



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
July 18, 2025 – 12:30 p.m.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Carmen Jaramillo called the meeting to order at 12:30 p.m.

**2. Roll Call**

Members present:

Carmen Jaramillo, Chair  
Mike Ostini, Vice Chair  
Gary Pickavet, Commissioner

**3. Pledge of Allegiance**

Mike Ostini led the Pledge of Allegiance.

**4. Changes to the Agenda — None**

**5. Introduction of Staff and Guests**

Staff and guests present:

Gina Branum, Associate Superintendent, Human Resources  
Amy Ramos, Director, Human Resources  
Wendy Garcia, Certificated Human Resources Technician  
Tracie Cordero, Classified Human Resources Specialist  
Gabriel Purvis, Classified Human Resources Analyst  
Natalie Spevak, Director, Educator Workforce Development  
Steve Torres, Associate Superintendent, Administrative Services  
Janelle Willis, Administrator, Early Care and Education  
Elise Simmons, Director, Student and Community Services  
Jeanette Hatfield

**6. Public Comment — None****7. Approval of Minutes of Regular Meeting Held June 26, 2025**

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

**8. Communications — None****9. Informational Items****a. Media Releases/Editorials — None**

There were no media releases from the County Superintendent. The Director provided Commissioners with a save-the-date flyer for next year's CSPCA conference, which will take place in March in San Diego.

**b. Legislative Update**

The Director, Human Resources noted that the legislature was in summer recess, but shared information provided by the California County Superintendents about reports that the Trump administration would delay the distribution of billions in federal education funding that was expected by July 1. The delay will affect afterschool and summer learning programs, teacher training grants, student support services, and funding for migrant and English learner education. No clear timeline has been provided for the release of funds.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated August 14, 2025****c. Position Announcements**

- i. Manager, Early Care and Education (Dual – North County)
- ii. Teaching Assistant (Bilingual) – (Promotional – Santa Maria)
- iii. Office Assistant (Dual – Santa Barbara)
- iv. Food Service Worker (Dual – Santa Maria)

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

- i. Custodian/Maintenance Worker (Dual – Santa Barbara)
- ii. Educational Interpreter, American Sign Language (Open Continuous, Santa Maria)
- iii. Manager, Engagement and Support (Dual – Location flexible)
- iv. Behavioral Health Practitioner (Open Continuous – Santa Maria)

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

**b. Classification of Position**

The Director, Human Resources recommended establishing a new management classification of Chief Technology Officer at management salary range 31. 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

**c. Job Description**

The Director, Human Resources recommended the approval of revisions to the job description for Reprographics Supervisor, along with a proposed reallocation to salary range 84, with an effective date of August 1, 2025. This study was undertaken by Human Resources at the request of the Communications Department and with the approval of the County Superintendent, as part of Classified HR's annual work plan of classification and compensation studies. The recommendations were based on a job analysis and salary survey, and have the support of the Director, Communications and the County Superintendent of Schools.

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

**d. Abolition of Classification**

The Director, Human Resources recommended the abolition of the classification of Administrator, Information Technology Services. This position is vacant, and the new Chief Technology Officer classification was proposed to replace this classification in the ITS department structure. 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** — To be heard in closed session

**NEW BUSINESS**

**12. Quarterly Review of Personnel Commission Budget**

This was presented as an information item.

**REPORTS**

**13. PERSONNEL COMMISSIONER REPORTS**

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

**14. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported that these are exciting times in HR. The new Associate Superintendent of Human Resources, Gina Branum, has officially stepped into the role, and the new Director of Educator Workforce Development, Natalie Spevak – who will be the counterpart to the Director of Human Resources on the certificated side – also started on July 1. The Director noted that she looked forward to working with them to form the new HR leadership team and move the department forward.

**15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report.

**CLOSED SESSION**

After reports were presented, the Personnel Commission went into a brief recess until 1:05 p.m., at which time they went into closed session to conduct the following business:

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

Closed session ended at 1:53 p.m. and the public meeting reconvened at 2:25 p.m. The Personnel Commission reported the following:

- The appeal was denied.
- The evaluation was completed and signed by the Chair.

**ADJOURNMENT**

There being no further business, there was a motion to adjourn.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

The meeting was adjourned at 2:27 p.m. The next regular meeting will be held on Thursday, August 28, 2025, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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Amy R. Ramos  
Director, Human Resources  
Secretary to the Personnel Commission

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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

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**July 12, 2025 through Aug 22, 2025**

<b>Position #</b>	<b>Position Information</b>
2775	Early Care and Education Lead • Early Care and Education - Santa Maria 2 • North 40.00 hours per week • 12.00 months
2776	Chief Technology Officer • Information Technology Services Administration • South County 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

September 11, 2025

**Appointments**

*Limited Term/Substitute*

Antunez Blancas, Yeny July 1, 2025  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Cano, Olivia August 13, 2025  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Hardy, Alec July 18, 2025  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Parker, Elizabeth July 11, 2025  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Shi, Liliana July 22, 2025  
Student Worker • Partners in Education • Hope  
• Hourly as needed

Uribe-Quezada, Camila July 30, 2025  
Clerical Assistant • Various Departments • Various Sites  
• Hourly as needed

*Probationary*

Estrada, Daven August 15, 2025  
Paraeducator • Special Education • School Nurse, Santa Maria  
50% • 10 months

Lopez-Prado, Bladimir July 16, 2025  
Coordinator, Educational Data • Curriculum and Instruction • Curriculum and Instruction 2  
100% • 12 months

Mendez, Luz August 15, 2025  
Paraeducator • Special Education • Robert Bruce Preschool  
87.5% • 10 months

Warrick, Holly August 18, 2025  
Manager, Engagement and Support • Human Resources • Engagement and Support II  
100% • 12 months

***Reinstatement***

Zepeda-Jimenez, Valeria August 8, 2025  
Paraeducator • Special Education • Cabrillo High School  
81.25% • 10 months

**Changes**

***Anniversary Increase***

Boykin, Warren August 1, 2025  
Accounting Technician, Senior • Internal Services • Accounting  
100% • 12 months

Lauridsen, Taylor August 1, 2025  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months

Lazaer, Daisy August 1, 2025  
Financial Analyst • School Business Advisory Services • School Business Advisory Services  
100% • 12 months

Montero, Lupe August 1, 2025  
Clerical Assistant • Early Care and Education • Early Care and Education - Lompoc  
100% • 12 months

Noronha, Patricia August 1, 2025  
Administrative Support Supervisor • Curriculum and Instruction • Curriculum and Instruction  
100% • 12 months

Porter, Myron August 1, 2025  
Payroll Systems Supervisor • School Business Advisory Services • Cathedral Oaks  
100% • 12 months

Sawyer, Erin August 1, 2025  
Program Associate • Children's Creative Project • Children's Creative Project  
100% • 12 months

Vasquez Vasquez, Erick August 1, 2025  
Custodian/Maintenance Worker • Internal Services • Operations South 2  
50% • 12 months

***Decreased Time in lieu of layoff***

Aguirre, Ancelmo August 8, 2025  
Paraeducator • Special Education • Cabrillo High School  
81.25% • 10 months  
From .9125

Ho, Chrystal August 8, 2025  
Paraeducator • Special Education • Cabrillo High School  
81.25% • 10 months  
From .9125

***Demotion***

Coracero, Antonio August 8, 2025  
Paraeducator • Special Education • Righetti HS DHOH  
81.25% • 10 months  
From Educational Interpreter, ASL, Waiver

***Differential - Add***

Cortez, Heidi July 1, 2025  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc  
100% • 12 months  
Bilingual

Gonzalez, Victor August 1, 2025  
Program Associate • Children's Creative Project • Children's Creative Project  
100% • 12 months  
Bilingual

Mendez, Luz August 19, 2025  
Paraeducator • Special Education • Robert Bruce Preschool  
87.5% • 10 months  
Specialized Health Care x 2

Perez, Silvia August 8, 2025  
Paraeducator • Special Education • Manzanita Charter School 2 (4th-6th)  
81.25% • 10 months  
Bilingual

Ramirez, Martin September 1, 2025  
Paraeducator • Special Education • Cabrillo High School  
81.25% • 10 months  
Bilingual

Robles, Esther August 8, 2025  
Paraeducator • Special Education • Casmalia Preschool 1  
87.5% • 10 months  
Bilingual

Torres, Brianda August 8, 2025  
Paraeducator • Special Education • Manzanita Charter School (K-3rd)  
81.25% • 10 months  
Bilingual

***Differential - Remove***

Carbajal-Esparza, Olivia August 1, 2025  
Paraeducator • Special Education • Speech/Language Services, Miller  
75% • 10 months  
Virtual Therapy

Lyons, V Roxanne August 1, 2025  
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2  
75% • 10 months  
Virtual Therapy

***Increased Time (Voluntary)***

Fraire, Kathleen August 14, 2025  
Paraeducator • Special Education • Deaf/Hard-of-Hearing Services  
87.5% • 10 months  
From .75

***Probation to Permanent***

Ore, Ailey August 1, 2025  
Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center 3  
100% • 12 months

Santillan-Gonsales, Stephanie August 1, 2025  
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months

***Reassignment***

Devaux, Gabriela August 8, 2025  
Paraeducator • Special Education • Manzanita Charter School (K-3)  
81.25% • 10 months  
From Casmalia Preschool

Devaux, Gabriela August 11, 2025  
Paraeducator • Special Education • Alice Shaw Preschool  
87.5% • 10 months  
From Manzanita Charter School

Ho, Chrystal August 8, 2025  
Paraeducator • Special Education • Martha Negus 2  
81.25% • Hourly as needed  
From Cabrillo HS

***Reclassification***

Smith, Steven August 1, 2025  
Reprographics Supervisor • Communications • Reprographics Administration  
100% • 12 months  
From range 77 to 84

***Transfer***

Alvarado-Luna, Gabriela August 7, 2025  
Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K  
75% • 10 months  
From Righetti HS - DHOH

Braz Gonzalez, Lupita August 8, 2025  
Paraeducator • Special Education • Casmalia Preschool 1  
87.5% • 10 months  
From Alice Shaw Preschool

Ketz, Lailani August 8, 2025  
Paraeducator • Special Education • Regency Preschool  
87.5% • 10 months  
From Olga Reed

Ramirez, Martin August 8, 2025  
Paraeducator • Special Education • Cabrillo High School  
81.25% • 10 months

***Transfer in lieu of layoff***

Deines, Jenia August 8, 2025  
Paraeducator • Special Education • Casmalia Preschool 4  
87.5% • 10 months  
From Crestview Preschool

Devaux, Gabriela August 8, 2025  
Paraeducator • Special Education • Casmalia Preschool  
81.25% • 10 months  
From Speech/Language Services, Lompoc

**Separation**

***Released***

Coracero, Antonio July 14, 2025  
Educational Interpreter, American Sign Language, Waiver • Special Education • Ralph Dunlap School, DHOH  
81.25% • 10 months  
SBCEO was not granted waiver from CDE

***Resignation***

Brown, Sarah August 8, 2025  
Paraeducator • Special Education • Ontiveros Preschool  
75% • 10 months

Ortuno-Cortez, Wendy June 13, 2025  
Paraeducator • Special Education • Montecito Union School  
81.25% • 10 months

***Retirement***

Aguirre, Ancelmo August 29, 2025  
Paraeducator • Special Education • Cabrillo High School  
81.25% • 10 months



**Santa Barbara County Education Office  
Chief Technology Officer**

<b>SALARY</b>	\$13,726.83 - \$16,724.83 Monthly \$164,722.00 - \$200,698.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2025-00153
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Information Technology Services
<b>OPENING DATE</b>	07/25/2025	<b>CLOSING DATE</b>	8/17/2025 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

**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.
- 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
- 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.

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.

**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.*

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### Employer

Santa Barbara County Education Office

### Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

### Phone

8059644711

### Website

<http://www.sbceo.org>

Chief Technology Officer Supplemental Questionnaire

**\*QUESTION 1**

Please describe your experience leading or managing enterprise-level IT infrastructure in government, education, or other highly regulated settings. Include the length of time, your role and responsibilities, and any key accomplishments. Please limit your response to approximately 500 words (about 3,000 characters).

**\*QUESTION 2**

Please outline your experience with IT governance, regulatory compliance (e.g., HIPAA, CJIS, FERPA), and cybersecurity frameworks (e.g., NIST, ISO 27001). How have you applied these standards in your previous roles, and what impact did your work have on the organization? Please limit your response to approximately 500 words (about 3,000 characters).

\* Required Question



Santa Barbara County Education Office

**Early Care and Education Lead (Internal Applicants Only)**

<b>SALARY</b>	\$5,407.00 - \$6,231.00 Monthly	<b>LOCATION</b>	Santa Maria - Orcutt
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2025-00154
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Early Care and Education
<b>OPENING DATE</b>	07/25/2025	<b>CLOSING DATE</b>	8/10/2025 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Maria		

**General Description**

**Our ideal candidate**

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are detail-oriented and accurate. You are adept at following rules and regulations and working within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance the department goals. You are a team player who thrives on meeting and setting new goals. You are committed to excellence in providing the best service possible.

**General description**

Under general direction, serve as a team leader for a group of staff in the Alternative Payment Program. Depending on assignment, emphasis of duties may be supporting service providers or providing guidance to staff engaged in making eligibility determinations, enrolling eligible families, and providing resource and referral services.

**Specific Duties and Responsibilities**

- Provide support to supervisor in leading a team by: participating in the interview and selection process; onboarding and training new staff; assigning and reviewing work in progress or upon completion; monitoring employee caseloads; providing ongoing training and guidance for staff in program regulations, procedures, and software; participating in the development and presentation of training on program policy changes; and assisting staff in managing complex cases and resolving problems or errors.
- Support the management team in establishing and reinforcing standards and expectations for employee performance, conduct, professional workplace, consistency in applying program rules and following procedures, and customer service; provide performance feedback and needed guidance or correction to staff; provide input to supervisor on employee performance evaluations and disciplinary matters; communicate with supervisor about employee performance issues as well as exceptional employee performance.
- Collaborate with supervisor to modify and document program procedures to align with new and revised policies and practices; design and update forms to reflect new and revised program requirements.
- Organize and conduct periodic audits of case files, contracted providers, and eligibility compliance in preparation for annual program evaluations.

- Review and provide feedback on a variety of written communications, including policies, provider correspondence, and handbooks.
- Conduct trainings for program participants; develop resources in the community and educate program staff about their availability in order to enhance support for program participants.
- Generate or compile required periodic reports for submission to state agencies.
- Make eligibility determinations, enroll eligible children and families, and provide resource and referral services for a small number of difficult or sensitive cases.
- Respond to program participants who express customer service concerns; take or recommend corrective action as appropriate.
- Represents SBCEO during community outreach events to promote services for families.
- May maintain and update staff calendar to ensure sufficient coverage.
- Support supervisor and program management with special projects.
- Perform other duties as assigned that support the overall objective of the position.

## Requirements

A typical way to qualify for this classification would be:

**Education:** Possession of a high school diploma is required. Completion of 24 semester units of college coursework in business, public, or non-profit administration; social sciences, human services, or related field is preferred.

**Experience:** Two years of experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments.

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

### Knowledge of:

- Policies and procedures related to Alternative Payment Program
- Fee and reimbursement schedules
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices and APP file and documentation requirements
- Standard office productivity software applications
- Arithmetic, including percentages and fractions

### Ability to:

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including enrollment, eligibility, and compliance
- Learn principles and practices of supervision and training
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work of self and others
- Learn and apply policies and regulations relating to other assigned programs
- Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- Demonstrate tact and diplomacy
- Communicate effectively both orally and in writing
- Work independently and as member or leader of a team
- Make accurate arithmetical computations
- Work with speed and accuracy
- Use a variety of computerized accounting, enterprise, and other software programs

- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

### **Licenses and certificates**

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

### **Working conditions**

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

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

Occasional evening or weekend work may be required. Occasional lifting and carrying of objects weighing up to 20 lbs.

## **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 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.*

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**Employer**

Santa Barbara County Education Office

**Address**

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

**Phone**

8059644711

**Website**

<http://www.sbceo.org>

## Early Care and Education Lead (Internal Applicants Only) Supplemental Questionnaire

**\*QUESTION 1**

Please describe your experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments. Please limit your response to approximately 350 words.

\* Required Question



**Santa Barbara County Education Office  
Manager, Program Services**

<b>SALARY</b>	\$51.85 - \$63.17 Hourly	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	2025-00152
<b>DIVISION</b>	Student and Community Services	<b>DEPARTMENT</b>	Partners In Education
<b>OPENING DATE</b>	07/17/2025	<b>CLOSING DATE</b>	7/31/2025 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

[Partners in Education \(Partners\)](#) is a 501(c)3 nonprofit organization that is operated in partnership with the [Santa Barbara County Education Office \(SBCEO\)](#). Partners in Education’s mission is to empower students for the world ahead through business, school, and community collaboration. Every dollar that Partners raises goes toward efforts to align with and strengthen school and community initiatives already occurring. Partners in Education’s three core programs are: Computers for Families, Job Readiness Training & Internships, and Volunteer Classroom Speakers.

**Our ideal candidate**

You are an excellent communicator, both orally and in writing. You take initiative and have a big-picture approach, always looking for ways to foster collaboration. You can work effectively with a variety of people in varying roles, and earn the trust of those around you through a thoughtful approach to difficult decision-making. You are diplomatic and professional and lead by example, working to support your team members while pushing them to excel. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are extremely organized, flexible, and cool under pressure.

**General description**

This classification is found in one or more of the non-profit organizations that operate under the auspices of SBCEO. Positions in this classification report to the executive director, executing according to organizational goals and leading special projects. This entails managing and developing programming, creating cohesive messaging and clear objectives for the programs, and crafting strategies to reach those goals.

**Specific Duties and Responsibilities**

- Support the executive director and organizational objectives
- Collaborate with executive director to set goals and create strategies to achieve them
- Oversee day-to-day program or organizational operations, carry out program initiatives, and represent the program in the community
- Act as trusted advisor on important decisions
- Create regular reports for use in grants, presentations, board meetings and staff meetings; identify opportunities for grant funding, write grant applications, and coordinate submissions

- Support fundraising for individual programs, as well as organization-wide fundraising efforts
- Act as countywide liaison between the education community and other stakeholder communities, while interacting with people of different roles and backgrounds
- Continually improve program operations and systems; act as project manager for projects as assigned
- Supervise and develop program staff and support them in achieving goals; hold regular one-on-one meetings with staff, tracking goals and providing clear feedback; provide professional growth opportunities for staff and hold staff accountable for goals and objectives
- Develop and maintain efficient systems for tracking program data; prepare clear and helpful documents that represent the program and its mission
- Oversee data collection through an internally managed database; ensure adherence to data collection protocols
- Coordinate and facilitate a variety of meetings, including those for committees, task forces, and staff members
- Develop and lead internal stakeholder support programs and regularly implement improvements
- Oversee staff supervision of volunteers and coordination of independent contractors
- Maintain partnerships with other agencies and service providers
- Lead large-scale event planning
- Oversee maintenance of website and development of marketing materials, including videos, brochures, flyers, and social media posts
- Perform related duties as assigned

## Requirements

A typical way to qualify for this classification would be:

**Education:** Possession of a bachelor's degree in nonprofit, public, or business administration; education; human resources; arts administration; fine or performing arts; or related field. Additional related professional experience may be substituted for up to two years of the required higher education on a year-for-year basis.

**Experience:** Two years of experience in nonprofit administration or related field that included two or more of the following: program development, program review, data collection and analysis, grant writing, budget management, group facilitation, management of volunteers or independent contractors, supervision of staff, and workshop/event coordination.

Depending on assignment, experience in arts education/administration or career preparation/education is preferred. A master's degree in a closely related field may be substituted for up to one year of required professional experience.

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

### **Knowledge of:**

- Principles and practices of program administration and professional development
- Budget development and management
- Program development and evaluation
- Principles and practices of supervision
- K12 public educational system
- Record-keeping practices
- Telephone and email etiquette
- Challenges that low-income populations face
- Current practices in diversity, equity, justice and inclusion
- Data collection and management methods
- Principles and practices of nonprofit management
- Fundraising strategies
- Standard written and spoken English
- Standard office productivity software

- Community outreach and engagement strategies, including social media

**Ability to:**

- Learn the operations, policies, and objectives of the Santa Barbara County Education Office
- Work with members of the community and earn their trust and respect
- Organize work of self and others
- Make effective presentations to a wide range of audiences
- Gather and analyze data, reach sound conclusions, and determine an appropriate course of action
- Research, write and present reports
- Operate a computer and other office equipment and related software and database programs
- Maintain effective working relationships with program staff, volunteers, independent contractors, and members of the community
- Represent the organization effectively to a variety of stakeholders
- Coordinate work of third parties over whom one has no supervisory authority
- Communicate effectively both orally and in writing
- Work independently and as part of a team
- Maintain confidentiality of sensitive information

Depending on assignment, additional knowledge and abilities may be required, such as but not limited to the following:

- Knowledge of employment law, including child labor laws
- Knowledge of curriculum standards for K-12 arts education

**Licenses and certificates**

- Valid California driver's license, safe driving record, and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment for some positions in this classification.

**Working conditions**

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with positions in this classification. Incumbents in this classification are not typically exposed to significant safety hazards.

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.*

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#### **Address**

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#### **Phone**

8059644711

#### **Website**

<http://www.sbceo.org>



**Santa Barbara County Education Office  
Paraeducator**

<b>SALARY</b>	\$27.17 - \$31.32 Hourly	<b>LOCATION</b>	Various Locations
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2025-00155
<b>DIVISION</b>	Special Education	<b>OPENING DATE</b>	07/31/2025
<b>CLOSING DATE</b>	8/14/2025 11:59 PM Pacific	<b>SPECIFIC LOCATION</b>	Various Locations

**General Description**

**Our ideal candidate**

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. 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 and staff in providing cognitive, instructional, therapeutic, and/or medical support to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments.

**Specific Duties and Responsibilities**

**Specific duties and responsibilities**

- Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with disabilities.
- Works directly with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences.
- Interprets individualized education plans and teacher instructions.
- Assists students during classroom activities, lunch, physical education, while being transported to and from school activities, and all other school activities.
- Feeds students, dispenses medicines, and assists with personal hygiene.
- May perform suctioning, oral stimulation, and replenishment of catheterized devices.
- Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services.
- Assists teachers by setting up work areas, and preparing motivational, decorative, and instructional materials.
- Prepares and may develop age-, grade-, and developmentally-appropriate instructional aids and activities to support the curriculum being taught.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives.

- Assists with implementation of special programs.
- Administers assessment instruments, scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Monitors classroom activities when a teacher is absent from the classroom.
- Accompanies students going from one location to another.
- Observes, monitors, and controls behavior of students within approved procedures.
- Develops and uses incentives as positive reinforcement.
- Maintains constant supervision of children.
- Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand and learn from discipline.
- Reports student academic, life skill, and behavior progress and performance to teachers.
- Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements.
- Confers as needed with teachers, resource staff, and other school staff concerning programs and materials to meet student needs.
- Alerts teacher to any special problems or information concerning students in assigned program.
- Assists program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing and participates in meetings to share information about programs available to students.
- Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment.
- May coordinate services with job coaching or vocational advisors.
- Assures student safety.
- Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility.
- Helps or places students onto buses, therapeutic tables, and toilets.
- Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Performs other duties as assigned that support the overall objective of the position.

## Requirements

**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:** Six months of work, volunteer, or personal experience providing care or instruction to infants or children, or to children or adults with disabilities, is preferred.

### Knowledge, Skills and Abilities

#### Knowledge of:

- the principles and practices of age-appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges.
- the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- teaching and instruction methods.
- basic clerical and record-keeping processes.
- Special programs available to students.

#### Skill in:

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

**Ability to:**

- assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps.
- assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- interact with teachers, parents, and specialists in order to carry out assigned duties.
- oversee students, administer assignments and tests, and perform general clerical tasks.
- assist students with developing independence and self-help skills.
- make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups.
- relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- exercise patience when conveying information to students having difficulty with verbal and written communications.
- demonstrate sensitivity to the special needs of students.

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

**Licenses and certificates**

- May require a valid First Aid card and/or certification in Crisis Prevention Intervention (CPI).  
Some positions in this classification may require:
- Valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

**Working conditions**

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.

**Physical abilities**

Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of 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 speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. 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 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**

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#### **Website**

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## **Paraeducator Supplemental Questionnaire**

### **\*QUESTION 1**

**Do you have a High School diploma or GED?**

Yes

No

## QUESTION 2

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

- Yes
- No

## QUESTION 3

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](mailto:gpurvis@sbceo.org)

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

## \*QUESTION 4

I understand that my duties as a Paraeducator may include driving students. If my assignment includes these duties, I am willing to enroll in the California DMV Employer Pull Notice Program as a condition of employment.

- Yes
- No
- Not Applicable

## \*QUESTION 5

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

- Yes
- No

## \*QUESTION 6

We currently have four openings available. Please indicate which position you would like to be considered for.

- M-F 8:00 - 3:30, Santa Maria, bilingual required
- M-F 7:45 - 3:15, Casmalia, bilingual required
- M-F 8:00 - 3:00, Lompoc
- M-F 8:00 - 3:00, Santa Barbara

## \*QUESTION 7

Are you currently working as a substitute paraeducator?

- No
- Yes, with SBCEO
- Yes, with a staffing agency

## \*QUESTION 8

What work, volunteer, or personal experience do you have providing care or instruction to any of the following: infants, children, or individuals (children or adults) with disabilities?

\* Required Question



**Promotional Eligibility List  
Teaching Assistant (Bilingual)**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	63391342	08/18/2026	Eligible	Part-Time	0.875	35 hours/week
2	63486862	08/18/2026	Eligible	Part-Time	0.875	35 hours/week

Number of applicants: 4  
Number of applicants passed screening: 3  
Number of performance/written exam attendees: 3  
Number of oral exam attendees: 3



## *Personnel Commission*

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### **JOB DESCRIPTION**

#### **NETWORK ENGINEER - DRAFT**

**Reports to:** Information Technology Services Management  
**Division:** Administrative Services

#### **Our ideal candidate**

You are a detail-oriented information technology professional with exceptional technical skill in the design, implementation, and maintenance of a LAN/WAN infrastructure. You bring expertise in supporting complex, multi-site environments and excel at ensuring secure access for all users, which include not only employees but also students in programs such as Juvenile Court and Community Schools, Special Education, and Early Care and Education. You are proactive, collaborative, and deeply committed to maintaining the confidentiality, integrity, and availability of network resources, while meeting all applicable legal and regulatory requirements.

#### **General description**

Under general direction, design, configure, monitor, and maintain SBCEO's local and wide area network infrastructure to ensure security, reliability, and high performance; provide technical expertise to support instructional and operational programs, including school-based programs with specialized security and privacy requirements; implement best practices for networking, security, and compliance; and provide recommendations to management on network access and usage policies that meet the unique needs of SBCEO programs.

#### **Specific duties and responsibilities**

- Design, implement, and maintain secure and efficient LAN/WAN infrastructure, including wired, wireless, and virtual networks.
- Monitor network performance, identify bottlenecks or vulnerabilities, and proactively resolve issues to ensure high availability and reliability.
- Implement and maintain firewalls, switches, routers, VPNs, and other network devices to support secure connectivity across multiple sites.
- Configure and maintain secure network access for staff working at different sites and using a variety of devices.
- Support the networking needs of instructional programs, including Juvenile Court and Community Schools, Special Education, and Early Care and Education, ensuring compliance with applicable laws and policies protecting student information and regulating access as needed.
- Develop, implement, and document network security strategies and practices to protect SBCEO's systems and data from unauthorized access or breaches.
- Collaborate with Information Technology Services team members and program administrators to assess current and future network needs in support of both operational and educational objectives.
- Provide technical expertise in the evaluation, selection, and deployment of network hardware, software, and services.
- Maintain up-to-date documentation of network architecture, configurations, security protocols, and disaster recovery plans.

### NETWORK ENGINEER - DRAFT

- Stay current with industry trends, emerging technologies, and changes in laws or regulations impacting network security and student data privacy.
- Train and support ITS staff and end-users on appropriate use of network resources and security best practices.
- Ensure that networks support bandwidth, latency, and security needs for Artificial Intelligence-enhanced cloud tools and automated systems.
- Collaborate on smart device rollouts and school-level connectivity for emerging technology pilots.
- May provide support and resources to local school districts and schools within Santa Barbara County, as assigned.
- Perform other 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.

Experience: Three years of experience in network engineering in a multi-site environment.

Public sector and/or education experience is preferred.

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

#### Knowledge of:

- Principles and best practices of LAN/WAN design, configuration, monitoring, and maintenance.
- Network protocols, standards, and technologies (e.g., TCP/IP, DHCP, DNS, VLAN, VPN).
- Principles and techniques of network and data security, including firewalls, intrusion prevention, and encryption.
- Network hardware, software, and tools for monitoring and diagnostics.
- Disaster recovery, business continuity, and documentation best practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Standard office productivity software applications and modern office practices and equipment.
- Telephone and email etiquette.

#### Ability to:

- Troubleshoot and resolve complex network problems in a timely and efficient manner.
- Learn and apply laws, policies, and procedures relating to network security and student privacy (e.g., FERPA, CIPA).
- Learn specialized user and data protection needs of instructional programs and design systems accordingly.



**NETWORK ENGINEER - DRAFT**

- Communicate effectively orally and in writing.
- Communicate technical information clearly to non-technical users.
- Produce a variety of written materials, including network documentation, security protocols, disaster recovery plans, and draft policies.
- Collaborate effectively with ITS staff, administrators, and program staff to meet organizational needs.
- Work independently and as part of a team.
- Establish and maintain effective and professional working relationships with others.
- Exercise tact, patience, and courtesy in interactions with others.
- Interpret, explain and apply rules, regulations and policies.
- Analyze situations accurately and adopt an effective course of action.
- Identify opportunities and implement strategies for continuous improvement.
- Maintain confidentiality of SBCEO data.
- Maintain accurate records, documentation, and reports.

**Licenses and certificates**

Possession of job-related certifications, such as Cisco Certified Network Associate (CCNA), CompTIA Network+, or similar is preferred.

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**

Work is performed primarily in an office environment, with travel to school and office sites throughout Santa Barbara County. May require working outside of regular office hours to perform maintenance or resolve urgent network issues. Requires the ability to lift and install objects weighing up to 15 lbs. Duties may require occasional crawling, kneeling, or stooping, or working in cramped spaces such as wiring closets.

**Series**

Information Technology

**Salary range 94**

*Approved by the Personnel Commission:*

August 28, 2025 (pending approval)



**SECURITY ENGINEER - DRAFT**

**Reports to:** Information Technology Services Management  
**Division:** Administrative Services

**Our ideal candidate**

You are a highly skilled and proactive security professional who designs, implements, and maintains technical safeguards to protect organizational data, networks, and systems. You excel at translating security policies and plans into actionable, technical solutions and procedures. With a strong understanding of the legal and regulatory landscape governing student data privacy and secure access in educational settings, you ensure that security practices meet the needs of a modern office environment as well as the specialized needs of Juvenile Court and Community Schools, Special Education, and Early Care and Education programs. You are detail-oriented, collaborative, and dedicated to ensuring a secure, compliant, and resilient technology environment.

**General description**

Under general direction, the Security Engineer serves as a technical lead for implementing security policy across all SBCEO systems and collaborates closely with leadership to align configurations with organizational strategy. In alignment with SBCEO security policies and plans, the Security Engineer ensures compliance with legal requirements and best practices and provides technical expertise to support secure operations countywide, across SBCEO programs and office sites, with particular attention to protecting sensitive student data and supporting school-based programs. With other ITS staff, implements and maintains security technologies, configurations, and procedures to protect SBCEO's information technology infrastructure and data.

**Specific duties and responsibilities**

- Draft and recommend SBCEO security policies and plans; execute security policies by implementing, monitoring, and maintaining technical security controls, including firewalls, intrusion prevention systems, endpoint protection, multi-factor authentication, and encryption.
- Perform ongoing security monitoring and log analysis to detect, respond to, and mitigate potential threats and vulnerabilities.
- Conduct regular security assessments, vulnerability scans, and penetration testing of networks, systems, and applications.
- Coordinate with the CTO and other ITS staff to execute incident response plans, ensuring timely and effective resolution of security incidents.
- Support the secure configuration and maintenance of networks, servers, cloud environments, and end-user devices.
- Collaborate with program administrators and ITS colleagues to ensure that security controls meet the unique requirements of SBCEO instructional programs, including Juvenile Court and Community Schools, Special Education, and Early Care and Education.
- Maintain awareness of emerging threats, vulnerabilities, and regulatory changes, providing recommendations to enhance security posture.

**SECURITY ENGINEER - DRAFT**

- Ensure compliance with all applicable laws and regulations related to data privacy and security, including Family Educational Rights and Privacy Act (FERPA), Children’s Internet Protection Act (CIPA), and other relevant standards.
- Document and maintain security configurations, procedures, and response activities.
- Provide guidance and support to ITS staff and end-users on secure computing practices, assisting with awareness and training initiatives.
- Participate in disaster recovery and business continuity planning, ensuring critical systems can be restored securely.
- Ensure data used for Artificial Intelligence (AI)/automation complies with FERPA, CIPA, and SBCEO security policies.
- Monitor risks of generative AI and enforce acceptable use standards.
- May provide support and resources to local school districts and schools within Santa Barbara County, as assigned.
- Perform other related duties as assigned.

**Requirements**

A typical way to qualify for this classification would be:

**Education:** A bachelor’s degree in computer science, information systems, electrical engineering, or a related field.

**Experience:** Three years of experience in information security in a multi-site environment that included design or implementation of secure network architectures, encryption technologies, application security, virtualization technologies, and secure coding practices.

Experience in an education or public sector setting is preferred.

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

**SECURITY ENGINEER - DRAFT**

**Knowledge of:**

- Information security principles, standards, and frameworks (e.g., NIST, CIS Controls, ISO 27001).
- Network, endpoint, cloud, and application security best practices.
- Security technologies and tools, including firewalls, SIEM, IDS/IPS, anti-malware, and encryption.
- Legal and regulatory requirements for student data privacy and security (e.g., FERPA, CIPA).
- Incident response, disaster recovery, and business continuity practices.
- Risks and mitigation strategies associated with supporting diverse educational programs and sensitive populations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Standard office productivity software applications and modern office practices and equipment.
- Telephone and email etiquette.

**Ability to:**

- Implement and maintain effective technical security measures across complex IT environments.
- Analyze and respond to security threats and incidents effectively.
- Understand and apply legal and regulatory requirements to technical configurations and operations.
- Communicate clearly with technical and non-technical stakeholders regarding security matters.
- Collaborate with ITS team members, administrators, and program staff to support secure operations countywide.
- Document configurations, procedures, and incidents accurately and thoroughly.
- Stay current with emerging security trends, tools, and threats.
- Communicate effectively orally and in writing.
- Communicate technical information clearly to non-technical users.
- Produce a variety of written materials, including security protocols, incident reports, and draft policies.
- Collaborate effectively with ITS staff, administrators, and program staff to meet organizational needs.
- Work independently and as part of a team.
- Establish and maintain effective and professional working relationships with others.
- Exercise tact, patience, and courtesy in interactions with others.
- Interpret, explain and apply rules, regulations and policies.
- Maintain confidentiality of SBCEO data.
- Maintain accurate records, documentation, and reports.



**SECURITY ENGINEER - DRAFT**

**Licenses and certificates**

Possession of job-related certifications, such as Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH), CompTIA Security+, or similar is preferred.

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**

Work is performed primarily in an office environment, with travel to school and administrative sites throughout Santa Barbara County. May require work outside of regular hours to respond to urgent security matters or perform maintenance. Requires the ability to work in wiring closets, server rooms, and other technical spaces as needed.

**Series**

Information Technology

**Salary range 97**

*Approved by the Personnel Commission:*                      August 28, 2025 (pending approval)



## Personnel Commission

### JOB DESCRIPTION

#### SYSTEMS ADMINISTRATOR - DRAFT

**Reports to:** Information Technology Services Management  
**Division:** Administrative Services

#### Our ideal candidate

You are a knowledgeable and reliable systems administrator who configures, maintains, and optimizes both on-premises and cloud-based systems to ensure seamless, secure, and efficient operations. You bring expertise in managing servers, virtualization, storage, and cloud environments, and you take pride in supporting instructional and operational programs across diverse school sites and administrative offices. You are collaborative, responsive, and committed to delivering high-quality service in a way that supports the unique needs of juvenile court and community schools, special education, and early care and education programs.

#### General description

Under general direction, administers, maintains, and supports SBCEO's server and cloud infrastructure. The Systems Administrator ensures systems are reliable, secure, and aligned with SBCEO's goals. The role provides technical expertise to support countywide programs and office sites, ensuring compliance with security and privacy requirements in educational environments.

#### Specific duties and responsibilities

- Install, configure, and maintain physical and virtual servers, storage systems, and cloud-based resources.
- Manage and optimize cloud infrastructure services (e.g., Azure, AWS, Google Cloud) to support SBCEO operations and programs.
- Monitor system performance and ensure high availability, reliability, and scalability of services.
- Implement system updates, patches, and upgrades to maintain security and functionality.
- Administer directory services, user accounts, permissions, and group policies.
- Collaborate with the CTO, Security Engineer, and other ITS staff to maintain secure configurations and respond to vulnerabilities.
- Provide technical support for system-related issues, coordinating with help desk and network teams as needed.
- Document system configurations, procedures, and changes accurately and thoroughly.
- Support disaster recovery and business continuity efforts by maintaining system backups and recovery plans.
- Partner with program administrators to assess and implement systems that meet the needs of instructional programs, including Juvenile Court and Community Schools, Special Education, and Early Care and Education.
- Stay current with advancements in cloud technologies, virtualization, and systems management.
- Support implementation of Artificial Intelligence (AI)-integrated platforms (e.g., Microsoft 365 Copilot, Google AI).
- Manage back-end cloud systems where automation and AI tools are deployed.
- Lead system integrations that enable cross-department data-sharing.

### SYSTEMS ADMINISTRATOR - DRAFT

- May provide support and resources to local school districts and schools within Santa Barbara County, as assigned.
- Perform other related duties as assigned.

#### Requirements

A typical way to qualify for this classification would be:

Education: Bachelor's degree in information technology, computer science, electrical engineering, or related field.

Experience: Three years of experience in systems administration, including managing virtualized and cloud-based environments.

Public sector and/or education experience is preferred.

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

#### Knowledge of:

- Server administration, virtualization technologies, and storage management.
- Cloud platforms and services, including provisioning, monitoring, and cost optimization.
- Active Directory, group policies, and user account management.
- System security best practices, backup and recovery strategies, and compliance requirements.
- Supporting systems in environments serving sensitive populations and programs.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Standard office productivity software applications and modern office practices and equipment.
- Telephone and email etiquette.

#### Ability to:

- Install, configure, and maintain reliable and secure on-premises and cloud-based systems.
- Troubleshoot and resolve complex system issues efficiently.
- Collaborate effectively with ITS staff, administrators, and program personnel.
- Communicate technical information clearly to non-technical stakeholders.
- Document system configurations, procedures, and changes accurately.
- Adapt to evolving technologies and apply best practices in system and cloud administration.
- Communicate effectively orally and in writing.
- Produce a variety of written materials, including system configurations and procedures.
- Collaborate effectively with ITS staff, administrators, and program staff to meet organizational needs.
- Work independently and as part of a team.
- Establish and maintain effective and professional working relationships with others.



**SYSTEMS ADMINISTRATOR - DRAFT**

- Exercise tact, patience, and courtesy in interactions with others.
- Interpret, explain and apply rules, regulations and policies.
- Analyze situations accurately and adopt an effective course of action.
- Identify opportunities and implement strategies for continuous improvement.
- Maintain confidentiality of SBCEO data.
- Maintain accurate records, documentation, and reports.

**Licenses and certificates**

Possession of job-related certifications, such as Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, CompTIA Server+, or similar, is preferred.

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**

Work is performed primarily in an office environment, with travel to school and administrative sites throughout Santa Barbara County. May require work outside of regular hours to perform maintenance or respond to urgent issues. Requires the ability to work in server rooms and access hardware as needed.

**Series**

Information Technology

**Salary range 94**

*Approved by the Personnel Commission:*

August 28, 2025 (pending approval)



## *Personnel Commission*

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### **JOB DESCRIPTION**

#### **SOFTWARE ENGINEER - DRAFT**

**Reports to:** Information Technology Services Staff  
**Division:** Administrative Services

#### **Our ideal candidate**

You are eager to apply your education and skills in a collaborative, real-world environment. You bring a solid foundation in programming, problem-solving, and systems thinking, with a willingness to learn and grow under the mentorship of senior engineers. You are detail-oriented, adaptable, and ready to contribute to developing, maintaining, and improving applications and systems that support instructional and operational programs, including Juvenile Court and Community Schools, Special Education, and Early Care and Education programs.

#### **General description**

Under general supervision, the Software Engineer supports the design, development, maintenance, and enhancement of SBCEO's software systems and applications. The role provides technical assistance in implementing and supporting software solutions across SBCEO's countywide programs and office sites, while gaining experience and developing expertise through hands-on assignments and mentorship.

#### **Specific duties and responsibilities**

- Assist in the development, testing, and deployment of software applications and system enhancements.
- Support the maintenance and troubleshooting of existing software systems, resolving issues with guidance from senior engineers.
- Write clean, efficient, and well-documented code under the supervision of senior team members.
- Participate in requirements-gathering and analysis to understand user needs and translate them into technical solutions.
- Collaborate with senior engineers, network staff, and program administrators to ensure software supports the unique needs of SBCEO instructional and operational programs.
- Learn and apply best practices in software security, data privacy, and accessibility, particularly in educational settings.
- Document application features, configurations, and updates as part of the development process.
- Assist in database queries, reporting, and maintaining data integrity.
- Stay current with emerging programming languages, frameworks, and development tools.
- Pilot small-scale Artificial Intelligence (AI)/Machine Learning-enabled applications (e.g., chatbots for user FAQs, smart dashboards).
- Collaborate with Security Engineer and Systems Administrator to ensure secure, ethical AI integration.
- Learn foundational DevOps practices (e.g., Continuous Integration/Continuous Deployment pipelines, automated testing) through guided collaboration with Senior Software Engineers and Systems Administrator.
- Assist in version control, testing, and basic deployment processes as part of the software development lifecycle.

## SOFTWARE ENGINEER - DRAFT

- May provide support and resources to local school districts and schools within Santa Barbara County, as assigned.
- Perform other related duties as assigned.

### Requirements

A typical way to qualify for this classification would be:

Education: Bachelor's degree in computer science, software engineering, or a related field.

Experience: Relevant coursework, internships, or projects demonstrating foundational knowledge of software development principles and practices.

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

### Knowledge of:

- Basic programming concepts, data structures, and algorithms.
- Common programming languages (e.g., Python, Java, C#, JavaScript) and frameworks.
- Principles of database design, queries, and reporting.
- Software development lifecycle, version control, and debugging.
- Fundamentals of secure coding and data privacy.
- Fundamentals of version control systems (e.g., Git).
- Basic concepts of DevOps, including continuous integration and deployment workflows.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Standard office productivity software applications and modern office practices and equipment.
- Telephone and email etiquette.

### Ability to:

- Learn the functions, operations, policies, practices, and objectives of the County Education Office.
- Learn new technologies and processes quickly and effectively.
- Write, test, and debug software applications under supervision.
- Follow established CI/CD processes and contribute to test automation efforts under supervision.
- Collaborate with infrastructure and engineering staff to ensure smooth delivery and support of applications.
- Work collaboratively with team members and follow guidance from senior engineers.
- Communicate technical concepts clearly to both technical and non-technical audiences.
- Produce a variety of written materials, including software documentation and testing protocols.
- Manage time effectively and meet project deadlines.
- Demonstrate initiative, attention to detail, and a commitment to professional growth.



**SOFTWARE ENGINEER - DRAFT**

- Communicate effectively orally and in writing.
- Work independently and as part of a team.
- Establish and maintain effective and professional working relationships with others.
- Exercise tact, patience, and courtesy in interactions with others.
- Analyze situations accurately and adopt an effective course of action.
- Maintain confidentiality of SBCEO data.
- Maintain accurate records, documentation, and reports.

**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**

Work is performed primarily in an office environment with frequent interaction with team members and program staff. May require working outside of regular hours for urgent issues. May require travel to SBCEO sites. Requires the ability to sit and use standard office and computing equipment for extended periods.

**Series**

Information Technology

**Salary range 92**

*Approved by the Personnel Commission:*

August 28, 2025 (pending approval)