SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

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

REGULAR MEETING
September 25, 2025 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:31 p.m.

2. Roll Call

Members present:
Carmen Jaramillo, Chair
Mike Ostini, Vice Chair
Gary Pickavet, Commissioner

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance.

4. Changes to the Agenda — 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
Daisy Lazaer, Financial Analyst
Richard Weger, Payroll Specialist

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held August 28, 2025

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

8. Communications — None

9. Informational Items

a. Media Releases/Editorials — None

b. Legislative Update

The Director, Human Resources provided a summary of new regulations issued by the California Civil Rights Department (formerly known as the Department of Fair Employment and Housing) that take effect October 1, 2025. In essence, the new regulations clarify that existing non-discrimination laws apply to the use of AI, which the regulations refer to as Automated-Decision Systems, or ADS. The implications for SBCEO are expected to be minimal for now. Although HR has embraced the use of modern technology in our testing processes in the last few years, our selection process is administered by humans, and we make every effort to ensure that it is valid and legally defensible. If we were to adopt AI in certain aspects of the selection process, we will ensure that the process complies with the new regulations.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated October 9, 2025

c. Position Announcements

i. Teaching Assistant (Dual – Santa Maria)

11. Action Items

a. Ratification of Eligibility Lists

i. Early Care and Education Lead (Promotional – Santa Maria)

ii. Food Service Worker (Dual – Santa Maria)

iii. Manager, Early Care and Education Services (Dual – North County)

iv. Manager, Program Services (Dual – Santa Barbara (PT))

v. Paraeducator, Signing (Open Continuous – Santa Maria)

vi. Paraeducator (Dual – North)

vii. Paraeducator (Dual – South)

viii. Office Assistant (Dual – Santa Barbara)

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

b. Classification of Positions — None

c. Job Description

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

This item was tabled until the next meeting in order to allow time for a corrected draft to be presented.

UNFINISHED BUSINESS — None

NEW BUSINESS

12. Revision of Merit System Rule – Presented for First Reading
(Attachment)

4493.1 Paid Holidays

After discussion, there were no suggested revisions.

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

Commissioner Pickavet stated his intent to nominate Commissioner Jaramillo for another three-year term to the jointly appointed seat on the Personnel Commission.

Commissioner Ostini shared that Superintendent Salcido had invited him to attend the tour of the Mark Richardson CTE Center and Agricultural Farm that was part of SBCEO's Leadership Retreat held on September 24, and he also made brief remarks to the SBCEO managers and supervisors in attendance. He was impressed with the range of fields that students can study and how modern the facility is. Commissioner Ostini also stated his intent to nominate Commissioner Jaramillo for another three-year term to the jointly appointed seat.

Commissioner Jaramillo reported that she attended the CSPCA conference in Downey, which was very worthwhile. She noted that she serves on the Human Resources committee for the Tri-Counties CASBO chapter and encouraged attendance at their October 21 conference. Commissioner Jaramillo also stated that she would accept nomination for another three-year term to the jointly appointed seat on the Commission.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that she had attended the SBCEO Leadership Retreat, held this year at the Santa Maria Country Club. The program included a presentation by Peter Rupert, a professor who heads the UCSB Economic Forecast Project; the Director noted that Dr. Rupert provided data showing that the labor market for job seekers was poor – a situation she stated was borne out by SBCEO's recent experience receiving large applicant pools for classified jobs. There was also discussion at the retreat of SBCEO's new Mission, Vision, and Values and the new 2025 Report to the Community. Like Commissioner Ostini, she was impressed by the state-of-the-art Richardson CTE Center and the many types of occupations students can train for in local industries.

The Director thanked Commissioner Pickavet for completing the new ethics training so quickly, and reminded the other Commissioners that they have until January 1 to complete the training.

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 1:29 p.m. The next regular meeting will be held on Thursday, October 23, 2025, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.

Amy R. Ramos

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

Sept 22, 2025 through Oct 17, 2025

Position #	Position Information
2785	Paraeducator • Oak Valley Preschool • Valley 17.50 hours per week • 10.00 months
2786	Educational Interpreter, American Sign Language, Certified • Tommie Kunst Junior High DHOH • North 17.50 hours per week • 10.00 months Signing skills required
2787	Paraeducator • Robert Bruce Preschool • North 35.00 hours per week • 10.00 months
2788	Accounting Technician • Early Care and Education - Hope Center 5 • South 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

November 13, 2025

Appointments

Limited Term/Substitute

Aldapa Hernandez, Natalie — October 1, 2025
Student Worker • Partners in Education • Hope Center
• Hourly as needed

Budke, Kristiana — August 27, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Flores Caporal, Ashley — October 9, 2025
Student Worker • Partners in Education • Hope
• Hourly as needed

Goodier, Robyne — October 1, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Moreno, Gabriella — September 24, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Probationary

Agustin, Eunice — October 14, 2025
Paraeducator • Special Education • Cabrillo High School
81.25% • 10 months

Gonzales-Bouman, Adriana — October 20, 2025
Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K
75% • 10 months

Kemper, Karina — October 9, 2025
Food Service Worker • Early Care and Education • Building Blocks Care and Education Center
75% • 10 months

Lorenzano Barajas, Karla — October 14, 2025

Paraeducator • Special Education • Martha Negus 2
81.25% • 10 months

Nevarez, Yanise — October 1, 2025

Office Assistant • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Olson, Carlos — October 6, 2025

Behavioral Health Practitioner • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Changes

Anniversary Increase

Aguilar, Manuel — October 1, 2025

Lead Custodian/Maintenance Worker • Internal Services • Operations North
62.5% • 12 months

Carbajal-Esparza, Olivia — October 1, 2025

Paraeducator • Special Education • Speech/Language Services, Miller
75% • 10 months

Carrillo, Heracio — October 1, 2025

Custodian • Internal Services • Operations North
62.5% • 12 months

Cronin, Diana — October 1, 2025

Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County
100% • 10 months

De Filippi, Ana — October 1, 2025

Accounting Technician, Senior • Internal Services • Accounting
100% • 12 months

Gonzalez, Bertha — October 1, 2025

Paraeducator • Special Education • Infant Services, Santa Maria
50% • 12 months

Hart, Jordan — October 1, 2025

Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH
62.5% • 10 months

Lee, Melissa — October 1, 2025

Accounting Supervisor • Internal Services • Accounting
100% • 12 months

Lemos, Frank — October 1, 2025

Delivery Specialist II • Internal Services • Operations South 2
100% • 12 months

Leonard, Julie — October 1, 2025

Paraeducator • Special Education • Preschool Plus, Miller
87.5% • 10 months

Lopez, Olga — October 1, 2025

Student Information Specialist • Special Education • Special Education Support Staff North
100% • 12 months

Ramirez Nolasco, Raul — October 1, 2025

Custodian/Maintenance Worker • Internal Services • Operations North
100% • Hourly as needed

Robles, Violeta — October 1, 2025

Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months

Rodriguez, Alyssa — October 1, 2025

Paraeducator • Special Education • Taylor Preschool
87.5% • 10 months

Sanchez-Corona, Nancy — October 1, 2025

Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Scozzari, Staci — October 1, 2025

Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
100% • 12 months

Takeuchi, Sheila — October 1, 2025

Training and Development Assistant • Teacher Induction Program • Teacher Induction Program
100% • 12 months

Valadez, Patricia — October 1, 2025

Financial Services Manager, Special Education • Special Education • Special Education Administration South-2
100% • 12 months

Valentin Contreras, Jose — October 1, 2025

Teaching Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School
87.5% • 10 months

Walker, Kristen — October 1, 2025

Digital Media Resources Developer • Educational Technology Services • Educational Technology Services
72.5% • 12 months

Wallan, Jennifer — October 1, 2025

Paraeducator • Special Education • Martha Negus 1
81.25% • 10 months

Walsh, Heather — October 1, 2025

Computer/Network Technician II • ITS • Network/Microcomputer Support - Valley
100% • 12 months

Weger, Richard — October 1, 2025

Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
100% • 12 months

Differential - Add

Jasso, Gabriela — August 8, 2025

Paraeducator • Special Education • Preschool Plus, Miller
87.5% • 10 months
Virtual Therapy

Differential - Remove

Anderson, Michelle — August 7, 2025

Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K
75% • 10 months
Virtual Therapy

Martinez, Serena — August 7, 2025

Paraeducator • Special Education • Ralph Dunlap School DHOH 2
75% • 10 months
Virtual Therapy

Rodriguez, Isabel — August 8, 2025

Paraeducator • Special Education • Speech/Language Services, Valley
87.5% • 10 months
Virtual Therapy

Increased Time (Voluntary)

Olivas, Alleena — October 9, 2025

Paraeducator • Special Education • Ralph Dunlap School DHOH 2
42.5% • 10 months
From .25

Other

Carbajal-Esparza, Olivia — October 2, 2025

Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months
Lateral move to different classification AND 1 step increase

Probation to Permanent

Hallberg, Jessica — October 1, 2025

Manager, Fiscal Services • Internal Services • Accounting
100% • 12 months

Kim, Kyoungyoon — October 1, 2025

Accounting Assistant • Internal Services • Accounting - Fiscal Services
50% • 12 months

Reassignment

Alvarado-Luna, Gabriela — October 13, 2025

Paraeducator • Special Education • Tommie Kunst Junior High DHOH
50% • 10 months
From Ralph Dunlap School DHOH

Ramos, Sarah

October 21, 2025

Paraeducator • Special Education • Oak Valley Preschool
43.75% • 10 months
From Zaca Preschool

Santa Barbara County Education Office

Administrative Assistant (Bilingual)

SALARY	$32.42 - $37.36 Hourly $5,641.00 - $6,501.00 Monthly $67,692.00 - $78,012.00 Annually	**LOCATION**	Santa Barbara - Goleta
JOB TYPE	Full-Time	**JOB NUMBER**	2025-00159
DIVISION	Special Education	**OPENING DATE**	09/26/2025
CLOSING DATE	10/12/2025 11:59 PM Pacific	**SPECIFIC LOCATION**	Santa Barbara

General Description

Priority Consideration Date: October 5, 2025
Applications received by this date will receive primary consideration. Applications submitted after October 5 may still be reviewed; however, review will depend on the volume of applications received and the needs of the recruitment.

Our ideal candidate
You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

General description
Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

Specific Duties and Responsibilities

- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors
- Provide information where independent judgement, knowledge and interpretations are utilized

- Research and compile background material such as statistical and financial data and supporting information
- Compile and prepare comprehensive reports, records, surveys and other documents
- Coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates
- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of meetings
- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records
- May assist with ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- May assist with setting up and processing of numerous contracts for contractors
- Prepare and maintain calendar of activities, meetings, and events
- Schedule appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages or information for web pages
- Assist with online registration for numerous department workshops and events
- Assist with event coordination and setup and provide administrative support as needed
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- Perform other job related duties as assigned

Requirements

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience
Experience: four years of increasingly responsible office experience

Knowledge and skills

- Modern office practices, procedures and equipment
- Basic administrative procedures
- Personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment

- Interpersonal skills using tact, patience and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Demonstrate keyboarding/typing skills and speed as required by the assignment
- Establish and maintain efficient office procedures, record keeping, and filing systems
- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative positive working relationships
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and certificates

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 primarily indoors with minimal exposure to health and safety hazards.

Supplemental Information

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

Click here for an **Overview of Our Application & Selection Process**.

RECRUITMENT INFORMATION:

• All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
• The examination process may include one or more of the following: written, oral, and performance examination.
• Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
• A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
• This recruitment is 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

Santa Barbara County Education Office

Administrative Assistant, Senior

SALARY	$6,029.00 - $6,952.00 Monthly $72,348.00 - $83,424.00 Annually	**LOCATION**	Santa Barbara - Goleta
JOB TYPE	Full-Time	**JOB NUMBER**	2025-00163
DIVISION	Student and Community Services	**DEPARTMENT**	Student and Community Services
OPENING DATE	10/13/2025	**CLOSING DATE**	10/26/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Priority Consideration Date: October 19, 2025
Applications received by this date will receive primary consideration. Applications submitted after October 19 may still be reviewed; however, review will depend on the volume of applications received and the needs of the recruitment.

Our ideal candidate
You will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. You are exceedingly well organized, flexible and enjoy the administrative challenges of supporting a department in a complex and fast-paced environment. You have the ability to interact with individuals at all levels, sometimes under pressure, being proactive, resourceful and efficient, with a high level of professionalism and confidentiality. You have high level written and verbal communication skills, strong decision-making ability and attention to detail. You take ownership of tasks and responsibilities of the position. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description
Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions. Employees in this position maintain a high professional standard of service to others and provide overall office management support for all administrative functions of the department on behalf of the assigned manager. Individuals in this position set the tone toward the attainment of a positive, collaborative, and professional work environment for all employees.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Monitor and oversee the functions and efficiency of the assigned office on behalf of the assigned manager, particularly in the manager's absence
- Provide the assigned manager with input and ideas on the overall efficiency and functions of the assigned office
- Provide guidance and direction to office staff to maintain a high level of productivity and efficiency
- Model a high standard of professionalism and service to others
- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors
- Provide information where independent judgment, knowledge and interpretations are utilized
- Research and compile background material such as statistical and financial data and supporting information
- Compile and prepare comprehensive reports, records, surveys and other documents
- Coordinate and prepare materials for presentation to the County Board of Education or other entities with whom the manager communicates
- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings and prepare and distribute comprehensive minutes of meetings
- Assist with planning and coordinating training events including maintaining training schedules, tracking and monitoring enrollment and attendance, and resolving issues
- May require travel on an occasional or regular basis for events, meetings, and activities
- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records, including mailing lists and emergency contact information
- Coordinate and monitor ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- Assist with maintaining highly confidential information including staff leave of absence information, employment and pay information
- Prepare and maintain calendar of activities, meetings, and events including scheduling appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- May require travel on an occasional or regular basis for events, activities, and meetings
- Perform other job related duties as assigned

Requirements

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience
Experience: six years of increasingly responsible administrative support experience preferably in a public education setting

Knowledge and skills

- Modern office practices, procedures and equipment
- Advanced administrative procedures
- Personal computers and industry standard software applications including Microsoft Office, Filemaker, Escape, advanced Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping as well as basic statistical analysis
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Advanced oral and written communication skills
- Principles of training and providing work direction that promotes high standards, professionalism, collaboration, and a positive work environment
- Advanced interpersonal skills promoting an environment of respect while using tact, patience and courtesy

Abilities

- Promote a high standard of professionalism and a positive, healthy work environment
- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate at an advanced professional level both orally and in writing
- Demonstrate keyboarding/typing skills and speed as required by the assignment
- Establish and maintain efficient office procedures, record keeping, and filing systems
- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative working relationships
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and Certificates
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 primarily indoors with minimal exposure to health and safety hazards.

Supplemental Information

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

Click here for an **Overview of Our Application & Selection Process**.

RECRUITMENT INFORMATION:

• All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
• The examination process may include one or more of the following: written, oral, and performance examination.
• Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
• A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
• This recruitment is 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

Administrative Assistant, Senior Supplemental Questionnaire

*QUESTION 1

Please describe how you meet the minimum qualifications for this position and explain your interest in the role. (150-word maximum.) If you have already included this information in your cover letter, you may enter “Cover letter” in the text box.

Santa Barbara County Education Office

Early Care and Education Case Worker

SALARY	$4,418.00 - $5,095.00 Monthly $53,016.00 - $61,140.00 Annually	**LOCATION**	Various Locations
JOB TYPE	Full-Time	**JOB NUMBER**	2025-00158
DIVISION	Student and Community Services	**DEPARTMENT**	Early Care and Education
OPENING DATE	09/26/2025	**CLOSING DATE**	10/12/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara and Lompoc		

General Description

Priority Consideration Date: October 5, 2025
Applications received by this date will receive primary consideration. Applications submitted after October 5 may still be reviewed; however, review will depend on the volume of applications received and the needs of the recruitment.

Our ideal candidate
You are a dependable, punctual, caring professional with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving program guidelines and work methods. You are committed to providing the best service available to program participants and service providers.

General description
Under general supervision, determines families' eligibility for subsidized child care programs and other Early Care and Education programs offered through the Santa Barbara County Education Office. Enrolls and registers eligible children and families and provides a wide range of services and support to program participants.

Specific Duties and Responsibilities

- Determines level of need, family income, and eligibility for subsidies; enrolls children and families into the program.
- Assists families in completing enrollment applications; may complete applications or prepare other required documentation on behalf of applicants with limited literacy; reviews documentation for accuracy and contacts families to correct discrepancies.
- Applies family fees according to income level, family size and other needs; all according to fee schedules established by the California departments of Social Services or Education.
- Provides comprehensive support to families by making referrals to other subsidies, services, and support for which they may be eligible; serves as a family advocate.

- Advises families on program requirements, procedures and obligations for subsidized child care on a sustained basis.
- Partners with other agencies to maintain up-to-date client file data such as employment, medical, and other information.
- Serves as point-of-contact for parents to arrange and track their participation in child care activities and verify participation that complies with program obligations.
- Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance.
- Prepares communications with families including those for terminating services.
- Represents SBCEO during community outreach events to promote services for families.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma is required. Completion of 12 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 clerical or direct service experience in human or social services.

Knowledge of:

- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices
- Standard office productivity software applications
- Arithmetic, including percentages and fractions

Ability to:

- Learn and apply regulations, policies, guidelines and procedures relating to program eligibility, enrollment, and compliance
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Organize work and set priorities
- Work with speed and accuracy
- Identify errors and discrepancies in order to pursue correction and resolution
- Review information and make appropriate decisions, within limits of authority
- Make accurate arithmetical computations
- Attain proficiency in software programs and databases used by program
- Establish and maintain effective working relationships with others
- Work independently and as part of a team
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors

Physical Abilities

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read

written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

Licenses and Certificates
May require a valid California driver's license and insurance coverage as required by law.

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 and weekend work may be offered. Occasional lifting 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 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

Early Care and Education Case Worker Supplemental Questionnaire

*QUESTION 1

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

- ◯ Santa Barbara
- ◯ Lompoc

* Required Question

Santa Barbara County Education Office

Accounting Technician (Internal Applicants Only)

SALARY	$5,641.00 - $6,501.00 Monthly $67,692.00 - $78,012.00 Annually	**LOCATION**	Santa Barbara - Goleta
JOB TYPE	Full-Time	**JOB NUMBER**	2025-00164
DIVISION	Student and Community Services	**DEPARTMENT**	Early Care and Education
OPENING DATE	10/17/2025	**CLOSING DATE**	11/2/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a "can-do" attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

General description

Under general supervision, perform a variety of complex and technical budget and accounting duties in support of an assigned program or centralized function; maintain, review, audit, and adjust assigned accounts; process, record, and audit various transactions; prepare, reconcile, and maintain a variety of financial records, reports, and statements.

Specific Duties and Responsibilities

- Perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function; provide technical accounting support for various programs, accounts, funds, grants, or functions.
- Maintain, verify, and audit assigned accounts, and make appropriate adjustments; match, sort, check, code, and post a variety of financial data such as income, expenditures, and transfers; review, adjust, and assure accuracy of ledgers andjournal entries; balance, adjust, and reconcile accounts.
- Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents such as purchase orders, reimbursements, deposits, claims, requisitions, credit memos, warrants, and invoices; calculate, prepare, and assure accuracy of incoming and outgoing payments; assist in assuring transactions comply with established standards and requirements.

- Provide accounting support to assigned program by responding to inquiries and providing technical information related to accounts, budgets, transactions, records, laws, regulations, policies, and procedures; communicate with staff of SBCEO and outside agencies to exchange needed information and resolve issues or concerns.
- Research, compile, prepare, verify and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, statements and files related to accounts, income, expenditures, funds, budgets and assigned activities.
- Distribute, receive, process, audit, and evaluate a variety of forms, such as time sheets, invoices, and reimbursement claims; compare and reconcile forms, statements, records, reports and other financial documents; identify errors, make corrections, and resolve discrepancies.
- Process accounts payable as assigned; prepare, audit, and code invoices for payments; assure accuracy and completeness of invoices; verify invoices and match with purchase orders and other documents; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
- Perform a variety of duties related to purchasing materials, equipment, and supplies for an assigned program as required, including researching cost and availability of items; ordering, receiving, storing, and distributing supplies and equipment; coordinating with vendors on item specifications, delivery issues, price, and returns; and monitoring and maintaining adequate inventory levels of supplies and equipment.
- Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Calculate, prepare, and revise budgetary data as directed; monitor funds for income and expenditures; assist in assuring expenditures comply with established requirements; provide recommendations concerning budget preparation, development, revisions, and amendments; prepare and review budget actions; assure availability of funds.
- Maintain fiscal calendars and timelines as required; assist in assuring mandated reports, records and data are completed and submitted to appropriate agency or staff according to established timelines; provide technical support with year-end closing, new fiscal year and related financial functions.
- May serve as leadworker over Accounting Assistants.
- Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is preferred.

Knowledge of:

- Methods, procedures and terminology used in technical accounting
- Financial record-keeping practices
- General accounting and business functions of an educational organization
- Policies and objectives of assigned programs and activities
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Databases and enterprise financial systems
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette

Ability to:

- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
- Learn methods, procedures, and terminology used in grant accounting

- Work with speed and accuracy
- Make accurate arithmetical computations
- Use and achieve proficiency with a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive materials

Licenses and certificates
Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.

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.

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.

Employer
Santa Barbara County Education Office

Address
4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone
8059644711

Website
http://www.sbceo.org

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Dual Certification Eligibility List
Teaching Assistant (Bilingual)

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	54541762	04/11/2026	Eligible	Part-Time	0.875	35 hours/week
2	64277822	04/11/2026	Eligible	Part-Time	0.875	35 hours/week
2	41500324	04/11/2026	Eligible	Part-Time	0.875	35 hours/week

Number of applicants: 18
Number of applicants passed screening: 9
Number of performance/written exam attendees: 8
Number of oral exam attendees: 6

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

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
- 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.

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; may select, train, and assign and evaluate work of Software Engineers; 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

~~SENIOR~~ SOFTWARE ENGINEER, SENIOR - DRAFT

knowledge and abilities will also be considered.

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

~~SENIOR~~ SOFTWARE ENGINEER, SENIOR - DRAFT

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
Revised:	Oct. 26, 2017
Revised:	June 24, 2021
Revised:	October 23, 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.
• **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; may select, train, and assign and evaluate work of Software Engineers; 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

SOFTWARE ENGINEER, SENIOR - DRAFT

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.

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
Revised:	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)
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)
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.

~~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)

AGENDA ITEM 13 - proposed revision, changes saved

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.

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)

Account Object Code		2025/26 Adopted Budget	2025/26 Revised Budget	2025/26 Actuals with Encum	2025/26 Rev Budget -Actuals	2025/26 Actuals/ Revised
Management **1490 - PERSONNEL COMMISSION**						
Expense						
2300	Class Admin Sal	195,804	195,804	195,804		100.00 %
2400	Cler/Office Sal	195,022	195,022	195,342	320.00-	100.16 %
2430	Extra Hours/OT	3,000	3,000		3,000.00	
2440	Substitutes	3,000	3,000		3,000.00	
	Total for Object 2000	**396,826**	**396,826**	**391,146**	**5,680.00**	
3202	PERS2	108,731	108,731	103,803	4,928.19	95.47 %
3302	OasdMed2	90	90	94	4.24-	104.71 %
3304	Medi Class	5,721	5,721	5,638	82.56	98.56 %
3402	H&W2 Class	137,861	137,861	127,666	10,195.20	92.60 %
3502	Unempl2 Class	197	197	194	3.42	98.26 %
3602	WrkComp2 Class	6,767	6,767	5,926	840.92	87.57 %
	Total for Object 3000	**259,367**	**259,367**	**243,321**	**16,046.05**	
4300	Supplies	100	100		100.00	
4340	Tangible Dev	400	400		400.00	
4350	Office Supply	3,100	3,100	1,500	1,600.00	48.39 %
	Total for Object 4000	**3,600**	**3,600**	**1,500**	**2,100.00**	
5200	Travel	2,100	2,100	136	1,964.20	6.47 %
5201	Out of Cnty Trv	4,000	4,000	230	3,770.00	5.75 %
5300	Dues/Membership	3,336	3,336	960	2,376.00	28.78 %
5610	Rntl Les w/o Op	1,675	1,675	1,500	175.00	89.55 %
5640	Computer Repr	200	200		200.00	
5650	Maint Agreemnts	1,249	1,249	1,249		100.00 %
5715	PhotoCopies	100	100		100.00	
5720	Postage	50	50		50.00	
5730	Printing/Dupl	1,025	1,025		1,025.00	
5745	Vehicle Use	300	300		300.00	
5800	Prof Consulting	13,574	13,574	155	13,419.00	1.14 %
5830	Advertisement	10,301	10,301	1,525	8,776.00	14.80 %

Account Object Code		2025/26 Adopted Budget	2025/26 Revised Budget	2025/26 Actuals with Encum	2025/26 Rev Budget -Actuals	2025/26 Actuals/ Revised
Management **1490 - PERSONNEL COMMISSION (continued)**						
Expense (continued)						
5930	Postge,Rfl Mtrs	40	40		40.00	
	Total for Object 5000	**37,950**	**37,950**	**5,755**	**32,195.20**	
	Total for Org 061, Management 1490 and Expense accounts	**697,743**	**697,743**	**641,722**	**56,021.25**	

2024-2025 PERSONNEL COMMISSION ANNUAL REPORT

	2022-23	2023-24	2024-25
PERSONNEL ACTIONS			
Appointments			
Probationary	57	65	45
Management	6	4	2
Reemployments	1	0	1
Reinstatements	0	0	1
Changes			
Transfers	8	14	20
Reassignments	5	10	4
Out-of-Class Assignments	2	0	3
Promotions	16	14	9
Reclassifications and Reallocations	23	111	8
Decreased Time in Lieu of Layoff	1	0	10
Displacement in Lieu of Layoff	0	0	0
Demotion Displacement In Lieu of Lay	0	0	0
Increase Time (Voluntary)	13	29	6
Decreased Time (Voluntary)	3	2	6
Separation			
Resignations	40	43	26
Retirements	8	7	5
Exhausted Leave	2	1	1
Layoffs	4	3	7
Terminations (probationary)	3	6	5
Terminations (permanent)	0	0	1
OTHER ACTIONS			
New Classifications	5	6	
Revised Job Descriptions	10	8	
Salary Reviews	10	8	
Revised PC Rules	5	12	

	2022-23	2023-24	2024-25
RECRUITMENT			
Examinations			
Recruitments Conducted	61	75	33
Applications	826	943	883
Written/Work Sample Examinations	46	34	24
Oral Examinations	32	21	20
Performance Examinations	0	0	0
Qualification Appraisals	3	0	0
Eligibles Established	169	159	117
Eligibility Lists Established	45	40	24
Continuous Examinations **			
Applications	203	292	165
Written Examinations	4	5	4
Oral Examinations	2	2	4
Qualification Appraisals*	5	6	3
Eligibles Established	65	57	61
Eligibility Lists Established	8	27	7
ACTIVE CLASSIFIED EMPLOYEES AS OF FISCAL YEAR END			
CSEA Classified Employees	152	127	
Non-CSEA Classified Employees	130	135	
Classified Managers	29	32	
	311	294	
ACTIVE CLASSIFIED SUBSTITUTES AS OF FISCAL YEAR END			
Classified Substitutes	71	88	
REEMPLOYMENT			
Total Individuals	1	5	
Total Removed	3	1	
PERSONNEL COMMISSION MEETINGS			
Regular	12	12	
Special	3	0	

Draft as of 10/20/25