



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
November 20, 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

Gary Pickavet, Commissioner

Vice Chair Mike Ostini was absent.

**3. Pledge of Allegiance**

Carmen Jaramillo led the Pledge of Allegiance.

**4. Changes to the Agenda**

A correction to the Adjournment section was noted. The December Personnel Commission meeting will be held on Thursday, December 11, 2025 at 1:30 p.m. The Santa Maria location for the meeting will be the Special Education Conference Room in Suite A at the Santa Barbara County Education Office.

**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 October 23, 2025**

MOVED: Gary Pickavet      SECONDED: Carmen Jaramillo      VOTE: 2-0

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

The Director, Human Resources shared a news release about the annual Salute to Teachers event, which took place this year on October 25 at the Music Academy of the West. This event honors both veteran teachers and emerging educators, along with the County Teacher of the Year and the Santa Barbara Bowl Performing Arts Teacher of the Year.

**b. Legislative Update**

The Director, Human Resources updated the Commissioners on SB 848, which was signed by the Governor in October and expanded a previous piece of legislation, AB 2534. AB 2534 required all applicants for certificated jobs to list all previous local educational agencies where they'd been employed, and required LEAs, before finalizing a hire of any certificated employee, to contact each of the applicant's former LEA employers to find out whether they had ever been the subject of an investigation or found to have engaged in egregious misconduct reportable to the California Commission on Teacher Credentialing. SB 848 has expanded the requirements of AB 2534 to apply to classified staff as well. There are some challenges associated with this, as "egregious misconduct" has a specific definition for certificated staff, which does not exist for classified staff, and there is of course no reporting requirement to CTC for classified employees. Nevertheless, SBCEO will be putting systems and procedures in place implement the law effective January 1, 2026.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated December 12, 2025****c. Position Announcements**

- i. Accounting Technician (Dual – Santa Barbara)

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

- i. Early Care and Education Case Worker (Dual – Santa Barbara, Lompoc)
- ii. Administrative Assistant (Dual – Santa Barbara)
- iii. Chief Technology Officer (Dual – Santa Barbara)

MOVED: Gary Pickavet      SECONDED: Carmen Jaramillo      VOTE: 2-0

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

**UNFINISHED BUSINESS — None**

**NEW BUSINESS****12. Revision of Merit System Rules – Presented for First Reading**

- a. 4411 Definitions (Promotion)
- b. 4433.1 Requests for Study
- c. 4434.1 Requests for Reallocation Study
- d. 4442.10 Examination Scoring
- e. 4442.11 Review and Protest of Examination Records
- f. 4491.4 Salary Placement When Promoted or Reclassified

This item was for review and discussion.

**13. Annual Personnel Commission Report, 2024-25**

The Director, Human Resources shared some general observations about the data and noted that she would make a full presentation about the 2024-25 Annual Report at the December PC meeting. The presentation was deferred due to Commissioner Ostini's absence.

## REPORTS

### 13. PERSONNEL COMMISSIONER REPORTS

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

### 14. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources thanked Gina Branum, Tracie Cordero, and Wendy Garcia for supporting the October PC meeting in her absence.

### 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: Gary Pickavet

SECONDED: Carmen Jaramillo VOTE: 2-0

The meeting was adjourned at 1:57 p.m. The next regular meeting will be held on Thursday, December 11, 2025, at 1:30 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 Special Education Conference Room (Suite A), Santa Maria.



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

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Carmen Jaramillo  
Chair, Personnel Commission

## Santa Barbara County Board of Education

## Classified Personnel Report

January 8, 2026

**Appointments*****Limited Term/Substitute***

Agustin, Hailey

December 3, 2025

Administrative Assistant • Curriculum and Instruction • Cathedral Oaks  
• Hourly as needed

Baal, Nathan

December 4, 2025

Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald  
• Hourly as needed

Bindra, Alyssa

November 20, 2025

Student Worker • Children and Family Resource Services • Hope  
• Hourly as needed

Encinas, Lilia

November 19, 2025

Clerical Assistant • Various Departments • Various Sites  
• Hourly as needed

Fitzsenry, Salena

December 2, 2025

Paraeducator • Special Education • Various Sites  
• Hourly as needed

Frechette, Thayer

December 3, 2025

Paraeducator • Special Education • Various Sites  
• Hourly as needed

Kennedy, Chayenne

November 18, 2025

Student Worker • Special Education • Cathedral Oaks  
• Hourly as needed

Mendoza, Mark

November 10, 2025

Instructional Materials and Mail Clerk • Educational Technology Services • Cathedral Oaks  
• Hourly as needed

Mora Porcayo, Andrea

December 15, 2025

Substitute in Training • Early Care and Education • Various Sites  
• Hourly as needed

Powell, Arielle

November 17, 2025

Associate Teacher Apprentice • Early Care and Education • Hope Center  
• Hourly as needed

Redic, Judy

November 14, 2025

Paraeducator • Special Education • Various Sites  
• Hourly as needed

Soliz, Anita

November 18, 2025

Paraeducator • Special Education • Various Sites  
• Hourly as needed

Ziegler, Sarah

November 19, 2025

Teaching Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald  
• Hourly as needed

***Probationary***

|                                                                              |                   |
|------------------------------------------------------------------------------|-------------------|
| Carlson, Chrystal                                                            | November 10, 2025 |
| Behavioral Health Practitioner • JCCS • Peter B. FitzGerald Community School |                   |
| 100% • 11 months                                                             |                   |

|                                                   |                   |
|---------------------------------------------------|-------------------|
| Vargas, Emily                                     | November 18, 2025 |
| Paraeducator • Special Education • Martha Negus 2 |                   |
| 81.25% • 10 months                                |                   |

**Changes**

***Anniversary Increase***

|                                                      |                  |
|------------------------------------------------------|------------------|
| Bravo, Christina                                     | December 1, 2025 |
| Paraeducator • Special Education • Chapel Head Start |                  |
| 43.75% • 10 months                                   |                  |

|                                                          |                  |
|----------------------------------------------------------|------------------|
| Bravo, Christina                                         | December 1, 2025 |
| Paraeducator • Special Education • Los Padres Head Start |                  |
| 43.75% • 10 months                                       |                  |

|                                                                         |                  |
|-------------------------------------------------------------------------|------------------|
| Evans, Matthew                                                          | December 1, 2025 |
| Reprographics Administrative Assistant • Communications • Reprographics |                  |
| 100% • 12 months                                                        |                  |

|                                                                                                     |                  |
|-----------------------------------------------------------------------------------------------------|------------------|
| Harris, Debora                                                                                      | December 1, 2025 |
| Early Care and Education Lead • Early Care and Education • Early Care and Education - Santa Maria 2 |                  |
| 100% • 12 months                                                                                    |                  |

Hopwood, Faith December 1, 2025  
Administrative Assistant, Senior • Administrative Services • Administrative Services  
100% • 12 months

Hunstad, Martina December 1, 2025  
Early Care and Education Provider Specialist • ECE • Early Care and Education - Santa Maria 2  
100% • 12 months

Krzyston, Jill December 1, 2025  
Payroll Technician • Internal Services • Payroll  
100% • 12 months

Lopez-DelaCruz, Guadalupe December 1, 2025  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Hope Center  
100% • 12 months

Luevanos, Nataly December 1, 2025  
Paraeducator • Special Education • Vision Services  
75% • 10 months

Morales, Jennie December 1, 2025  
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH  
81.25% • 10 months

Porter, Myron December 1, 2025  
Payroll Systems Supervisor • SBAS • School Business Advisory Services Payroll Administration  
100% • 12 months

Reyes, Delfina December 1, 2025  
Paraeducator • Special Education • Infant Services, Lompoc  
81.25% • 10 months

Rhodes, Christopher December 1, 2025  
Financial Analyst • School Business Advisory Services • School Business Advisory Services  
100% • 12 months

Rivera Barriga, Paola December 1, 2025  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County  
100% • 10 months

Sanchez, Daniel December 1, 2025  
Custodian/Maintenance Worker • Early Care and Education • Early Care and Education - North County  
100% • 12 months

Sena, Rosalynd December 1, 2025  
Early Care and Education Lead • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

Snow, Crystal December 1, 2025  
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH  
88.75% • 10 months

Trisler, Mary December 1, 2025  
Paraeducator • Special Education • Preschool Assessment Team, Santa Barbara/Valley  
25% • 10 months

Trisler, Mary  
December 1, 2025  
Paraeducator • Special Education • Infant Services, South/Valley  
50% • 10 months

Wolfe, Lisa  
December 1, 2025  
Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration  
50% • 12 months

***Differential - Add***

Gonzalez, Esther  
December 1, 2025  
Paraeducator • Special Education • Speech/Language Services, Dunlap  
75% • 10 months  
ELPAC

**Separation**

***Resignation***

Cortes, Luis  
December 5, 2025  
Administrative Assistant • Internal Services • Operations South  
100% • 12 months

Ketz, Lailani  
November 21, 2025  
Paraeducator • Special Education • Robert Bruce Preschool  
87.5% • 10 months

|      |                                        |
|------|----------------------------------------|
| 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.

|           |                    |                          |
|-----------|--------------------|--------------------------|
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| 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.

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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.

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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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November 16, 2023  
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February 27, 2025  
December 11, 2025

**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.

Approved:  
Revised:

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

September 28, 2023  
November 16, 2023  
February 22, 2024  
February 27, 2025  
December 11, 2025

Personnel – Series 4000

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 1<sup>st</sup> 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

|           |                    |
|-----------|--------------------|
| Approved: | September 15, 1975 |
| Revised:  | June 15, 1982      |
|           | September 24, 1992 |
|           | July 24, 2014      |

## AGENDA ITEM 12b - proposed revisions, changes tracked

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-supervisor or the incumbent(s)~~, with the approval of the ~~Superintendent and/or~~ designated ~~Assistant Associate~~ Superintendent; ~~or~~ by recognized employee organizations or representatives; ~~by employees~~, or by the Director, Human Resources. 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. The conduct of any such requested study must be approved by the County Superintendent of Schools.
- B. Requests for study are ~~normally~~ initiated ~~during the month of February of~~ each fiscal year by the deadline established in SBCEO policy. The requests shall be received and processed for change, if any, effective July 1<sup>st</sup> 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 Manager-supervisor~~ and the ~~employee-incumbent~~ 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 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

Approved:  
Revised:

September 15, 1975  
June 15, 1982  
September 24, 1992  
July 24, 2014  
December 11, 2025 (pending approval)

## **AGENDA ITEM 12b - proposed revisions, changes saved**

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 supervisor or the incumbent(s), with the approval of the designated Associate Superintendent; by recognized employee organizations or representatives; or by the Director, Human Resources. 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. The conduct of any such requested study must be approved by the County Superintendent of Schools.
- B. Requests for study are initiated each fiscal year by the deadline established in SBCEO policy. The requests shall be received and processed for change, if any, effective July 1<sup>st</sup> 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.
- 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. 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 supervisor and the incumbent once the Commission has voted on the Director's recommendation.
- 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

|           |                                      |
|-----------|--------------------------------------|
| Approved: | September 15, 1975                   |
| Revised:  | June 15, 1982                        |
|           | September 24, 1992                   |
|           | July 24, 2014                        |
|           | December 11, 2025 (pending approval) |

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 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 1<sup>st</sup> 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

|           |                    |
|-----------|--------------------|
| Approved: | September 15, 1975 |
| Revised:  | July 22, 1982      |
|           | September 24, 1992 |
|           | October 27, 2005   |
|           | July 24, 2014      |
|           | February 22, 2024  |

## AGENDA ITEM 12c - proposed revisions, changes tracked

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 Manager-supervisor or incumbent(s), 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, Human Resources. The basis for salary reallocation shall generally be documented difficulty in recruitment and/or retention, labor market changes, and/or internal salary equity. The conduct of any such requested study must be approved by the County Superintendent of Schools.
- B. Requests for salary reallocation study are ~~normally~~ initiated ~~during the month of February of each fiscal year~~ by the deadline established in SBCEO policy. The requests shall be received and processed for change, if any, effective July 1<sup>st</sup> 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 Manager-supervisor~~ and the ~~employee-incumbent(s)~~ 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:

Education Code Sections 45256, 45285 and 45285.5

Approved:

Revised:

September 15, 1975

July 22, 1982

September 24, 1992

October 27, 2005

July 24, 2014

February 22, 2024

December 11, 2025 (pending approval)

## **AGENDA ITEM 12c - proposed revisions, changes saved**

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 supervisor or incumbent(s), with the approval of the designated Associate Superintendent; by recognized employee organizations or representatives; or by the Director, Human Resources. The basis for salary reallocation shall generally be documented difficulty in recruitment and/or retention, labor market changes, and/or internal salary equity. The conduct of any such requested study must be approved by the County Superintendent of Schools.
- B. Requests for salary reallocation study are initiated each fiscal year by the deadline established in SBCEO policy. The requests shall be received and processed for change, if any, effective July 1<sup>st</sup> 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 supervisor and the incumbent(s) 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:

Education Code Sections 45256, 45285 and 45285.5

|           |                                      |
|-----------|--------------------------------------|
| Approved: | September 15, 1975                   |
| Revised:  | July 22, 1982                        |
|           | September 24, 1992                   |
|           | October 27, 2005                     |
|           | July 24, 2014                        |
|           | February 22, 2024                    |
|           | December 11, 2025 (pending approval) |

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

Approved:                      October 20, 1975  
Revised                        March 24, 1983  
                                      October 22, 1992  
Pending Approval:        October 23, 2014

## AGENDA ITEM 12d - proposed revisions, changes tracked

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 ~~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 ~~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

Approved: October 20, 1975  
Revised: March 24, 1983  
October 22, 1992  
~~Pending Approval: October 23, 2014~~  
December 11, 2025 (pending approval)

## **AGENDA ITEM 12d - proposed revisions, changes saved**

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. 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

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

Personnel – Series 4000

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

|                   |                  |
|-------------------|------------------|
| Approved:         | October 20, 1975 |
| Revised           | March 24, 1983   |
|                   | October 22, 1992 |
|                   | May 28, 1998     |
| Pending Approval: | October 23, 2014 |

## AGENDA ITEM 12e - proposed revisions, changes tracked

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 or designee 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 or designee 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 or designee shall inform the candidate who has submitted the protest of ~~his/her~~ the decision of the Director or designee in writing and shall also notify the Personnel Commission. If the Director, Human Resources or designee finds any protest to be valid, action to correct the score for all candidates affected shall be taken accordingly. If the Director, Human Resources or designee 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 or designee ~~Office~~ within three working days of receipt of the decision of the ~~Classified Personnel~~ Director, Human Resources or designee 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:

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March 24, 1983

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May 28, 1998

~~Pending Approval:~~

~~October 23, 2014~~

December 11, 2025 (pending approval)

## **AGENDA ITEM 12e - proposed revisions, changes saved**

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 or designee 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 or designee 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 or designee shall inform the candidate who has submitted the protest of the decision of the Director or designee in writing and shall also notify the Personnel Commission. If the Director, Human Resources or designee finds any protest to be valid, action to correct the score for all candidates affected shall be taken accordingly. If the Director, Human Resources or designee 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 or designee within three working days of receipt of the decision of the Director, Human Resources or designee 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

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## **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

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