 %
2440	Substitutes	3,000	3,000		3,000.00	
Total for Object 2000		365,068	363,170	357,958	5,211.56	
3202	PERS2	101,089	97,865	96,197	1,668.00	98.30 %
3302	OasdMed2	113	118	113	4.96	95.80 %
3304	Medi Class	5,269	5,260	5,167	92.77	98.24 %
3402	H&W2 Class	123,333	111,516	111,515	.88	100.00 %
3502	Unempl2 Class	181	180	177	3.21	98.22 %
3602	WrkComp2 Class	6,232	6,221	6,112	109.40	98.24 %
Total for Object 3000		236,217	221,160	219,281	1,879.22	
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	1,841	259.02	87.67 %
5201	Out of Cnty Trv	4,000	5,500	4,312	1,188.50	78.39 %
5300	Dues/Membership	3,336	3,336	2,005	1,331.00	60.10 %
5610	Rntl Les w/o Op	1,675	1,675	1,852	177.33-	110.59 %
5640	Computer Repr	200	200		200.00	
5650	Maint Agreemnts	1,249	1,249	1,197	51.70	95.86 %
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	277	22.80	92.40 %
5800	Prof Consulting	13,574	10,674	8,766	1,908.04	82.12 %
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	43,204	6,580.85	
Total for Org 061, Management 1490 and Expense accounts	642,835	637,715	623,007	14,707.98	