



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
October 23, 2025 – 12:30 p.m.

AGENDA

If you need special assistance to participate in the meeting or need this agenda provided in an accessible alternative format, please contact the Human Resources office to help us comply with the Americans with Disabilities Act. Notification at least 48 hours prior to the meeting will assist the Director, Human Resources in making suitable arrangements.

Persons wishing to address the Personnel Commission may complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the end of the public comment period. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. Speakers who need more time may submit written comments.

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**
- 7. Approval of Minutes of Regular Meeting Held September 25, 2025
(Attachment)**

MOVED:

SECONDED:

VOTE:

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

Available for review from the County Superintendent of Schools.

b. Legislative Updates

Available for review from the Director, Human Resources.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

(Attachment)

b. Classified Personnel Report dated November 13, 2025

(Attachment)

c. Position Announcements

(Attachments)

- i. Administrative Assistant (Bilingual) (Dual – Santa Barbara)
- ii. Administrative Assistant, Senior (Dual – Santa Barbara)
- iii. Early Care and Education Case Worker (Dual – Santa Barbara, Lompoc)
- iv. Accounting Technician (Promotional – Santa Barbara)

11. Action Items

a. Ratification of Eligibility List

(Attachments)

- i. Teaching Assistant (Bilingual) (Dual – Santa Maria)

MOVED:

SECONDED:

VOTE:

b. Classification of Positions — None

c. Job Description
(Attachments)

The Director, Human Resources recommends a minor title change and revision to the job description (draft attached) for the existing classification of Senior Software Engineer as part of a reorganization of the Information Technology Services Department. These recommendations have the support of the Associate Superintendent, Administrative Services.

MOVED:

SECONDED:

VOTE:

UNFINISHED BUSINESS

12. Organization of the Personnel Commission

Commissioner Jaramillo's current term will expire on December 1, 2025. The appointee to this seat on the Commission is appointed jointly by the other two Commissioners. In accordance with Education Code 45246, Commissioner Pickavet, the appointee of the governing board, and Commissioner Ostini, the appointee of the classified employees, publicly announced at the September 25, 2025 meeting their intent to reappoint Commissioner Jaramillo to the third seat. Commissioner Jaramillo stated that she was willing to serve another term if reappointed. This item is to finalize the reappointment.

MOVED:

SECONDED:

VOTE:

13. Revision of Merit System Rule – Presented for Second Reading
(Attachment)

4493.1 Paid Holidays

MOVED:

SECONDED:

VOTE:

NEW BUSINESS

14. Quarterly Review of Personnel Commission Budget
(Attachment)

This is an information item.

15. Draft Annual Personnel Commission Report, 2024-25
(Attachment)

This item is for review and discussion. The final version of the 2024-25 Annual Report will be presented at the November PC meeting.

REPORTS

16. PERSONNEL COMMISSIONER REPORTS

17. DIRECTOR, HUMAN RESOURCES REPORT

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, November 20, 2025, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.

MOVED:

SECONDED:

VOTE: