



**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.

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