



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
August 28, 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

Carmen Jaramillo 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

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held July 18, 2025

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

There were three items from the County Superintendent:

- i. The first was a media release about our 2026 distinguished educators, who teach in schools and districts throughout Santa Barbara County. These six educators, along with the 2026 Teacher of the Year and Santa Barbara Bowl Performing Arts Teacher of the Year, will be honored at the annual Salute to Teachers gala, taking place this year on October 25 at the Music Academy of the West.
- ii. The second was a news article about Dr. Peter MacDougall, who passed away recently. Dr. MacDougall was a prominent educator in our community for more than 20 years as the Superintendent/President of Santa Barbara City College, and who also served on the County Board of Education for 16 years.
- iii. The third was an op-ed by Dr. Salcido about the effects that the presidential administration's policies, including funding freezes and immigration enforcement, are having on the field of education and therefore on children. The piece acknowledges that people may have a variety of views on policy and politics and also emphasizes that protecting children is a shared human value and celebrates the educators and others in our community who are working to help children feel safe and supported.

b. Legislative Update

The Director, Human Resources provided an update about the new requirement stemming from Assembly Bill 2158. All Board members and Personnel Commissioners serving as of January 1, 2025 are now required to complete ethics training by January 1, 2026, and every two years after that. To meet this requirement, SBCEO has selected a free, online training provided by the Fair Political Practices Commission. The training takes two hours, and Commissioners were provided with a handout that includes simple steps to access the course, complete it, and submit their certificate. The Director will also send the handout electronically so Commissioners can access the link.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated September 11, 2025****c. Position Announcements**

- i. Chief Technology Officer (Dual – Santa Barbara)
- ii. Early Care and Education Lead (Promotional – Santa Maria)
- iii. Manager, Program Services (Dual – Santa Barbara)
- iv. Paraeducator (Dual – North County)

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

- i. Teaching Assistant (Bilingual) – Promotional, Santa Maria

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

b. Classification of Positions

The Director, Human Resources recommended establishing the following classifications as part of a reorganization of the Information Technology Services Department:

- i. Network Engineer (range 94)
- ii. Security Engineer (range 97)
- iii. Systems Administrator (range 94)
- iv. Software Engineer (range 92)

These recommendations 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 Descriptions — None**UNFINISHED BUSINESS — None**

NEW BUSINESS — None**REPORTS****13. PERSONNEL COMMISSIONER REPORTS**

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

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director provided an update about the “year and a day” notice that SBCEO received in June from the Santa Maria-Bonita School District of their intent to provide their preschool and Extensive Support Needs programs themselves instead of having SBCEO provide the services. HR did extensive preparation with district leadership for the required meetings with affected staff, to make sure that district staff were ready and able to provide the information we anticipated our staff would want to know. The first of those meetings, with the staff from the Extensive Support Needs (ESN) classroom, took place on August 18 and went very well. Later that week, SBCEO was informed that the district had rescinded its notice to take back its preschool program in the 26-27 school year. SBCEO expects the transfer of that program will probably still proceed, but all affected parties will have additional time to prepare for the transition. The district has until January 15, 2026 to decide whether to rescind its notice to take back the ESN program as well. For the time being, SBCEO is operating on the premise that the transfer of the ESN program will occur next year.

On August 8, several members of the HR staff attended the Special Education Back to School event at Pioneer Valley High School in Santa Maria.

On August 22, the HR leadership team attended the annual management retreat of the Student and Community Services division. We explained the work of each cohort in HR (that is: classified, certificated, and the new Engagement & Support team), answered questions, and got suggestions. We were also able to preview something new for them new directory pages that list common topics that HR receives questions about, and who the correct contact person is for that topic for classified and certificated staff. Our thanks to Kayla Peacock of the HR team for developing these pages. Once they are finalized, they will be posted on the SBCEO Intranet.

The Director closed with an expression of appreciation for the kindness and concern that she has seen people show toward their co-workers and toward herself personally when she and others have experienced health or family challenges.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report.

CLOSED SESSION — None scheduled

ADJOURNMENT

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

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

The meeting was adjourned at 1:37 p.m. The next regular meeting will be held on Thursday, September 25, 2025, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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

Carmen Jaramillo
Chair, Personnel Commission



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
 Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Aug 25, 2025 through Sept 19, 2025

| Position # | Position Information |
|-------------------|--|
| 2779 | Paraeducator • Tommie Kunst Junior High DHOH • North 30.00 hours per week • 10.00 months Signing skills required |
| 2780 | Paraeducator • Tommie Kunst Junior High DHOH • North 20.00 hours per week • 10.00 months Signing skills required |
| 2781 | Paraeducator • Martha Negus 2 • North 32.50 hours per week • 10.00 months 32.5 hrs/wk |
| 2782 | Paraeducator • Martha Negus 2 • North 32.50 hours per week • 10.00 months 32.5 hrs/wk |

Santa Barbara County Board of Education

Classified Personnel Report

October 9, 2025

Appointments

Limited Term/Substitute

Guzman, Guadalupe August 28, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Lucas, Lauren September 22, 2025
Administrative Assistant • Student and Community Services • Cathedral Oaks
• Hourly as needed

Probationary

Smith, Julius August 28, 2025
Custodian/Maintenance Worker • Internal Services • Operations South
100% • 12 months

Changes

Anniversary Increase

Barthel, Justin September 1, 2025
Computer/Network Technician, Information Technology Services • ITS • Cathedral Oaks
100% • 12 months

Becerra, Joshua September 1, 2025
Administrator, School Business Advisory Services • School Business Advisory Services • Cathedral Oaks
100% • 12 months

Carbajal, Silvia September 1, 2025
Paraeducator • Special Education • Infant Services, South/Valley
50% • 12 months

Cuevas, Lucia September 1, 2025
Switchboard Operator/Receptionist - Bilingual • Human Resources • Human Resources Staff
100% • 12 months

| | |
|--|-------------------|
| Deines, Jenia Paraeducator • Special Education • Casmalia Preschool 4 87.5% • 10 months | September 1, 2025 |
| Dominguez, Felipe Custodian/Maintenance Worker • Internal Services • Operations South 2 100% • 12 months | September 1, 2025 |
| Escalante-Locke, Yvonne Paraeducator • Special Education • Montecito Union School 81.25% • 10 months | September 1, 2025 |
| Garcia, Gwendolyn Certificated Human Resources Technician • Human Resources • Credentials Human Resources Staff 100% • 12 months | September 1, 2025 |
| Gonzalez, Victor Program Associate • Children's Creative Project • Children's Creative Project 100% • 12 months | September 1, 2025 |
| Hamamoto, Henry Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services 100% • 12 months | September 1, 2025 |
| Hernandez, Rocio Paraeducator • Special Education • Vision Services 75% • 10 months | September 1, 2025 |
| Martinez, Nancy Program Associate • Children and Family Resource Services • Health Linkages - South County 100% • 12 months | September 1, 2025 |
| Ramos, Crystal Clerical Translator • Special Education • Special Education Support Staff North 50% • 11 months | September 1, 2025 |
| Rodriguez, Elizabeth Paraeducator • Special Education • Vision Services 87.5% • 10 months | September 1, 2025 |

Valdovinos, Jennifer September 1, 2025
Administrative Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 12 months

Williams, Kira September 1, 2025
Student Information Specialist • Special Education • Special Education Support Staff #2, Santa Barbara
100% • 12 months

Xiong, Sheng September 1, 2025
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
100% • 12 months

Differential - Add

Morin, Jovonni August 13, 2025
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
87.5% • 10 months
ELPAC

Differential - Remove

Hernandez, Emeterio September 15, 2025
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
87.5% • 12 months
All 3 stipends

Increased Time (Voluntary)

Hart, Jordan September 4, 2025
Educational Interpreter, American Sign Language, Certified • Special Education • Ernest Righetti HS DHOH
62.5% • 10 months
From .54175

Probation to Permanent

Blaney, Christine September 1, 2025
Payroll Supervisor • Internal Services • Payroll Administration
100% • 12 months

Cardenas-Alvarez, Janeth September 1, 2025
Clerical Assistant • Special Education • Special Education Support Staff North
100% • 12 months

Cunningham, Marc September 1, 2025
Director, Facilities • Internal Services • Operations Administration
100% • 12 months

Mock, Julie September 1, 2025
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Nunez, Norma September 1, 2025
Paraeducator • Special Education • Ontiveros Preschool
75% • 12 months

Padilla, Crisol September 1, 2025
Early Care and Education Provider Specialist • ECE • Early Care and Education - Santa Maria 2
100% • 12 months

Villarreal, Judy September 1, 2025
Accounting Assistant • Internal Services • Fiscal Services - Budgeting
50% • 12 months

Separation

Resignation

Bulfeda Castro, Orlando September 18, 2025
Administrative Assistant • Special Education • Special Education Support Staff, Santa Barbara
100% • 12 months

Retirement

Anderson, Lisa September 5, 2025
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months



Santa Barbara County Education Office
Teaching Assistant (Bilingual)

| | | | |
|--------------------------|--------------------------------|---------------------|---------------------------------------|
| SALARY | \$27.17 - \$31.32 Hourly | LOCATION | Santa Maria - Orcutt |
| JOB TYPE | Part-Time | JOB NUMBER | 2025-00149 |
| DIVISION | Student and Community Services | DEPARTMENT | Juvenile Courts and Community Schools |
| OPENING DATE | 09/03/2025 | CLOSING DATE | 9/16/2025 11:59 PM Pacific |
| SPECIFIC LOCATION | Santa Maria | | |

General Description

Our Ideal Candidate

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

General Description

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

Specific Duties and Responsibilities

Specific duties and responsibilities

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

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

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

Requirements

Education and Experience

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

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

Knowledge of:

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

Skill in:

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

Ability to:

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

- communicate effectively both orally and in writing

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

Licenses and certificates

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

Working conditions

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

Supplemental Information

Classified salary ranges have 26 steps (A-Z). Initial salary placement for new hires is between steps A and J, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
- The examination process may include one or more of the following: written, oral, and performance examination.
- Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with

SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Employer

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>

Teaching Assistant (Bilingual) 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

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

*QUESTION 4

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

- Yes
 No

***QUESTION 5**

What work, volunteer, or personal experience do you have working with at-risk youth?

*** Required Question**



**Promotional Eligibility List
Early Care and Education Lead**

| Rank | Person ID | Eligible Expiration Date | Status | Job Type | FTE | Number of Hours per Week |
|-------------|------------------|---------------------------------|---------------|-----------------|------------|---------------------------------|
| 1 | 12646299 | 09/12/2026 | Offered | Full-Time | 1.0 | 40 hours/week |
| 2 | 49612918 | 09/12/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |

Number of applicants: 9

Number of applicants passed screening: 5

Number of performance/written exam attendees: 5

Number of oral exam attendees: n/a



**Dual Certification Eligibility List
Food Service Worker**

| Rank | Person ID | Eligible Expiration Date | Status | Job Type | FTE | Number of Hours per Week |
|-------------|------------------|---------------------------------|---------------|-----------------|------------|---------------------------------|
| 1 | 52290626 | 02/28/2026 | Eligible | Part-Time | 0.75 | 30 hours/week |
| 2 | 52816871 | 02/28/2026 | Eligible | Part-Time | 0.75 | 30 hours/week |
| 3 | 1299454 | 02/28/2026 | Hired | Part-Time | 0.75 | 30 hours/week |
| 4 | 63608292 | 02/28/2026 | Eligible | Part-Time | 0.75 | 30 hours/week |

Number of applicants: 81

Number of applicants passed screening: 19

Number of performance/written exam attendees: 12

Number of oral exam attendees: 4



Dual Certification Eligibility List
Manager, Early Care and Education Services

| Rank | Person ID | Eligible Expiration Date | Status | Job Type | FTE | Number of Hours per Week |
|------|-----------|--------------------------|----------|-----------|-----|--------------------------|
| 1 | 14507443 | 02/28/2026 | Hired | Full-Time | 1.0 | 40 hours/week |
| 2 | 63530273 | 02/28/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |
| 2 | 30816255 | 02/28/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |
| 3 | 37788538 | 02/28/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |
| 4 | 28908476 | 02/28/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |

Number of applicants: 25

Number of applicants passed screening: 14

Number of performance/written exam attendees: 11

Number of oral exam attendees: 5



**Dual Certification Eligibility List
Manager, Program Services**

| Rank | Person ID | Eligible Expiration Date | Status | Job Type | FTE | Number of Hours per Week |
|-------------|------------------|---------------------------------|---------------|-----------------|------------|---------------------------------|
| 1 | 25034889 | 2/24/2026 | Eligible | Part-Time | 0.625 | 25 hours/week |
| 1 | 63764757 | 2/24/2026 | Offered | Part-Time | 0.625 | 25 hours/week |
| 2 | 30816255 | 2/24/2026 | Eligible | Part-Time | 0.625 | 25 hours/week |
| 2 | 62843218 | 2/24/2026 | Eligible | Part-Time | 0.625 | 25 hours/week |
| 2 | 63695975 | 2/24/2026 | Eligible | Part-Time | 0.625 | 25 hours/week |
| 3 | 59601424 | 2/24/2026 | Eligible | Part-Time | 0.625 | 25 hours/week |

Number of applicants: 62

Number of applicants passed screening: 33

Number of performance/written exam attendees: 26

Number of oral exam attendees: n/a



Open Continuous Eligibility List
Paraeducator (American Sign Language)

| Rank | Person ID | Eligible Expiration Date | Status | Areas Willing to Accept Employment |
|-------------|------------------|---------------------------------|---------------|---|
| 1 | 56657578 | 02/26/2026 | Hired | Lompoc,SM_Orcutt,SYV |
| 1 | 61975358 | 11/13/2025 | Eligible | Santa Maria, Orcutt |
| 2 | 62496137 | 03/10/2026 | Eligible | Santa Maria, Orcutt |
| 3 | 43791351 | 12/23/2025 | Eligible | Montecito, Carp,SB, Goleta |



Open Competitive Eligibility List
Paraeducator (North)

| Rank | Person ID | Eligible Expiration Date | Status | Bilingual | Areas Willing to Accept Employment |
|------|-----------|--------------------------|-----------|-----------|------------------------------------|
| 1 | 57642590 | Eligible | 3/10/2026 | Y | SM, Orcutt |
| 2 | 50571622 | Eligible | 3/10/2026 | Y | Guadalupe, SM, Orcutt |
| 3 | 63886636 | Eligible | 3/10/2026 | Y | Guadalupe, SM, Orcutt |
| 4 | 13721997 | Eligible | 3/10/2026 | Y | Lompoc |
| 4 | 54428583 | Eligible | 3/10/2026 | Y | Lompoc |
| 5 | 49762862 | Eligible | 3/10/2026 | N | Lompoc, SYV |
| 5 | 63847117 | Eligible | 3/10/2026 | Y | Guadalupe, SM, Orcutt |
| 6 | 63892407 | Eligible | 3/10/2026 | Y | Guadalupe, SM, Orcutt, Los Alamos |
| 6 | 52166788 | Eligible | 3/10/2026 | Y | Lompoc, SM, Orcutt |
| 7 | 52119872 | Eligible | 3/10/2026 | Y | SM, Orcutt |

Number of applicants: 24

Number of applicants passed screening: 20

Number of performance/written exam attendees: n/a

Number of oral exam attendees: 13



Dual Certification Eligibility List
Paraeducator (South)

| Rank | Person ID | Eligible Expiration Date | Status | Bilingual | Areas Willing to Accept Employment |
|------|-----------|--------------------------|-----------|-----------|------------------------------------|
| 1 | 45093460 | Eligible | 3/10/2026 | N | Montecito, Carpenteria, SB, Goleta |
| 2 | 47364132 | Eligible | 3/10/2026 | Y | Montecito, Carpenteria, SB, Goleta |
| 3 | 10031410 | Eligible | 3/10/2026 | Y | Montecito, Carpenteria, SB, Goleta |

Number of applicants: 24
Number of applicants passed screening: 20
Number of performance/written exam attendees: n/a
Number of oral exam attendees: 13



**Dual Certification Eligibility List
Office Assistant**

| Rank | Person ID | Eligible Expiration Date | Status | Job Type | FTE | Number of Hours per Week |
|-------------|------------------|---------------------------------|---------------|-----------------|------------|---------------------------------|
| 1 | 63727035 | 02/26/2026 | Hired | Full-Time | 1.0 | 40 hours/week |
| 2 | 44968888 | 02/26/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |
| 2 | 63744536 | 02/26/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |
| 3 | 11157353 | 02/26/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |
| 4 | 52996889 | 02/26/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |
| 5 | 40726082 | 02/26/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |
| 6 | 15250244 | 02/26/2026 | Eligible | Full-Time | 1.0 | 40 hours/week |

Number of applicants: 73

Number of applicants passed screening: 25

Number of performance/written exam attendees: 19

Number of oral exam attendees: 7



Personnel Commission

JOB DESCRIPTION

SENIOR SOFTWARE ENGINEER

Reports to: Administrator, Information Technology Services
 Manager, Information Technology Services

Division: Administrative Services

Our ideal candidate

You are an innovative professional with excellent communication skills, and a proven track record of earning the trust of colleagues and end users because of your attitude and results. You are good with people and explain complex technical issues in layman's terms. You are an excellent problem-solver, highly responsible, and take ownership of all responsibilities. You conduct research, apply new technologies as appropriate, communicate effectively, collaborate with other colleagues, and develop automated solutions to solve problems without jumping to conclusions or leaving the solutions to others. You mentor and train others, giving credit where it is due. You are solutions-oriented, avoid micromanaging, and you lead by example. You are committed to providing the best service possible.

General description

Responsible for maintaining and enhancing computer software systems; providing systems integration services; implementing and monitoring security and performance of hardware and software on mission-critical financial management information system. Role requires senior-level systems and database administration, performing the most complex activities within the scope of the department. Incumbent has broad architectural responsibilities, typically specializes in overlapping technology platforms, and may lead multiple projects while administering production system applications, infrastructure and databases.

Specific duties and responsibilities

- **Policy duties:** Provide technical input to policy and standards development related to technology use; maintain quality service by establishing standards.
- **Software development duties:** Perform complex technical work in design, development, installation, and maintenance of computer system software and utility programs; develop, maintain and enhance enterprise-wide computer software on a variety of platforms in the areas of payroll, finance, human resources, office administration, and other specialized programs.
 - Analyze and design application systems and databases requiring innovative and diversified approaches to resolve issues in data collection, data coding, system controls, connectivity, auditing, processing cycles and reporting.
 - Sort, organize, format and report a variety of complex data; develop application program test data, test programs and analyze test results to ensure all work meets expectations.
 - Design, develop, and maintain new programs and modify existing programs to meet changing needs and provide enhancements; create and maintain detailed system documentation.
- **Systems integration duties:** Design and provide systems integration of specialized software programs; develop back-end database interfaces to web applications; design and code business and specialized application and data interfaces for efficiency, including automated data transfer among applications and secure electronic transmission of data to and from local, state, and federal agencies; work with network and software engineers to assess and test hardware and software interaction.

SENIOR SOFTWARE ENGINEER

- **Systems administration duties:** Maintain enterprise systems ensuring security, high availability, good performance, and reliability of information; oversee and maintain mission-critical application systems such as financial management information system.
 - Provide effective provisioning, installation/configuration, operation, monitoring, and maintenance of application systems and related infrastructure; plan and perform major upgrades of operating system, diagnostic tools, and application software; install system software, patches, fixes, and upgrades; document configurations.
 - Install and administer web (IIS) and SQL servers; manage database systems to ensure maximum up-time of servers and proper integration with other systems; manage, configure, and maintain servers in virtual and traditional environments; diagnose and resolve complex software, server, and networking issues.
 - Apply principles and techniques of systems management, including SQL and Active Directory; provide systems level programming.

- **Database administration duties:** Perform database administration, and database performance tuning, ensuring current versions of Microsoft SQL Server, FileMaker Pro, and other databases as appropriate; develop and maintain database structures for storage and retrieval in the form of reports, queries, and scripts; perform database and web server builds.
 - Maintain and update schematics and documentation of data structures while safeguarding information against accidental or unauthorized damage, modification, or disclosure; maintain daily database jobs and stored procedure library; maintain replication environments for business systems.
 - Support database functions by designing and coding utilities; implement processes to ensure data accuracy and security.

- **Performance duties:** Analyze situations for performance tuning, capacity planning, and recovery; coordinate, evaluate, implement and test systems functionality and tuning for performance; monitor systems and database performance.
 - Use tools that yield network, storage, processing time and data transmission analytics to continually fine-tune systems; configure, operate, and monitor performance of server hardware and software, including operating systems, applications, and patches to support efficient and effective operation; manage multiple servers, virtual and physical.

- **Backup and recovery duties:** Coordinate system backups and recovery with network engineers; maintain backups of data for archival retrieval and data analysis.

- **Security duties:** Recommend and reinforce security measures as needed; integrate application security with Active Directory and other LDAP based services; evaluate security risks of current and planned databases.
 - Participate in planning and maintenance of security infrastructure and procedures; perform systems administration, testing and application of security patches.
 - Support infrastructure, upgrades, account maintenance, and authentication for network and application access; protect user privacy by following best practices.

SENIOR SOFTWARE ENGINEER

- **Problem-solving duties:** Diagnose and resolve complex software, server and networking issues; maintain technical knowledge by reviewing professional publications, establishing professional networks, and attending workshops and conferences as required; troubleshoot and resolve problems reported by end users, including district technical staff.
- **Systems analysis duties:** Research and develop new processes to address emerging requirements; provide information by answering questions and conducting trainings.
 - Meet with users to determine information systems needs and answer questions regarding software systems; document system specifications and develop custom systems or implement pre-packaged systems as appropriate; evaluate new software applications and alternative solutions; develop requirements, functional specifications and standards for software purchase and development; design solutions to ensure optimum performance.
 - Interpret and apply federal, state, and local laws, codes and regulations.
- **Project management/technical leadership duties:** Coordinate work with staff to develop project timelines, work distribution, and timely completion of projects; provide implementation oversight of new application systems and software features for users; provide leadership to a team, technical guidance, and recommendations concerning computer programs and systems; proactively seek out help when needed to accomplish project goals.
- **Operations duties:** Operate desktop workstations, laptops, system consoles, virtual and physical servers, security appliances, network hardware, peripheral equipment and software.
- Perform related duties as assigned.

Requirements

Education: Any combination of degree and/or experience equivalent to a Bachelor's degree in computer science, management information systems, accounting or finance preferred, and five years increasingly responsible experience designing, developing, programming and maintaining automated business systems.

Knowledge of:

- All areas necessary to perform specific duties listed above
- Recent trends in software development, maintenance and enhancements, including web-based technologies and object-oriented development methodologies
- Principles of enterprise business systems; analysis, design, build, test, and deploy

Abilities:

- Take direction from supervisor and management, and work independently with little direction while managing time and requests effectively
- All skills required to perform duties listed above
- Provide leadership, technical guidance, and recommendations concerning computer programs and systems

SENIOR SOFTWARE ENGINEER

- Research, upgrade, monitor, and recommend new system software and hardware;
- Apply principles and techniques of systems management
- Architect automated solutions for systems integration of disparate technologies; analyze data in terms of simultaneous occurrences of multiple processes; apply technology for improvements in organizational efficiency and effectiveness
- Develop and maintain database standards and naming conventions; install, research, test, and verify proper functioning of software patches and fixes; design and maintain normalized data structures; debug and code complex systems
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- Train non-technical system users
- Interpret instructions furnished in written, oral, diagram, or schedule format
- Analyze and interpret data; draw conclusions; think critically; evaluate information and claims analytically and logically; choose optimal courses of action in a timely manner
- Develop and maintain cooperative working relationships with staff and user community
- Respond positively to change and modify behavior as the situation requires
- Be attentive to detail; focus on work content, work steps, and final work products
- Be innovative; devise new and better ways of doing things
- Maintain professional integrity and ethics; maintain trust through honesty, adherence to principles and personal accountability
- Self-manage; demonstrate personal organization, self-discipline, and dependability
- Be customer focused; attend to the needs and expectations of customers
- Meet schedules and timelines
- Communicate effectively both orally and in writing
- Have dexterity to operate a computer keyboard, lift moderately heavy objects, sit for extended periods of time

Licenses and certificates: A valid California driver's license and insurance coverage as required by state law.

Working conditions: Data processing environment, noise from computer equipment operation. Travel from site to site.

Salary range 99

| | |
|---------------------------------------|----------------|
| Approved by the Personnel Commission: | June 14, 1984 |
| Revised: | June 30, 1994 |
| Revised: | July 20, 2005 |
| Revised: | March 26, 2009 |
| Revised: | Oct. 26, 2017 |
| Revised: | June 24, 2021 |



~~SENIOR~~ SOFTWARE ENGINEER, SENIOR - DRAFT

Reports to: ~~Administrator,~~ Information Technology Services Management
~~Manager, Information Technology Services~~

Division: Administrative Services

Our ideal candidate

You are an innovative professional with excellent communication skills, and a proven track record of earning the trust of colleagues and end users because of your attitude and results. You are good with people and explain complex technical issues in layman's terms. You are an excellent problem-solver, highly responsible, and take ownership of all responsibilities. You conduct research, apply new technologies as appropriate, communicate effectively, collaborate with other colleagues, and develop automated solutions to solve problems without jumping to conclusions or leaving the solutions to others. You mentor and train others, giving credit where it is due. You are solutions-oriented, avoid micromanaging, and you lead by example. You are committed to providing the best service possible.

General description

Responsible for maintaining and enhancing computer software systems; providing systems integration services; implementing and monitoring security and performance of hardware and software on mission-critical financial management information system. Role requires senior-level systems and database administration, performing the most complex activities within the scope of the department. Incumbent has broad architectural responsibilities, typically specializes in overlapping technology platforms, and may lead multiple projects while administering production system applications, infrastructure and databases.

Specific duties and responsibilities

- **Policy duties:** Provide technical input to policy and standards development related to technology use; maintain quality service by establishing standards.

- **Software development duties:** Perform complex technical work in design, development, installation, and maintenance of computer system software and utility programs; develop, maintain and enhance enterprise-wide computer software on a variety of platforms in the areas of payroll, finance, human resources, office administration, and other specialized programs.
 - Analyze and design application systems and databases requiring innovative and diversified approaches to resolve issues in data collection, data coding, system controls, connectivity, auditing, processing cycles and reporting.
 - Sort, organize, format and report a variety of complex data; develop application program test data, test programs and analyze test results to ensure all work meets expectations.
 - Design, develop, and maintain new programs and modify existing programs to meet changing needs and provide enhancements; create and maintain detailed system documentation.

- **Systems integration duties:** Design and provide systems integration of specialized software programs; develop back-end database interfaces to web applications; design and code business and specialized application and data interfaces for efficiency, including automated data transfer among applications and secure electronic transmission of data to and from local, state, and federal agencies; work with network and software engineers to assess and test hardware and software interaction.

SENIOR SOFTWARE ENGINEER, SENIOR - DRAFT

- **Systems administration duties:** Maintain enterprise systems ensuring security, high availability, good performance, and reliability of information; oversee and maintain mission-critical application systems such as financial management information system.
 - Provide effective provisioning, installation/configuration, operation, monitoring, and maintenance of application systems and related infrastructure; plan and perform major upgrades of operating system, diagnostic tools, and application software; install system software, patches, fixes, and upgrades; document configurations.
 - Install and administer web (IIS) and SQL servers; manage database systems to ensure maximum up-time of servers and proper integration with other systems; manage, configure, and maintain servers in virtual and traditional environments; diagnose and resolve complex software, server, and networking issues.
 - Apply principles and techniques of systems management, including SQL and Active Directory; provide systems level programming.

- **Database administration duties:** Perform database administration, and database performance tuning, ensuring current versions of Microsoft SQL Server, FileMaker Pro, and other databases as appropriate; develop and maintain database structures for storage and retrieval in the form of reports, queries, and scripts; perform database and web server builds.
 - Maintain and update schematics and documentation of data structures while safeguarding information against accidental or unauthorized damage, modification, or disclosure; maintain daily database jobs and stored procedure library; maintain replication environments for business systems.
 - Support database functions by designing and coding utilities; implement processes to ensure data accuracy and security.

- **Performance duties:** Analyze situations for performance tuning, capacity planning, and recovery; coordinate, evaluate, implement and test systems functionality and tuning for performance; monitor systems and database performance.
 - Use tools that yield network, storage, processing time and data transmission analytics to continually fine-tune systems; configure, operate, and monitor performance of server hardware and software, including operating systems, applications, and patches to support efficient and effective operation; manage multiple servers, virtual and physical.

- **Backup and recovery duties:** Coordinate system backups and recovery with network engineers; maintain backups of data for archival retrieval and data analysis.

- **Security duties:** Recommend and reinforce security measures as needed; integrate application security with Active Directory and other LDAP-based services identity providers; evaluate security risks of current and planned databases.
 - Participate in planning and maintenance of security infrastructure and procedures; perform systems administration, testing and application of security patches.
 - Support infrastructure, upgrades, account maintenance, and authentication for network and application access; protect user privacy by following best practices.

SENIOR SOFTWARE ENGINEER, SENIOR - DRAFT

- **Problem-solving duties:** Diagnose and resolve complex software, ~~server and networking~~ issues; ~~may identify server or network issues~~; maintain technical knowledge by reviewing professional publications, establishing professional networks, and attending workshops and conferences as required; troubleshoot and resolve software problems reported by end users, including district technical staff.
- **Systems analysis duties:** Research and develop new processes to address emerging requirements; provide information by answering questions and conducting trainings.
 - Meet with users to determine information systems needs and answer questions regarding software systems; document system specifications and develop custom systems or implement pre-packaged systems as appropriate; evaluate new software applications and alternative solutions; develop requirements, functional specifications and standards for software purchase and development; design solutions to ensure optimum performance.
 - Interpret and apply federal, state, and local laws, codes and regulations.
- **Project management/technical leadership duties:** Coordinate work with staff to develop project timelines, work distribution, and timely completion of projects; provide implementation oversight of new application systems and software features for users; provide leadership to a team, technical guidance, and recommendations concerning computer programs and systems; proactively seek out help when needed to accomplish project goals.
- **Operations duties:** Operate desktop workstations, laptops, system consoles, virtual and physical servers, security appliances, network hardware, peripheral equipment and software.
- Perform related duties as assigned.

Requirements

~~Education: Any combination of degree and/or experience equivalent to a Bachelor's degree in computer science, management information systems, accounting or finance preferred, and five years increasingly responsible experience designing, developing, programming and maintaining automated business systems.~~

~~A typical way to qualify for this classification would be:~~

~~Education: Bachelor's degree in computer science, management information systems, or a related field.~~

~~Experience: Five years of increasingly responsible experience designing, developing, programming and maintaining automated business systems.~~

~~Experience in an education or public sector setting and/or with enterprise financial systems is preferred.~~

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



~~SENIOR~~ SOFTWARE ENGINEER, SENIOR - DRAFT

Knowledge of:

- All areas necessary to perform specific duties listed above
- Recent trends in software development, maintenance and enhancements, including web-based technologies and object-oriented development methodologies
- Principles of enterprise business systems; analysis, design, build, test, and deploy

Abilities:

- Take direction from supervisor and management, and work independently with little direction while managing time and requests effectively
- All skills required to perform duties listed above
- Provide leadership, technical guidance, and recommendations concerning computer programs and systems

SENIOR SOFTWARE ENGINEER, SENIOR - DRAFT

- Research, upgrade, monitor, and recommend new system software and hardware;
- Apply principles and techniques of systems management
- Architect automated solutions for systems integration of disparate technologies; analyze data in terms of simultaneous occurrences of multiple processes; apply technology for improvements in organizational efficiency and effectiveness
- Develop and maintain database standards and naming conventions; install, research, test, and verify proper functioning of software patches and fixes; design and maintain normalized data structures; debug and code complex systems
- Listen to user requirements; understand the big picture at a systems level to provide the best solution; analyze alternatives and develop effective solutions; prepare development estimates for alternatives; design and develop the selected solution.
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- Develop and maintain cooperative working relationships with staff and user community
- Respond positively to change and modify behavior as the situation requires
- Be attentive to detail; focus on work content, work steps, and final work products
- Be innovative; devise new and better ways of doing things
- Maintain professional integrity and ethics; maintain trust through honesty, adherence to principles and personal accountability
- Self-manage; demonstrate personal organization, self-discipline, and dependability
- Be customer focused; attend to the needs and expectations of customers
- Meet schedules and timelines
- Communicate effectively both orally and in writing
- Have dexterity to operate a computer keyboard, lift moderately heavy objects, sit for extended periods of time

Licenses and certificates: A valid California driver's license and insurance coverage as required by state law. 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 occasional travel to school and administrative sites throughout Santa Barbara County. May require work outside of regular hours to respond to urgent matters or perform maintenance. ~~Data processing environment, noise from computer equipment operation. Travel from site to site.~~

Salary range 99

| | |
|---------------------------------------|----------------|
| Approved by the Personnel Commission: | June 14, 1984 |
| Revised: | June 30, 1994 |
| Revised: | July 20, 2005 |
| Revised: | March 26, 2009 |



~~SENIOR~~ SOFTWARE ENGINEER, SENIOR - DRAFT

Revised: Oct. 26, 2017
Revised: June 24, 2021
Revised: September 25, 2025
(pending approval)



SOFTWARE ENGINEER, SENIOR - DRAFT

Reports to: Information Technology Services Management

Division: Administrative Services

Our ideal candidate

You are an innovative professional with excellent communication skills, and a proven track record of earning the trust of colleagues and end users because of your attitude and results. You are good with people and explain complex technical issues in layman's terms. You are an excellent problem-solver, highly responsible, and take ownership of all responsibilities. You conduct research, apply new technologies as appropriate, communicate effectively, collaborate with other colleagues, and develop automated solutions to solve problems without jumping to conclusions or leaving the solutions to others. You mentor and train others, giving credit where it is due. You are solutions-oriented, avoid micromanaging, and you lead by example. You are committed to providing the best service possible.

General description

Responsible for maintaining and enhancing computer software systems; providing systems integration services; implementing and monitoring security and performance of hardware and software on mission-critical financial management information system. Role requires senior-level systems and database administration, performing the most complex activities within the scope of the department. Incumbent has broad architectural responsibilities, typically specializes in overlapping technology platforms, and may lead multiple projects while administering production system applications, infrastructure and databases.

Specific duties and responsibilities

- **Policy duties:** Provide technical input to policy and standards development related to technology use; maintain quality service by establishing standards.

- **Software development duties:** Perform complex technical work in design, development, installation, and maintenance of computer system software and utility programs; develop, maintain and enhance enterprise-wide computer software on a variety of platforms in the areas of payroll, finance, human resources, office administration, and other specialized programs.
 - Analyze and design application systems and databases requiring innovative and diversified approaches to resolve issues in data collection, data coding, system controls, connectivity, auditing, processing cycles and reporting.
 - Sort, organize, format and report a variety of complex data; develop application program test data, test programs and analyze test results to ensure all work meets expectations.
 - Design, develop, and maintain new programs and modify existing programs to meet changing needs and provide enhancements; create and maintain detailed system documentation.

- **Systems integration duties:** Design and provide systems integration of specialized software programs; develop back-end database interfaces to web applications; design and code business and specialized application and data interfaces for efficiency, including automated data transfer among applications and secure electronic transmission of data to and from local, state, and federal agencies; work with network and software engineers to assess and test hardware and software interaction.

SOFTWARE ENGINEER, SENIOR - DRAFT

- **Systems administration duties:** Maintain enterprise systems ensuring security, high availability, good performance, and reliability of information; oversee and maintain mission-critical application systems such as financial management information system.
 - Provide effective provisioning, installation/configuration, operation, monitoring, and maintenance of application systems and related infrastructure; plan and perform major upgrades of operating system, diagnostic tools, and application software; install system software, patches, fixes, and upgrades; document configurations.
 - Install and administer web (IIS) and SQL servers; manage database systems to ensure maximum up-time of servers and proper integration with other systems; manage, configure, and maintain servers in virtual and traditional environments; diagnose and resolve complex software, server, and networking issues.
 - Apply principles and techniques of systems management, including SQL and Active Directory; provide systems level programming.

- **Database administration duties:** Perform database administration, and database performance tuning, ensuring current versions of Microsoft SQL Server, FileMaker Pro, and other databases as appropriate; develop and maintain database structures for storage and retrieval in the form of reports, queries, and scripts; perform database and web server builds.
 - Maintain and update schematics and documentation of data structures while safeguarding information against accidental or unauthorized damage, modification, or disclosure; maintain daily database jobs and stored procedure library; maintain replication environments for business systems.
 - Support database functions by designing and coding utilities; implement processes to ensure data accuracy and security.

- **Performance duties:** Analyze situations for performance tuning, capacity planning, and recovery; coordinate, evaluate, implement and test systems functionality and tuning for performance; monitor systems and database performance.
 - Use tools that yield network, storage, processing time and data transmission analytics to continually fine-tune systems; configure, operate, and monitor performance of server hardware and software, including operating systems, applications, and patches to support efficient and effective operation; manage multiple servers, virtual and physical.

- **Backup and recovery duties:** Coordinate system backups and recovery with network engineers; maintain backups of data for archival retrieval and data analysis.

- **Security duties:** Recommend and reinforce security measures as needed; integrate application security with identity providers; evaluate security risks of current and planned databases.
 - Participate in planning and maintenance of security infrastructure and procedures; perform systems administration, testing and application of security patches.
 - Support infrastructure, upgrades, account maintenance, and authentication for network and application access; protect user privacy by following best practices.

SOFTWARE ENGINEER, SENIOR - DRAFT

- **Problem-solving duties:** Diagnose and resolve complex software issues; may identify server or network issues; maintain technical knowledge by reviewing professional publications, establishing professional networks, and attending workshops and conferences as required; troubleshoot and resolve software problems reported by end users, including district technical staff.
- **Systems analysis duties:** Research and develop new processes to address emerging requirements; provide information by answering questions and conducting trainings.
 - Meet with users to determine information systems needs and answer questions regarding software systems; document system specifications and develop custom systems or implement pre-packaged systems as appropriate; evaluate new software applications and alternative solutions; develop requirements, functional specifications and standards for software purchase and development; design solutions to ensure optimum performance.
 - Interpret and apply federal, state, and local laws, codes and regulations.
- **Project management/technical leadership duties:** Coordinate work with staff to develop project timelines, work distribution, and timely completion of projects; provide implementation oversight of new application systems and software features for users; provide leadership to a team, technical guidance, and recommendations concerning computer programs and systems; proactively seek out help when needed to accomplish project goals.
- **Operations duties:** Operate desktop workstations, laptops, system consoles, virtual and physical servers, security appliances, network hardware, peripheral equipment and software.
- Perform related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Bachelor's degree in computer science, management information systems, or a related field.

Experience: Five years of increasingly responsible experience designing, developing, programming and maintaining automated business systems.

Experience in an education or public sector setting and/or with enterprise financial systems is preferred.

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

SOFTWARE ENGINEER, SENIOR - DRAFT

Knowledge of:

- All areas necessary to perform specific duties listed above
- Recent trends in software development, maintenance and enhancements, including web-based technologies and object-oriented development methodologies
- Principles of enterprise business systems; analysis, design, build, test, and deploy

Abilities:

- Take direction from supervisor and management, and work independently with little direction while managing time and requests effectively
- All skills required to perform duties listed above
- Provide leadership, technical guidance, and recommendations concerning computer programs and systems
- Research, upgrade, monitor, and recommend new system software and hardware;
- Apply principles and techniques of systems management
- Architect automated solutions for systems integration of disparate technologies; analyze data in terms of simultaneous occurrences of multiple processes; apply technology for improvements in organizational efficiency and effectiveness
- Develop and maintain database standards and naming conventions; install, research, test, and verify proper functioning of software patches and fixes; design and maintain normalized data structures; debug and code complex systems
- Listen to user requirements; understand the big picture at a systems level to provide the best solution; analyze alternatives and develop effective solutions; prepare development estimates for alternatives; design and develop the selected solution.
- Deal with multiple variables in situations where only limited standardization exists
- Train non-technical system users
- Interpret instructions furnished in written, oral, diagram, or schedule format
- Analyze and interpret data; draw conclusions; think critically; evaluate information and claims analytically and logically; choose optimal courses of action in a timely manner
- Develop and maintain cooperative working relationships with staff and user community
- Respond positively to change and modify behavior as the situation requires
- Be attentive to detail; focus on work content, work steps, and final work products
- Be innovative; devise new and better ways of doing things
- Maintain professional integrity and ethics; maintain trust through honesty, adherence to principles and personal accountability
- Self-manage; demonstrate personal organization, self-discipline, and dependability
- Be customer focused; attend to the needs and expectations of customers
- Meet schedules and timelines
- Communicate effectively both orally and in writing
- Have dexterity to operate a computer keyboard, lift moderately heavy objects, sit for extended periods of time

Licenses and certificates: A valid California driver's license and insurance coverage as required by state law. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.



SOFTWARE ENGINEER, SENIOR - DRAFT

Working conditions: Work is performed primarily in an office environment, with occasional travel to school and administrative sites throughout Santa Barbara County. May require work outside of regular hours to respond to urgent matters or perform maintenance.

Salary range 99

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|---------------------------------------|--|
| Approved by the Personnel Commission: | June 14, 1984 |
| Revised: | June 30, 1994 |
| Revised: | July 20, 2005 |
| Revised: | March 26, 2009 |
| Revised: | Oct. 26, 2017 |
| Revised: | June 24, 2021 |
| Revised: | September 25, 2025 (pending approval) |

PERSONNEL - Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4493 HOLIDAY PAY

4493.1 Paid Holidays

- A. In accordance with legal statutes and as provided by the County Superintendent and County Board of Education, all probationary or permanent classified employees shall be entitled to the following holidays:
 1. New Year's Day (January 1)
 2. Dr. Martin Luther King Jr. Day (third Monday in January, or Monday or Friday in the week in which January 15 occurs)
 3. Lincoln Day (Monday or Friday of the week in which February 12 occurs)
 4. Washington Day (third Monday in February)
 5. Memorial Day (last Monday in May)
 6. Juneteenth (June 19)
 7. Independence Day (July 4)
 8. Labor Day (first Monday in September)
 9. Veteran's Day (November 11)
 10. Thanksgiving Day (fourth Thursday in November)
 11. Friday following Thanksgiving Day
 12. Workday preceding Christmas Day
 13. Christmas Day (December 25)
 14. One additional workday during the week of December 24 or December 25 which will provide for at least a three-day weekend (in lieu of Admission Day)
 15. Workday preceding New Year's Day.
- B. All probationary and permanent classified employees shall be entitled to the above-noted paid holidays provided they are in a paid status during any portion of their working day immediately preceding or succeeding the holiday. Holidays which occur before or after a person is employed by the County Education Office shall not be considered as paid holidays for such individuals.
- C. Probationary and permanent classified employees of the County Education Office who are not normally assigned to duty during the school holidays of December 25, January 1, or any Board declared holidays during the winter recess shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.
- D. When a holiday listed in paragraph A above falls on a Sunday, the following Monday shall be the observed holiday. When a holiday listed in paragraph A above falls on a Saturday, the preceding Friday shall be the observed holiday.
- E. When a probationary or permanent classified employee is required to work on any of these holidays, the employee shall either: (1) be paid compensation, at the rate of one and one-half times the employee's regular rate of pay, in addition to the holiday pay received; or (2) accrue compensatory time off for such work, at the accrual rate of one and one-half times the actual hours worked on the holiday, in addition to the holiday pay received.

Reference:

Education Code Sections 1318, 37220, 45203-45206.5
 Santa Barbara County Counsel Opinion dated April 27, 1983

Date Approved: January 12, 1976
 Date (s) Revised: May 26, 1983
 May 26, 1994
 May 28, 1998

October 26, 2017
June 22, 2023

PERSONNEL - Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4493 HOLIDAY PAY

4493.1 Paid Holidays

- A. In accordance with legal statutes and as provided by the County Superintendent and County Board of Education, all probationary or permanent classified employees shall be entitled to the following holidays:
1. New Year's Day (January 1)
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 13. Christmas Day (December 25)
 14. One additional workday during the week of December 24 or December 25 which will provide for at least a three-day weekend (in lieu of Admission Day)
 15. Workday preceding New Year's Day.
- B. All probationary and permanent classified employees shall be entitled to the above-noted paid holidays provided they are in a paid status during any portion of their working day immediately preceding or succeeding the holiday. Holidays which occur before or after a person is employed by the County Education Office shall not be considered as paid holidays for such individuals.
- C. Probationary and permanent classified employees of the County Education Office who are not normally assigned to duty during the school holidays of December 25, January 1, or any Board declared holidays during the winter recess shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.
- D. When a holiday listed in paragraph A above falls on a Sunday, the following Monday shall be the observed holiday. When a holiday listed in paragraph A above falls on a Saturday, the preceding Friday shall be the observed holiday.
- E. When a probationary or permanent classified employee is required to work on any of these holidays, the employee shall either: (1) be paid compensation, at the rate of one and one-half times the employee's regular rate of pay, in addition to the holiday pay received; or (2) accrue compensatory time off for such work, at the accrual rate of one and one-half times the actual hours worked on the holiday, in addition to the holiday pay received.
-

E.F. In addition to the holidays listed above, all probationary and permanent non-management classified employees shall receive two (2) floating holidays per fiscal year, with the exception that employees hired on or after January 1 shall receive one (1) floating holiday for the first fiscal year in which they are employed. Use of the floating holiday(s) shall be requested by the employee on the prescribed SBCEO form and must be approved by the supervisor. Floating holidays may be used during the employee's probationary period, subject to supervisory approval. The floating holiday(s) must be taken in full-day increments within the assigned/scheduled work year on what would otherwise be a workday of the employee. Floating holidays that are not used within the fiscal year they are granted may not be carried over to the next fiscal year, and they may not be cashed out upon the employee's separation from SBCEO or from the classified service.

Reference:

Education Code Sections 1318, 37220, 45203-45206.5
Santa Barbara County Counsel Opinion dated April 27, 1983

Date Approved: January 12, 1976

Date (s) Revised: May 26, 1983

May 26, 1994

May 28, 1998

October 26, 2017

June 22, 2023

October 23, 2025 (pending approval)

PERSONNEL - Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4493 HOLIDAY PAY

4493.1 Paid Holidays

- A. In accordance with legal statutes and as provided by the County Superintendent and County Board of Education, all probationary or permanent classified employees shall be entitled to the following holidays:
1. New Year's Day (January 1)
 2. Dr. Martin Luther King Jr. Day (third Monday in January, or Monday or Friday in the week in which January 15 occurs)
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 4. Washington Day (third Monday in February)
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 15. Workday preceding New Year's Day.
- B. All probationary and permanent classified employees shall be entitled to the above-noted paid holidays provided they are in a paid status during any portion of their working day immediately preceding or succeeding the holiday. Holidays which occur before or after a person is employed by the County Education Office shall not be considered as paid holidays for such individuals.
- C. Probationary and permanent classified employees of the County Education Office who are not normally assigned to duty during the school holidays of December 25, January 1, or any Board declared holidays during the winter recess shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.
- D. When a holiday listed in paragraph A above falls on a Sunday, the following Monday shall be the observed holiday. When a holiday listed in paragraph A above falls on a Saturday, the preceding Friday shall be the observed holiday.
- E. When a probationary or permanent classified employee is required to work on any of these holidays, the employee shall either: (1) be paid compensation, at the rate of one and one-half times the employee's regular rate of pay, in addition to the holiday pay received; or (2) accrue compensatory time off for such work, at the accrual rate of one and one-half times the actual hours worked on the holiday, in addition to the holiday pay received.

- F. In addition to the holidays listed above, all probationary and permanent non-management classified employees shall receive two (2) floating holidays per fiscal year, with the exception that employees hired on or after January 1 shall receive one (1) floating holiday for the first fiscal year in which they are employed. Use of the floating holiday(s) shall be requested by the employee on the prescribed SBCEO form and must be approved by the supervisor. Floating holidays may be used during the employee's probationary period, subject to supervisory approval. The floating holiday(s) must be taken in full-day increments within the assigned/scheduled work year on what would otherwise be a workday of the employee. Floating holidays that are not used within the fiscal year they are granted may not be carried over to the next fiscal year, and they may not be cashed out upon the employee's separation from SBCEO or from the classified service.

Reference:

Education Code Sections 1318, 37220, 45203-45206.5
Santa Barbara County Counsel Opinion dated April 27, 1983

Date Approved: January 12, 1976

Date (s) Revised: May 26, 1983

May 26, 1994

May 28, 1998

October 26, 2017

June 22, 2023

October 23, 2025 (pending approval)