**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.

**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

Carmen Jaramillo

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

Carmen Jaramillo
Chair, Personnel Commission