



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

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

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

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

2. Roll Call

Members present:

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff and guests present:

Gina Branum, Associate Superintendent, Human Resources

Wendy Garcia, Certificated Human Resources Technician

Tracie Cordero, Classified Human Resources Specialist

Daisy Lazaer, Financial Analyst

Richard Weger, Payroll Specialist

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held September 25, 2025

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

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

The Associate Superintendent, Human Resources summarized three media releases. The first was about the annual Breakfast with the Authors event, held on October 11, where students, educators, and community members had the opportunity to meet authors and discuss the writing process. The second was about the School Safety Symposium put on by SBCEO on October 14, at which the topics included student mental health, opioid response, school safety plans, and threat management. The third was about the inaugural recipient of the Joe Howell Legacy Scholarship; a recent graduate of the JCCS program received this honor at the October 9 Board meeting. Commissioners were also provided with a copy of SBCEO's newly revised Mission, Vision, and Values, as well as the 25-26 schools directory and the 2025 Report to the Community.

b. Legislative Update — None

The Associate Superintendent, Human Resources advised the Commissioners that the Director would provide them an update on SB 848 at the November meeting.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated November 13, 2025****c. Position Announcements**

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

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

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

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

b. Classification of Positions — None**c. Job Description**

The Associate Superintendent, Human Resources recommended a minor title change and revision to the job description 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.

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

UNFINISHED BUSINESS**12. Organization of the Personnel Commission**

In accordance with Education Code 45246, Commissioner Pickavet, the appointee of the governing board, and Commissioner Ostini, the appointee of the classified employees, publicly announced at the September 25, 2025 meeting their intent to reappoint Commissioner Jaramillo to the jointly appointed seat on the Personnel Commission (her current term will expire on December 1, 2025). Commissioner Jaramillo stated that she was willing to serve another term if reappointed. This item was to finalize the reappointment.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 2-0
(one abstention)

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

4493.1 Paid Holidays

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

NEW BUSINESS

14. Quarterly Review of Personnel Commission Budget

This was presented as an information item.

15. Draft Annual Personnel Commission Report, 2024-25

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

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

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

Commissioner Jaramillo reported that she attended the second annual symposium of the Tri-Counties section of CASBO, which took place on October 21. She was part of a panel discussion on classified evaluations and noted that she had the opportunity to see Natalie Spevak and Gabriel Purvis of the SBCEO HR team, who attended. She also attended the NeoEd Ignite conference in Las Vegas and a training at CalPERS headquarters in Glendale.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Associate Superintendent, Human Resources relayed that the Director expressed her gratitude to the HR team for stepping in for her in her absence due to a death in her family.

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 1:09 p.m. The next regular meeting will be held on Thursday, November 20, 2025, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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

Oct 18, 2025 through Nov 14, 2025

Position #	Position Information
2790	Administrative Assistant, Senior • Student and Community Services • South 40.00 hours per week • 12.00 months 40 hrs/wk
2791	Paraeducator • Special Education Services - North • North County 5.00 hours per week • 10.00 months

Classified Personnel Report

December 12, 2025

Appointments

Limited Term/Substitute

Lederle, Samantha	November 3, 2025
Student Worker • Special Education • Cathedral Oaks	
• Hourly as needed	

Morelos, Gabriela	October 23, 2025
Student Worker • Internal Services • Cathedral Oaks	
• Hourly as needed	

Moreno-Diaz, Leilani	October 22, 2025
Student Worker • Partners in Education • Hope	
• Hourly as needed	

Perez, Eric	October 22, 2025
Student Worker • Partners in Education • Hope	
• Hourly as needed	

Perez, Kalani	October 23, 2025
Paraeducator • Special Education • Various Sites	
• Hourly as needed	

Snyder, John	October 17, 2025
Paraeducator • Special Education • Various Sites	
• Hourly as needed	

Probationary

Carlson, Chrystal	November 10, 2025
Behavioral Health Practitioner • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School	
87.5% • 11 months	

Singh, Neal

November 6, 2025

Manager, Program Services • Partners in Education • Partners In Education
62.5% • 12 months

Changes

Anniversary Increase

Anderson, Michelle

November 1, 2025

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

Chan, Tiana

November 1, 2025

Accounting Assistant • Internal Services • Fiscal Services - Budgeting
100% • 12 months

Coracero, Antonio

November 1, 2025

Paraeducator • Special Education • Ernest Righetti High School DHOH
81.25% • 10 months

Dulay, Amada

November 1, 2025

Administrative Assistant, Senior • School Business Advisory Services • School Business Advisory Services
100% • 12 months

Fonceca, Ernestina

November 1, 2025

Paraeducator • Special Education • Cuyama Elementary School
81.25% • 10 months

Funkhouser, Rose Mary

November 1, 2025

Paraeducator • Special Education • Cuyama Elementary School
81.25% • 10 months

Garcia, Alondra

November 1, 2025

Student Information Specialist • Transitional Youth Services • Transitional Youth South
100% • 12 months

Garza-Torrez, Karina	November 1, 2025
Alternative Payment Program Supervisor • Early Care and Education • Early Care and Education - Hope Center 4 100% • 12 months	
Hamamoto, Rachel	November 1, 2025
Administrative Assistant, Senior • Internal Services • Fiscal Services 100% • 12 months	
Hidalgo, Monique	November 1, 2025
Paraeducator • Special Education • Los Padres Head Start 43.75% • 10 months	
Hurtado, Cecilia	November 1, 2025
Administrative Assistant • Human Resources • Human Resources Staff 100% • 12 months	
Lane, Joseph	November 1, 2025
Computer/Network Technician, ITS • Information Technology Services • Cathedral Oaks 100% • 12 months	
Lopez Heredia, Rodrigo	November 1, 2025
Accounting Technician • Internal Services • Accounting - Fiscal Services 100% • 12 months	
Lopez, Lorena	November 1, 2025
Early Care and Education Provider Specialist • Early Care and Education • Hope Center 100% • 12 months	
Lyons, V Roxanne	November 1, 2025
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2 75% • 10 months	
Martinez Velazquez, Salvador	November 1, 2025
Computer/Network Technician, ITS • Information Technology Services • Cathedral Oaks 100% • 12 months	

Mayo, Christian	November 1, 2025
Payroll Technician • Internal Services • Payroll	
100% • 12 months	
 Robles, Esther	 November 1, 2025
Paraeducator • Special Education • Casmalia Preschool 1	
87.5% • 10 months	
 Sakai-Hart, Michelle	 November 1, 2025
Administrative Assistant • Student and Community Services • Student and Community Services	
100% • 12 months	
 Sanchez, Eva	 November 1, 2025
Office Assistant • Special Education • Speech/Language Services, McClelland 1	
100% • 10 months	
 Sanchez, Sandra	 November 1, 2025
Paraeducator • Special Education • Vision Services	
75% • 10 months	
 Smith, Steven	 November 1, 2025
Reprographics Supervisor • Communications • Reprographics Administration	
100% • 12 months	
 Solorio, Maria	 November 1, 2025
Paraeducator • Special Education • Casmalia Preschool 2	
87.5% • 10 months	
 Thomas, Dennis	 November 1, 2025
School Safety Liaison • Student and Community Services • Student and Community Services	
100% • 12 months	
 Valeriano, Ashley	 November 1, 2025
Accounting Assistant • Internal Services • Accounting - Fiscal Services	
100% • 12 months	

Weber, Max

November 1, 2025

Senior Software Engineer • Information Technology Services • Information Technology Services
100% • 12 months

Zepeda-Jimenez, Valeria

November 1, 2025

Paraeducator • Special Education • Cabrillo High School
81.25% • 10 months

Differential - Add

Burquez, Patricia

August 18, 2025

Paraeducator • Special Education • Oak Valley Preschool
87.5% • 10 months
Specialized Health Care

de los Cobos, Erin

August 18, 2025

Paraeducator • Special Education • Oak Valley Preschool
87.5% • 10 months
Specialized Health Care

Lorenzano Barajas, Karla

October 14, 2025

Paraeducator • Special Education • Martha Negus 2
81.25% • Hourly as needed
Specialized Health Care

Torres, Brianda

August 13, 2025

Paraeducator • Special Education • Martha Negus 1
81.25% • 10 months
Specialized Health Care

Probation to Permanent

Larson, Ariella

November 1, 2025

Educational Interpreter, American Sign Language, Certified • Special Education • Orcutt Jr HS DHOH
75% • 10 months

Reassignment

Ketz, Lailani

November 5, 2025

Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months
From Regency Preschool

Ramos, Sarah

October 27, 2025

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



Santa Barbara County Education Office

Accounting Technician

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	11/03/2025	CLOSING DATE	11/16/2025 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 and journal 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>

Accounting Technician Supplemental Questionnaire

*QUESTION 1

How many years of experience do you have performing clerical accounting or bookkeeping duties?

- ☐ No experience
- ☐ Less than 1 year of experience
- ☐ 1 year but less than 2 years of experience
- ☐ 2 years but less than 3 years experience
- ☐ 3 or more years of experience

*QUESTION 2

Do you currently hold an associate's degree or higher in accounting, business, or a related field? If so, please specify your degree and area of study.

* Required Question



Dual Certification Eligibility List
Early Care and Education Case Worker

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	23494902	05/01/2026	Eligible	Full-Time	1.0	40 hours/week
2	61985444	05/01/2026	Eligible	Full-Time	1.0	40 hours/week
3	64102823	05/01/2026	Eligible	Full-Time	1.0	40 hours/week
3	499732	05/01/2026	Eligible	Full-Time	1.0	40 hours/week
4	61543162	05/01/2026	Eligible	Full-Time	1.0	40 hours/week
5	50743923	05/01/2026	Eligible	Full-Time	1.0	40 hours/week
6	63862320	05/01/2026	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 32

Number of applicants passed screening: 19

Number of performance/written exam attendees: 13

Number of oral exam attendees: 8



Dual Certification Eligibility List
Administrative Assistant

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week	Bilingual
1	55781976	05/06/2026	Eligible	Full-Time	1.0	40 hours/week	Y
2	40726082	05/06/2026	Eligible	Full-Time	1.0	40 hours/week	Y
3	44126874	05/06/2026	Eligible	Full-Time	1.0	40 hours/week	N
4	2340527	05/06/2026	Eligible	Full-Time	1.0	40 hours/week	N

Number of applicants: 26

Number of applicants passed screening: 13

Number of performance/written exam attendees: 9

Number of oral exam attendees: 4



Dual Certification Eligibility List
Chief Technology Officer

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	28208267	05/16/2026	Eligible	Full-Time	1.0	40 hours/week
2	63676509	05/16/2026	Eligible	Full-Time	1.0	40 hours/week
3	63893738	05/16/2026	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 53

Number of applicants passed screening: 43

Number of performance/written exam attendees: 30

Number of oral exam attendees: 3

4400	The Merit System
4410	Definitions and Preliminary Statements
4411	Definitions

The following terms when used in these rules shall have the meaning indicated below unless the context or prevailing law clearly indicates otherwise.

Abandonment of Position

Non-performance of duties and non-appearance by the employee at the worksite without excuse.

Act or the Act

The Act shall mean those sections of the Education Code of the State of California applying to the Merit System for classified employees in certain school districts or County Offices of Education that have adopted the Merit System. It shall include all of the provisions of Title 2, Division 3, Part 25, Chapter 5, Article 6, (commencing with Section 45240 of the Education Code) as well as the Education Code provisions of Title 2, Division 3, Part 25, Chapter 1 and Chapter 5, Articles 1 to 4.

Administrative Leave

An enforced absence of an employee, typically with pay, pending the outcome of an investigation of allegations that have been made against the employee that may lead to disciplinary action.

Allocation

The placement of a class at a particular range on the classified or management salary schedules.

Anniversary Date

The first day of the pay period following successful completion of the probationary period. That month and day (for example, March 1) become the date each year on which eligible employees advance to the next higher step in the salary range for their classification.

Appeal

A request for review by an employee or a recognized employee organization, to have complaints, protests, or points of disagreement heard after which a former decision may or may not be upheld by a hearing officer, the commission, or the superintendent/governing board.

Applicant

A person who has submitted a Santa Barbara County Education Office application to participate or compete in the Office's recruitment process.

Appointing Authority or Power

The County Superintendent of Schools or his/her designee, or the Personnel Commission when referring to Commission employees and positions.

Appointment

The official act by the appointing authority of offering employment to a person and the acceptance thereof.

Assignment

Placement of an appointee in a position. It also refers to the position to which the employee is placed.

Bargaining Unit Member

An employee whose position or class falls within a specified group that is represented in the collective bargaining process by an exclusive representative. Identification of such positions is established by the provision of the Educational Employment Relations Act, Government Code 3540, et seq.

Approved:	September 17, 1975	September 28, 2023
Revised:	April 29, 1982	November 16, 2023
	May 28, 1992	February 22, 2024
	January 23, 2014	February 27, 2025
	March 23, 2023	<u>December 11, 2025</u>

Bumping or Displacement Rights

The right of a permanent employee, under certain conditions, to displace another employee with less seniority in a class.

Candidate

A person who participates or competes in one or more portions of the Office's recruitment process.

Cause

Those specific activities, behaviors, or events that are listed within these Rules as being subject to disciplinary action.

Certificated Service

Those persons filling positions that require by law the possession of a certificate issued by the California Commission on Teacher Credentialing.

Certification

The Personnel Director's submission of names of eligibles from an appropriate list to the appointing authority or to the authorized program/department head to make selections.

Class

(Also referred to as Classification) A group of positions sufficiently alike in respect to their duties and responsibilities to justify common treatment in selection, compensation and other employment processes and sufficiently different from positions of other classes to justify different treatment in one or more of these respects. While defined as a group of positions, class may sometimes consist of but one position where no others of the same kind exist in the service.

Classify or Classification

The action of the Personnel Commission approving a position into a Class.

Classified Service

All positions in the Santa Barbara County Education Office's service to which the Act applies and which are not exempt according to the Act.

Class Description

See Job Description.

Commission

See Personnel Commission.

Complaint

A statement concerning violations or alleged violations of the Personnel Commission Rules. This term does not apply to appeals from disciplinary actions, requests for classification study or salary review.

Continuous Examination

A method of recruiting applicants in which the last day for filing applications is not specified and examinations are conducted as needed based on the service required.

County Education Office

The Santa Barbara County Education Offices located in Santa Barbara and Santa Maria; may also be referred to as Office.

Approved:
Revised:

September 17, 1975
April 29, 1982
May 28, 1992
January 23, 2014
March 23, 2023

September 28, 2023
November 16, 2023
February 22, 2024
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C.S.E.A

California School Employees Association. Chapter #817 is the exclusive representative for employees in certain designated classifications as approved by P.E.R.B.

Day

A day in which the County Education Offices are open as reflected in the central office calendar.

Demotion

A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower range on the salary schedules.

Differential or Differential Pay

A salary allowance in addition to the basic salary rate or schedule, based upon additional skills, responsibilities, qualifications, or specifically scheduled working hours.

Director

The Director, Human Resources. The Director, Human Resources is appointed by the Personnel Commission to act as its designated representative in administering and monitoring the application of the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission.

Discharge or Dismissal

Involuntary separation from the classified service for cause.

Dual Certification

Certification, in specified cases, from an open eligibility list and a promotional eligibility list, in accordance with the examination scores attained by the candidates.

Eligible

A person whose name appears on an eligibility list and who is legally qualified to be appointed.

Eligibility List

A rank ordered list of the names of persons who have qualified for possible employment in a competitive examination process.

Emergency Appointment

An appointment for a period not to exceed 15 working days to prevent stoppage of public business when persons on eligibility lists are not immediately available (Education Code Section 45290).

Employee

A person who is legally an incumbent of a position or one who is on authorized leave of absence.

Employment List

A list of names from which certification(s) may be made. Includes eligibility lists, reemployment lists, and lists of persons who wish to transfer, demote, be reinstated after resignation, be reemployed after layoff, or be restored after voluntary demotion or reduction to limited-term status.

Employment Status

The condition of an employee's present appointment indicating the degree of permanency with the Santa Barbara County Education Office.

Examination

The process of evaluating the fitness and qualifications of applicants.

Approved:
Revised:

September 17, 1975
April 29, 1982
May 28, 1992
May 22, 2014
March 23, 2023

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Exempt Classified

Refers to those positions and employees exempt from the regular classified service as provided in the law. May also refer to types of classes or positions exempt from overtime provisions, e.g. supervisory, administrative, or executive (Education Code 45130).

Fiscal Year

July 1st of one calendar year through June 30th of the following calendar year.

Governing Board

The Santa Barbara County Board of Education.

Hearing

A formal review of evidence, in the presence of the parties involved, in connection with a disciplinary action affecting an employee and concerning an appeal that the employee, employee representative, or a bargaining unit representative has filed.

Hearing Officer

A qualified person appointed to hear and make recommendations on appeals of disciplinary actions.

Hire Date

Date of original or most recent employment with the Office.

Incumbent

An employee assigned to a particular position within a class.

Industrial Accident or Illness Leave

Absence because of injury or illness that arose out of and in the course of employment.

Job Analysis

A personnel job evaluation technique by which an analyst or designated party uses various combinations of resources not limited to job audit questionnaires, personal interviews, work site observations, and conversations, to collect data on the duties, tasks, and responsibilities of a position.

Job Description

(Also referred to as Class Description or Class Specification) A written description, approved by the Personnel Commission, containing a general description, specific duties and responsibilities, working conditions, and the qualification requirements for employment in a classification.

Job Interest Card

A documented record stating interest by an individual in a certain Classification. These documents are kept on file in the Human Resources Department and used to notify interested individuals of vacancies.

Job Series

A number of classes closely related in duties and responsibilities and arranged in hierarchical order to indicate occupational levels.

Layoff

Separation from a regular position because of lack of work and/or lack of funds. A layoff includes any reduction in hours or workdays of employment, or voluntary demotion in order to avoid interruption of employment.

Leave of Absence

An approved absence from duty, with or without pay, for a specified and approved period of time.

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Limited Term (Also Short-Term)

A term used in the Education Code to designate employment for periods not to exceed six months or employment of a temporary employee during the authorized absence of a permanent employee. Limited term employees are exempt from the classified service (Education Code 45286).

Limited Term Employee (Also Short-Term Employee)

An employee who is serving as a substitute for an absent employee or in a position established for a period of six months or less.

Longevity Increment

An amount added to the base salary for employees who have completed a specified number of years of service with the Santa Barbara County Education Office.

Management Employee

An employee in a classification designated as management under the provisions and stipulations of Government Code 3540.1 and by the nature of the assigned duties.

Management Salary Schedule

The salary schedule for classified management employees, who are excluded from the provisions of the collective bargaining law.

Merging

The act of combining two or more eligibility lists, which were established not more than one year apart, in the rank order of the scores of the eligibles.

Merit System

A personnel system in which merit and fitness determines an individual's selection, progress, and retention in the classified service.

Open Competitive Examination

Employment examination in which all persons meeting the minimum qualifications for employment may compete.

Overtime

Hours worked by overtime-eligible employees in any of the following circumstances: in excess of eight hours in a workday; in excess of 40 hours in a workweek; on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more; on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours; or on a holiday, as defined in these Rules.

P.E.R.B

Public Employment Relations Board.

P.E.R.S

Public Employee Retirement System in California, or CalPERS.

Performance Evaluation

A formal written document of the quantity and quality of the work performed by a person employed in the County Education Office's classified service.

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Permanent Employee

In reference to the Santa Barbara County Education Office employment status, an employee who has been hired and completed an initial probationary period of 130 days of paid status in a permanent position in a classification of the classified service; one year for positions designated as management. In reference to employment status in a specific class, an employee who has completed a probationary period for that class, or who entered the class by transfer, demotion, reinstatement, or reemployment without the requirement serving a probationary period.

Permanent Position

A position established for a continuing or indefinite period of time in excess of six months.

Personnel Commission

A three-member commission established pursuant to the requirements of the Merit System Act to administer the Merit System in the Office.

Personnel Commission Rules

Rules found herein that include procedures to be followed as they pertain to the classified service regarding all matters within the jurisdiction of the Personnel Commission in order to carry out the provisions and purposes of the Merit System (commencing with Education Code Section 45240).

Personnel Commission Staff

Those persons appointed by the Director, Human Resources, and the Personnel Commission to carry out the day-to-day operations of the Personnel Commission.

Personnel Director

The Director, Human Resources fulfills the duties and responsibilities ascribed to the personnel director in the Act. See Act. See Director.

Position

A job identified as part of an approved Classification that includes a combination of duties and responsibilities assigned by the appointing authority requiring the full-time or part-time employment of one person on a permanent or limited-term basis.

Position Classification

The process of categorizing jobs by occupational group, series, class, and salary level, according to similarities and differences in duties, responsibilities and qualification requirements.

Probationary Employee

An employee serving the probationary period of 130 days in paid status in a permanent position following appointment from an eligibility list established by the Personnel Commission.

Probationary Period

The trial period, as established by the Personnel Commission pursuant to Education Code Section 45301, immediately following an original or promotional appointment to a permanent position from an eligibility list. The probationary period is 130 days of paid regular classified service or one year for positions designated as management.

Professional Expert

A person employed by the County Education Office in a professional capacity for a specific limited -term project. Such persons are excluded from the classified service.

Professional Growth Award

An amount of money added to the base salary based on approved and documented professional growth activities related to the employee's job classification and overall employment growth in the Office.

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Promotion

~~A change in the assignment~~ An appointment from an eligibility list of ~~an~~ a regular classified employee from a position in one class to a position in ~~another~~ a different classification at a higher ~~maximum~~ salary range.

Promotional Examination

An examination for a higher classification that is limited to qualified permanent employees of the Office.

Promotional List

An eligibility list resulting from a promotional examination limited to qualified permanent employees of the Office.

Provisional Appointment

A temporary appointment made in the absence of an appropriate eligibility list, not to exceed 90 workdays except in specified circumstances (Education Code Sections 45287, 45288 and 45289).

Provisional Employee

A person employed under a provisional appointment.

Public Notice

Announcements of examinations, meetings, hearings, and other actions of the Personnel Commission or Human Resources Department on bulletin boards and through other appropriate channels of distribution.

Reallocation

The assignment of a classification from one salary range to another salary range, not connected with a reclassification.

Reassignment

Involuntary change of an employee's work location and/or program or department, initiated by the County Education Office. Reassignments may not result in changes to the employee's salary range, full time equivalency (FTE), anniversary date, or leave balances.

Reclassification

The assignment of a position, whether filled or vacant, from one classification to another, because of a significant change in duties or responsibilities. An incumbent may be reclassified along with a position. Reclassification may or may not result in a change in salary range.

Reemployment

Reappointment to duty of a former employee who was laid off.

Reemployment List

A list of names, in rank order of seniority, of persons who have separated from permanent positions because of layoff off from permanent positions by reason of a lack of work and/or lack of funds, abolishment or reclassification of positions, exhaustion of illness or accident leave privileges, or other reasons specified in the Rules and Regulations of the Personnel Commission. These individuals are eligible for reemployment without examination in their former class or classes within a period of 39 or 63 months depending on the circumstances of the layoff following the date of layoff. These individuals may also have rights to new classifications for which they apply and qualify while on the reemployment list over all outside applicants. (Education Code Sections 45192, 45195, 45298 and 45308; Tucker vs. Grossmont Union High School District 2008).

Regular Appointment

An appointment made from an eligibility list to fill a regular full-time or part-time position vacancy.

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Regular Employee

An employee who has probationary or permanent status with the Office.

Regular Status

Probationary or permanent status with the Office.

Reinstatement

Reappointment at the discretion of the appointing authority, within 39 months after resignation, in regular or limited-term status, without examination, to a position in the employee's former class or related lower class if qualified; return to duty or specified status of an employee by order of the Personnel Commission following appeal of an administrative action.

Related Class

Another job class that has similar duties, responsibilities and qualifications for employment. For example, Clerical Assistant I, Clerical Assistant II and Clerical Assistant III are related classes.

Resignation

A voluntary statement in writing from an employee requesting to be terminated from employment.

Restoration

The reinstatement to duty of an employee or former employee with all of the rights, benefits, and burdens held prior to the break in service. This term includes reemployment as well as reinstatement following demotion or dismissal when the Personnel Commission sustains an appeal.

Rule of Three

The scope of choice available to the appointing authority or power for making their selections from an eligibility list. Specifically, it refers to selection from the first three ranks of eligibles who are ready, willing, and able to accept appointment to a specific position.

Salary Range

The minimum, maximum and any intermediate pay rates authorized for a given class of employment.

Salary Rate

A specific amount of money paid for a specified period of service. For example, dollars per hour or month.

Salary Schedule

The complete list of salary ranges, steps and rates for all classes in the classified service.

Salary Step

A specific salary rate within a salary range, usually designated by letter or numeral. For example, C -Step, Step 2, etc. (Note: The salary range applicable to a class may change without affecting the step placement rights of employees.)

Senior Management

Positions designated by the Superintendent/County Board of Education that meet the requirements of Section 45108.5 of the Education Code.

Seniority

Status determined by date of hire in a job classification plus any higher job classifications.

Separation

Leaving employment of the Santa Barbara County Education Office. Includes but is not limited to resignation, dismissal, layoff, retirement, and leave exhaustion.

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Series

(Sometimes referred to as Job Series or Related Class) A number of groups of classes closely related in an occupational hierarchy and arranged in a list in order to indicate occupational levels in each group.

Status

A document issued whenever a change occurs which may include but is not limited to probationary or permanent employment, salary range and step, current assignment, work shift, longevity, and differentials.

Step Advancement

Movement to the next higher step in the salary range for the employee's classification (see also Anniversary Date).

Substitute Employee

An employee occupying a permanent position during the absence of the incumbent or when the position is vacant. Substitute employees are exempt from the classified service.

Suspension

A disciplinary action involving the enforced absence of an employee without pay.

Teleconference

A meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

Temporary

Employment on a basis other than permanent or probationary. For example, in limited-term or provisional status. Temporary employees are exempt from the classified service.

Transfer

Voluntary change of work location and/or program or department to another position in the employee's classification, initiated by the employee.

Voluntary Demotion

A demotion requested by an employee in order to retain employment when layoff from the employee's position is imminent or for other reasons, where the action is voluntary on the part of the employee.

Waiver

The voluntary relinquishment by an eligible of a right to be considered for appointment from an eligibility list to a certified eligibility list with one or more position locations, or for a specified period of time not to exceed the duration of the eligibility list.

Y-Rating

Retention of an employee's salary range and step when reclassification or reallocation results in the maximum step of the new salary range being lower than the employee's current step. The retention of the higher salary range and step may occur until such time as there is a step(s) in the salary range to which the employee's classification is assigned that is equal to or higher than the employee's retained range and step. During the period that an employee's salary placement is Y-rated, the employee is ineligible for annual salary step increases and salary schedule increases. Y-rating is not the same as placement of an employee at step Y in a range on the classified salary schedule.

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4400 The Merit System

4430 The Classification Plan

4433 Reclassification

4433.1 Requests for Study

- A. Requests for classification study of existing positions shall be presented to the Director together with a statement of the reasons for requesting a study. Requests for study may be initiated by the Program Manager with the approval of the Superintendent and/or designated Assistant Superintendent, or by recognized employee organizations or representatives, by employees, or by the Director. A statement of the current authorized duties of the position (s) and any prospective changes shall accompany requests. The basis for reclassification of the position shall be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and responsibilities.
- B. Requests for study are normally initiated during the month of February of each fiscal year. The requests shall be received and processed for change, if any, effective July 1st of each fiscal year or a date approved by the County Superintendent. Requests for study may be made outside the regular February to June cycle in the event of an unusual work situation.
- C. The Director shall conduct a classification study or have a study conducted by a qualified specialist to determine if the position is properly classified. The Director shall prepare a summary with recommendations as to the proper classification of the position. Summaries shall be submitted to the Commission and the County Superintendent. Notices shall be sent to the Program Manager and the employee once the Commission has made its determination. The Commission shall hear presentations in regards to the matter and shall make the final determination.
- D. No position classification or reclassification plan that would affect classified employees who are represented by an exclusive bargaining unit shall be adopted by the Commission until the exclusive bargaining unit has been given reasonable notice of the proposed classification/s or reclassification/s.

Reference:

Education Code Sections 45256, 45285 and 45285.5

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Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4433 Reclassification

4433.1 Requests for Reclassification Study

- A. Requests for classification study of existing positions shall be presented to the Director, Human Resources together with a statement of the reasons for requesting a study. Requests for study may be initiated by the ~~Program-program Manager-manager~~ with the approval of the County Superintendent and/or designated ~~Assistant—Associate~~ Superintendent, or by recognized employee organizations or representatives, by employees, or by the Director. A statement of the current authorized duties of the position (s) and any ~~prospective~~ changes that have occurred over time shall accompany requests. The basis for reclassification of the position shall be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and responsibilities.
- B. Requests for study are ~~normally~~ initiated ~~during the month of February of~~ each fiscal year in accordance with established SBCEO policy and practice. The requests shall be received and processed for change, if any, effective July 1st of each fiscal year or a date approved by the County Superintendent. Requests for study may be made outside the regular ~~February to June~~ cycle in the event of a vacancy or an unusual work situation.
- C. The Director shall conduct a classification study or have a study conducted by a qualified specialist to determine if the position is properly classified. The Director shall prepare a summary with recommendations as to the proper classification of the position. ~~Summaries-Recommendations that would result in changes to job title, job description, and/or salary range~~ shall be submitted to the Personnel Commission and the County Superintendent. All changes to job title, job description, and salary range must be approved by the Personnel Commission before they can take effect. Notices shall be sent to the ~~Program-program Manager-manager~~ and the employee once the Commission has ~~made its determination~~ voted on the Director's recommendations. ~~The Commission shall hear presentations in regards to the matter and shall make the final determination.~~
- D. No position classification or reclassification plan that would affect classified employees who are represented by an exclusive bargaining unit shall be adopted by the Commission until the exclusive bargaining unit has been given reasonable notice of the proposed classification~~4(s)~~ or reclassification~~4(s)~~.

Reference:

Education Code Sections 45256, 45285 and 45285.5

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Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4433 Reclassification

4433.1 Requests for Reclassification Study

- A. Requests for classification study of existing positions shall be presented to the Director, Human Resources together with a statement of the reasons for requesting a study. Requests for study may be initiated by the program manager with the approval of the County Superintendent and/or designated Associate Superintendent, or by recognized employee organizations or representatives, by employees, or by the Director. A statement of the current authorized duties of the position (s) and any changes that have occurred over time shall accompany requests. The basis for reclassification of the position shall be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and responsibilities.
- B. Requests for study are initiated each fiscal year in accordance with established SBCEO policy and practice. The requests shall be received and processed for change, if any, effective July 1st of each fiscal year or a date approved by the County Superintendent. Requests for study may be made outside the regular cycle in the event of a vacancy or an unusual work situation.
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- D. No position classification or reclassification plan that would affect classified employees who are represented by an exclusive bargaining unit shall be adopted by the Commission until the exclusive bargaining unit has been given reasonable notice of the proposed classification(s) or reclassification(s).

Reference:

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4400 The Merit System

4430 The Classification Plan

4434 Reallocation

4434.1 Requests for Reallocation Study

- A. Requests for salary reallocation study of existing classifications shall be presented to the Director together with a statement of the reasons for requesting a study. Requests for study may be initiated by the Program Manager with the approval of the County Superintendent and/or designated Associate Superintendent, or by recognized employee organizations or representatives, by employees, or by the Director. The basis for salary reallocation shall generally be documented difficulty in recruitment and/or retention, labor market changes, and/or internal salary equity.
- B. Requests for salary reallocation study are normally initiated during the month of February of each fiscal year. The requests shall be received and processed for change, if any, effective July 1st of each fiscal year or a date approved by the County Superintendent. Requests for study may be made outside the regular February to June cycle in the event of an unusual work situation.
- C. The Director shall conduct a salary study or have a salary study conducted by a qualified specialist to determine whether a salary reallocation may be appropriate. The Director shall prepare a summary with recommendations as to an appropriate salary range for the classification. Summaries shall be submitted to the Commission and the County Superintendent. Notices shall be sent to the Program Manager and the employee once the Commission has made its determination. The Commission shall hear presentations in regards to the matter and shall make the final determination.
- D. No salary reallocation that would affect classified employees who are represented by an exclusive bargaining unit shall be adopted by the Commission until the exclusive bargaining unit has been given reasonable notice of the proposed reallocation.

Reference:

Education Code Sections 45256, 45285 and 45285.5

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Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4434 Reallocation

4434.1 Requests for Reallocation Study

- A. Requests for salary reallocation study of existing classifications shall be presented to the Director, Human Resources together with a statement of the reasons for requesting a study. Requests for study may be initiated by the ~~Program-program Manager-manager~~ with the approval of the County Superintendent and/or designated Associate Superintendent, or by recognized employee organizations or representatives, by employees, or by the Director. The basis for salary reallocation shall generally be documented difficulty in recruitment and/or retention, labor market changes, and/or internal salary equity.
- B. Requests for salary reallocation study are ~~normally~~ initiated ~~during the month of February of each fiscal year~~ in accordance with established SBCEO policy and practice. The requests shall be received and processed for change, if any, effective July 1st of each fiscal year or a date approved by the County Superintendent. Requests for study may be made outside the regular ~~February to June~~ cycle in the event of an unusual work situation.
- C. The Director shall conduct a salary study or have a salary study conducted by a qualified specialist to determine whether a salary reallocation may be appropriate. The Director shall prepare a summary with recommendations as to an appropriate salary range for the classification. ~~Summaries-Recommendations that would result in a change to a salary range~~ shall be submitted to the Personnel Commission and the County Superintendent. Any change to the assigned salary range for a classification must be approved by the Personnel Commission before it can take effect. Notices shall be sent to the ~~Program-program Manager-manager~~ and the employee once the Commission has ~~made its determination~~ voted on the Director's recommendation. ~~The Commission shall hear presentations in regards to the matter and shall make the final determination.~~
- D. No salary reallocation that would affect classified employees who are represented by an exclusive bargaining unit shall be adopted by the Commission until the exclusive bargaining unit has been given reasonable notice of the proposed reallocation.

Reference:

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4430 The Classification Plan

4434 Reallocation

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- A. Requests for salary reallocation study of existing classifications shall be presented to the Director, Human Resources together with a statement of the reasons for requesting a study. Requests for study may be initiated by the program manager with the approval of the County Superintendent and/or designated Associate Superintendent, or by recognized employee organizations or representatives, by employees, or by the Director. The basis for salary reallocation shall generally be documented difficulty in recruitment and/or retention, labor market changes, and/or internal salary equity.
- B. Requests for salary reallocation study are initiated each fiscal year in accordance with established SBCEO policy and practice. The requests shall be received and processed for change, if any, effective July 1st of each fiscal year or a date approved by the County Superintendent. Requests for study may be made outside the regular cycle in the event of an unusual work situation.
- C. The Director shall conduct a salary study or have a salary study conducted by a qualified specialist to determine whether a salary reallocation may be appropriate. The Director shall prepare a summary with recommendations as to an appropriate salary range for the classification. Recommendations that would result in a change to a salary range shall be submitted to the Personnel Commission and the County Superintendent. Any change to the assigned salary range for a classification must be approved by the Personnel Commission before it can take effect. Notices shall be sent to the program manager and the employee once the Commission has voted on the Director's recommendation.
- D. No salary reallocation that would affect classified employees who are represented by an exclusive bargaining unit shall be adopted by the Commission until the exclusive bargaining unit has been given reasonable notice of the proposed reallocation.

Reference:

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Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

4442.10 Examination Scoring

- A. The relative weight of the examination or of the different parts of an examination shall be determined by the Director, Human Resources and stated in the job announcement bulletin. Competitors shall be required to attain a designated minimum score in the examination or in each part of the examination to qualify for participation in the next succeeding part. Competitors shall be required to attain a designated minimum overall final score in order to place on the eligibility list. All examination papers shall be prepared and rated under the direction of the Director, Human Resources.
- B. Placement on the eligibility list shall be in the order of scores determined by examination. The scores of candidates shall be rounded to the nearest whole percent for all eligibles. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.
- C. The Director, Human Resources shall assure that written notice to individual scores achieved on the examination, including position on the eligibility list are mailed to each person competing in an examination. All applications and examination papers submitted by competitors are the property of the Human Resources Office and are confidential records.

Reference:

Education Code Sections 45260-45261 and 45272-45274

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Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

4442.10 Examination Scoring

- A. The relative weight of the examination or of the different parts of an examination shall be determined by the Director, Human Resources ~~and stated in the job announcement bulletin~~. Competitors shall be required to attain a designated minimum score in the examination or in each part of the examination to qualify for participation in the next succeeding part. Competitors shall be required to attain a designated minimum overall final score in order to be placed on the eligibility list. All examinations ~~s papers~~ shall be prepared and rated under the direction of the Director, Human Resources.
- B. Placement on the eligibility list shall be in the order of scores determined by examination. The scores of candidates shall be rounded to the nearest whole percent for all eligibles. Appointments shall be made from the eligibles having the first three ranks on the list (including tie scores) who are ready and willing to accept the position.
- C. The Director, Human Resources shall assure that written notice ~~to of~~ individual scores achieved on the examination, including ~~position rank~~ on the eligibility list as applicable, are ~~mailed sent~~ to each ~~person applicant~~ competing in an examination. All applications and examinations ~~s papers~~ submitted or participated in by competitors are the property of ~~the~~ Human Resources ~~Office~~ and are confidential records.

Reference:

Education Code Sections 45260-45261 and 45272-45274

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Personnel – Series 4000

4400 The Merit System

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4442.10 Examination Scoring

- A. The relative weight of the examination or of the different parts of an examination shall be determined by the Director, Human Resources. Competitors shall be required to attain a designated minimum score in the examination or in each part of the examination to qualify for participation in the next succeeding part. Competitors shall be required to attain a designated minimum overall final score in order to be placed on the eligibility list. All examinations shall be prepared and rated under the direction of the Director, Human Resources.
- B. Placement on the eligibility list shall be in the order of scores determined by examination. The scores of candidates shall be rounded to the nearest whole percent for all eligibles. Appointments shall be made from the eligibles having the first three ranks on the list (including tie scores) who are ready and willing to accept the position.
- C. The Director, Human Resources shall assure that written notice of individual scores achieved on the examination, including rank on the eligibility list as applicable, are sent to each applicant competing in an examination. All applications and examinations submitted or participated in by competitors are the property of Human Resources and are confidential records.

Reference:

Education Code Sections 45260-45261 and 45272-45274

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4400 The Merit System

4440 Application and Examination

4442 Examination

4442.11 Review and Protest of Examination Records

- A. Examination records, including test answer sheets, tape recordings of interviews and the rating sheets of each member of an oral examination panel shall be retained by the Human Resources Office for a period of one year. Tape recordings of oral examination panels shall be kept on file in the Human Resources Office for 90 days.
- B. Examination records shall not be made available to the public or to any person for any purpose not directly connected with the examination and shall be considered confidential.
- C. Records, such as application papers and scores of the candidate or eligible or his/her representative. The candidate or eligible or his/her representative may not review the records of another person.
- D. Notification of examination(s) results shall be provided to candidates as soon as practicable following administration of the examination(s). Requests for review of the examination shall be submitted to the Classified Personnel Director during the five working days following notification. At the time of review, the candidate may protest in writing any part of the examination, outlining the basis for the protest and stating the remedy sought. No candidate may remove or copy information for the examination materials. Failure to review or file a protest with the Classified Personnel Director within the review period shall constitute a waiver of the right to appeal the examination process.
- E. The Classified Personnel Director shall inform the candidate who has submitted the protest of his/her decision in writing and notify the Personnel Commission. If the Director, Human Resources finds any protest to be valid, action to correct the score shall be taken accordingly. If the Director, Human Resources finds the protest to be invalid, that decision may be appealed to the Personnel Commission. The filing of such an appeal shall not stop or otherwise delay the selection (examination) process unless so ordered by the Personnel Commission.
- F. Appeals to the Personnel Commission shall be submitted in writing to the Human Resources Office within three working days of receipt of the decision of the Classified Personnel Director.
- G. The Personnel Commission shall hold a hearing to consider the appeal of the candidate. The decision of the Personnel Commission shall be in writing and shall be final and binding on all parties. (Reference Rule No. 4472.3, "Hearing Procedures")

Reference:

Education Code Sections 45260-45261 and 45274

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Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

4442.11 Review ~~and Protest~~ of Examination Records, Protest of Examination, and Appeal of Denial of Protest

- A. Examination records, including test answer sheets, ~~tape recordings of interviews~~ and the rating sheets of each member of an oral examination panel, shall be retained by ~~the~~ Human Resources ~~Office~~ for a period of one year. ~~Tape r~~Recordings of oral examination panels shall be kept on file in ~~the~~ Human Resources ~~Office~~ for 90 days.
- B. Examination records shall be considered confidential and shall not be made available to the public or to any person for any purpose not directly connected with the examination ~~and shall be considered confidential~~.
- C. Records, such as application ~~materials papers~~ and scores of the candidate or eligible, shall be available for review only by the candidate or eligible or ~~his/her~~their representative. The candidate or eligible or ~~his/her~~their representative may not review the records of another person.
- D. Notification of examination(s) results shall be provided to candidates as soon as practicable following administration of the examination(s). Requests for review of the examination shall be submitted to the ~~Classified Personnel~~ Director, Human Resources during the five working days following notification of results. ~~At the time of~~ Within three working days of the date of the review, the candidate may protest in writing any part of the examination, outlining the basis for the protest and stating the remedy sought. No candidate may remove or copy information ~~for from~~ the examination materials. Failure to review or file a protest with the ~~Classified Personnel~~ Director, Human Resources within the review period shall constitute a waiver of the right to appeal the examination process.
- E. Within three working days of receipt of the protest, t~~The~~ ~~Classified Personnel~~ Director, Human Resources shall inform the candidate who has submitted the protest of ~~his/her~~the Director's decision in writing and shall also notify the Personnel Commission. If the Director, Human Resources finds any protest to be valid, action to correct the score for all candidates affected shall be taken accordingly. If the Director, Human Resources finds the protest to be invalid, that decision may be appealed to the Personnel Commission. The filing of such an appeal shall not stop or otherwise delay the examination (selection) ~~(examination)~~ process, unless so ordered by the Personnel Commission.
- F. Appeals to the Personnel Commission shall be submitted in writing to the Director, Human Resources ~~Office~~ within three working days of receipt of the decision of the ~~Classified Personnel~~ Director, Human Resources regarding the protest.
- G. The Personnel Commission shall hold a hearing to consider the appeal of the candidate. The decision of the Personnel Commission shall be in writing and shall be final and binding on all parties. (Reference Rule No. 4472.3, "Hearing Procedures")

Reference:

Education Code Sections 45260-45261 and 45274

Revised

March 24, 1983
October 22, 1992
May 28, 1998

Pending Approval:

~~October 23, 2014~~
December 11, 2025 (pending approval)

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

4442.11 Review of Examination Records, Protest of Examination, and Appeal of Denial of Protest

- A. Examination records, including test answer sheets and the rating sheets of each member of an oral examination panel, shall be retained by Human Resources for a period of one year. Recordings of oral examination panels shall be kept on file in Human Resources for 90 days.
- B. Examination records shall be considered confidential and shall not be made available to the public or to any person for any purpose not directly connected with the examination.
- C. Records, such as application materials and scores of the candidate or eligible, shall be available for review only by the candidate or eligible or their representative. The candidate or eligible or their representative may not review the records of another person.
- D. Notification of examination(s) results shall be provided to candidates as soon as practicable following administration of the examination(s). Requests for review of the examination shall be submitted to the Director, Human Resources during the five working days following notification of results. Within three working days of the date of the review, the candidate may protest in writing any part of the examination, outlining the basis for the protest and stating the remedy sought. No candidate may remove or copy information from the examination materials. Failure to review or file a protest with the Director, Human Resources within the review period shall constitute a waiver of the right to appeal the examination process.
- E. Within three working days of receipt of the protest, the Director, Human Resources shall inform the candidate who has submitted the protest of the Director's decision in writing and shall also notify the Personnel Commission. If the Director, Human Resources finds any protest to be valid, action to correct the score for all candidates affected shall be taken accordingly. If the Director, Human Resources finds the protest to be invalid, that decision may be appealed to the Personnel Commission. The filing of such an appeal shall not stop or otherwise delay the examination (selection) process, unless so ordered by the Personnel Commission.
- F. Appeals to the Personnel Commission shall be submitted in writing to the Director, Human Resources within three working days of receipt of the decision of the Director, Human Resources regarding the protest.
- G. The Personnel Commission shall hold a hearing to consider the appeal of the candidate. The decision of the Personnel Commission shall be in writing and shall be final and binding on all parties. (Reference Rule No. 4472.3, "Hearing Procedures")

Reference:

Education Code Sections 45260-45261 and 45274

Approved:	October 20, 1975
Revised	March 24, 1983
	October 22, 1992
	May 28, 1998
	December 11, 2025 (pending approval)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

4491.4 Salary Placement When Promoted or Reclassified

- A. An employee who is promoted or reclassified to a classification allocated to a higher salary range shall be placed on the step of the salary range for the new classification that is at least five percent above the step at which the employee was placed in the previous classification but not more than the highest step on the new salary range. If a five percent increase falls between two steps of the new salary range, the employee shall be placed at the higher of the two steps.
- B. The step placement for an employee who is reclassified to a classification allocated to a lower salary range shall be as follows:
 - 1. If the employee's current step placement falls between two steps of the lower salary range, the employee shall be placed at the higher of the two steps.
 - 2. If the employee's current step placement is above the maximum step of the lower salary range, the employee's salary placement shall be Y-rated. That is, the employee may retain the higher salary range and step until such time as there is a step(s) in the lower salary range that is equal to or higher than the employee's retained range and step, at which time the employee shall be placed at the step in the lower salary range that is equal to or immediately above their retained range and step. During the time that the employee's salary is Y-rated, the employee loses their eligibility for annual salary step increases and salary schedule increases.
- C. An employee who is reclassified to a classification allocated to a different (higher or lower) salary range shall retain their anniversary date for the purposes of step advancement.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

February 22, 2024

**AGENDA ITEM 12f - proposed revisions,
changes tracked**

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

**4491.4 Salary Placement When Promoted, ~~or~~ Reclassified,
or Upon Appointment to a Different Classification
at the Same Salary Range**

A. An employee who is promoted or reclassified to a classification allocated to a higher salary range shall be placed on the step of the salary range for the new classification that is at least five percent above the step at which the employee was placed in the previous classification but not more than the highest step on the new salary range. If a five percent increase falls between two steps of the new salary range, the employee shall be placed at the higher of the two steps.

B. An employee who competes through examination and who is appointed to a position in a classification at the same salary range as their current classification shall be placed at the next step of the salary range but not higher than the highest step of the salary range for the new classification.

B.C. The step placement for an employee who is reclassified to a classification allocated to a lower salary range shall be as follows:

1. If the employee's current step placement falls between two steps of the lower salary range, the employee shall be placed at the higher of the two steps.
2. If the employee's current step placement is above the maximum step of the lower salary range, the employee's salary placement shall be Y-rated. That is, the employee may retain the higher salary range and step until such time as there is a step(s) in the lower salary range that is equal to or higher than the employee's retained range and step, at which time the employee shall be placed at the step in the lower salary range that is equal to or immediately above their retained range and step. During the time that the employee's salary is Y-rated, the employee loses their eligibility for annual salary step increases and salary schedule increases.

C.D. An employee who is reclassified to a classification allocated to a different (higher or lower) salary range shall retain their anniversary date for the purposes of step advancement.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

February 22, 2024

December 11, 2025 (pending approval)

**AGENDA ITEM 12f - proposed revisions,
changes saved**

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

**4491.4 Salary Placement When Promoted, Reclassified, or
Upon Appointment to a Different Classification at
the Same Salary Range**

- A. An employee who is promoted or reclassified to a classification allocated to a higher salary range shall be placed on the step of the salary range for the new classification that is at least five percent above the step at which the employee was placed in the previous classification but not more than the highest step on the new salary range. If a five percent increase falls between two steps of the new salary range, the employee shall be placed at the higher of the two steps.
- B. An employee who competes through examination and who is appointed to a position in a classification at the same salary range as their current classification shall be placed at the next step of the salary range but not higher than the highest step of the salary range for the new classification.
- C. The step placement for an employee who is reclassified to a classification allocated to a lower salary range shall be as follows:
 - 1. If the employee's current step placement falls between two steps of the lower salary range, the employee shall be placed at the higher of the two steps.
 - 2. If the employee's current step placement is above the maximum step of the lower salary range, the employee's salary placement shall be Y-rated. That is, the employee may retain the higher salary range and step until such time as there is a step(s) in the lower salary range that is equal to or higher than the employee's retained range and step, at which time the employee shall be placed at the step in the lower salary range that is equal to or immediately above their retained range and step. During the time that the employee's salary is Y-rated, the employee loses their eligibility for annual salary step increases and salary schedule increases.
- D. An employee who is reclassified to a classification allocated to a different (higher or lower) salary range shall retain their anniversary date for the purposes of step advancement.

Reference:

Education Code Sections 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

February 22, 2024

December 11, 2025 (pending approval)

2024-2025 PERSONNEL COMMISSION ANNUAL REPORT

	2022-23	2023-24	2024-25		2022-23	2023-24	2024-25
PERSONNEL ACTIONS				RECRUITMENT			
Appointments				Examinations			
Probationary	57	65	45	Recruitments Conducted	61	75	33
Management	6	4	2	Applications	826	943	883
Reemployments	1	0	1	Written/Work Sample Examinations	46	34	24
Reinstatements	0	0	1	Oral Examinations	32	21	20
Changes				Performance Examinations	0	0	0
Transfers	8	14	20	Qualification Appraisals	3	0	0
Reassignments	5	10	4	Eligibles Established	169	159	117
Out-of-Class Assignments	2	0	3	Eligibility Lists Established	45	40	24
Promotions	16	14	9	Continuous Examinations **			
Reclassifications and Reallocations	23	111	8	Applications	203	292	165
Decreased Time in Lieu of Layoff	1	0	10	Written Examinations	4	5	4
Displacement in Lieu of Layoff	0	0	0	Oral Examinations	2	2	4
Demotion Displacement In Lieu of Lay	0	0	0	Qualification Appraisals*	5	6	3
Increase Time (Voluntary)	13	29	6	Eligibles Established	65	57	61
Decreased Time (Voluntary)	3	2	6	Eligibility Lists Established	8	27	7
				ACTIVE CLASSIFIED EMPLOYEES AS OF FISCAL YEAR END			
Separation				CSEA Classified Employees	152	127	115
Resignations	40	43	26	Non-CSEA Classified Employees	130	135	139
Retirements	8	7	5	Classified Managers	29	32	32
Exhausted Leave	2	1	1				
Layoffs	4	3	7	ACTIVE CLASSIFIED SUBSTITUTES AS OF FISCAL YEAR END			
Terminations (probationary)	3	6	5	Classified Substitutes	71	88	110
Terminations (permanent)	0	0	1				
OTHER ACTIONS				REEMPLOYMENT			
New Classifications	5	6	4	Total Individuals	1	5	7
Revised Job Descriptions	10	8	5	Total Removed	3	1	2
Salary Reviews	10	8	1				
Revised PC Rules	5	12	5	PERSONNEL COMMISSION MEETINGS			
				Regular	12	12	12
				Special	3	0	1