SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

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

REGULAR MEETING
December 11, 2025 – 1:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 1:31 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
Amy Ramos, Director, Human Resources
Wendy Garcia, Certificated Human Resources Technician
Tracie Cordero, Classified Human Resources Specialist
Gabriel Purvis, Classified Human Resources Analyst
Justin Barthel, Computer/Network Technician II, ITS
Joseph Lane, Computer/Network Technician II, ITS
Randy Smith, Computer/Network Support Supervisor
Pete Sherlock, Computer/Network Technician II, ITS
Ron Wheeler, Computer/Network Technician II, ITS

6. Public Comment

Justin Barthel, speaking on behalf of other staff in the Information Technology Services Department, addressed the Personnel Commission regarding the reorganization of the ITS department and the employees' concerns about how the reorganized department will be staffed, specifically the issue of staff being required to compete for new roles and the possibility of layoff.

7. Approval of Minutes of Regular Meeting Held November 20, 2025

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 2-0
(Commissioner Ostini abstained.)

8. Communications — None

9. Informational Items

a. Media Releases/Editorials — None

b. Legislative Update — None

REGULAR BUSINESS

10. Informational Items

a. List of New Positions — None

b. Classified Personnel Report dated January 8, 2026

c. Position Announcements — None

11. Action Items

a. Ratification of Eligibility Lists — None

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Revision of Merit System Rules – Presented for Second 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

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

NEW BUSINESS

13. Organization of the Personnel Commission

Nomination and election of officers for calendar year 2026 were held in accordance with Personnel Commission Rule 4422.2. The nominated slate was Mike Ostini for Chair and Gary Pickavet for Vice Chair.

Commissioner Pickavet complimented outgoing Chair Jaramillo on her leadership of Commission meetings over the past year.

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

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

Commissioner Ostini reported that he attended the Salute to Teachers event in October, which he described as “awesome as usual.” He had also attended the CSEA chapter meeting the day before and learned about layoffs that will take effect in the 2026-27 fiscal year.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources reminded the Commissioners that the new legally required ethics training must be completed by January 1. She then made a presentation highlighting some of the data from the 2024-25 annual report.

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 2:53 p.m. The next regular meeting will be held on Thursday, January 22, 2026, 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

_____

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

_____

Mike Ostini
Chair, Personnel Commission

Santa Barbara County Education Office
Service & Leadership

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

Dec 12, 2025 through Jan 16, 2026

Position #	Position Information
2795	Early Care and Education Case Worker • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months Bilingual required

Santa Barbara County Board of Education

Classified Personnel Report

February 12, 2026

Appointments

Probationary

Hyland, Samantha — January 5, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months

Ketterer, Nicole — January 5, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Odle, Nicole — January 20, 2026
Accounting Technician • Early Care and Education • Early Care and Education - Hope Center 5
100% • 12 months

Weber, Brandon — January 20, 2026
Chief Technology Officer • Information Technology Services • Cathedral Oaks
100% • 12 months

Changes

Anniversary Increase

Amezcua Cornejo, Uriel — January 1, 2026
Custodian/Delivery Driver • Internal Services • Operations South 2
100% • 12 months

Baeza, Alejandro — January 1, 2026
Finance Systems Supervisor • School Business Advisory Services • School Business Advisory Services
100% • 12 months

Bartolon, Mary — January 1, 2026
Office Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School
100% • 10 months

Beltran de Alvarez, Cecilia — January 1, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 10 months

Cansino, Cristina — January 1, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Castro, Maria — January 1, 2026
Administrative Assistant • Special Education • Special Education Support Staff North
100% • 12 months

Cordero, Tracie — January 1, 2026
Classified Human Resources Specialist • Human Resources • Classified Human Resources Staff
100% • 12 months

Delgadillo, Fabian — January 1, 2026
Paraeducator • Special Education • Speech/Language Services, McClelland 1
87.5% • 10 months

Filomia, Andres — January 1, 2026
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

La Riba, Walter — January 1, 2026
Information Technology Support Specialist - Bilingual • Partners in Education • Cathedral Oaks
100% • 12 months

Mendoza, Nathali — January 1, 2026
Early Care and Education Provider Specialist • Early Care and Education • Hope Center
100% • 12 months

Norrie, Charmaine — January 1, 2026
Administrative Assistant • Transitional Youth Services • Transitional Youth - North
100% • 12 months

Sagrero, Maria — January 1, 2026
Administrative Assistant, Senior • Internal Services • North County Office
100% • 12 months

Walling, Elizabeth — January 1, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Differential - Add

Hernandez, Emeterio — January 5, 2026
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
87.5% • 12 months
Bilingual, ELPAC, JCCS locked facility

Differential - Remove

Morin, Jovonni — January 5, 2026
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
87.5% • 10 months
ELPAC

Increased Time (Voluntary)

Kim, Kyoungyoon — January 12, 2026
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months
From .50 FTE

Padilla, Leticia — December 11, 2025
Paraeducator • Special Education • Speech/Language Services, Miller
87.5% • 10 months
From .75

Probation to Permanent

Avila, Argelia — January 1, 2026
Administrative Assistant • Curriculum and Instruction • Literacy and Language Support
100% • 12 months

Garcia, Jenna — January 1, 2026
Early Care and Education Provider Specialist • Early Care and Education • ECE - Santa Maria
100% • 12 months

Montes Medina, Agueda — January 1, 2026
Administrative Assistant • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Rodriguez, Karine — January 1, 2026
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 5
100% • 12 months

Tapia, Ana — January 1, 2026
Administrative Assistant • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 10 months

Promotion

Robles, Violeta — January 5, 2026
Early Care and Education Lead • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Separation

Released

Carlson, Chrystal — January 12, 2026
Behavioral Health Practitioner • JCCS • Peter B. Fitzgerald Community School
100% • 11 months
Non completion of probation

Resignation

Almquist, Brigitte — December 31, 2025
Administrative Analyst • Student and Community Services • Student and Community Services
100% • 12 months

Padilla, Leticia — December 11, 2025
Clerical Assistant • Special Education • Speech/Language Services, Miller
12.5% • 10 months

Retirement

Deines, Jenia — January 13, 2026
Paraeducator • Special Education • Ontiveros Preschool
75% • 10 months

Deines, Jenia — January 13, 2026
Paraeducator • Special Education • Special Education Services - North
12.5% • 10 months

Heiduk, Thomas — December 30, 2025
Manager, Credentials Services • Human Resources • Credentials
100% • 12 months

Santa Barbara County Education Office

Early Care and Education Case Worker (Bilingual - Spanish)

SALARY	$4,418.00 - $5,095.00 Monthly $53,016.00 - $61,140.00 Annually	**LOCATION**	Santa Maria - Orcutt
JOB TYPE	Full-Time	**JOB NUMBER**	2025-00167
DIVISION	Student and Community Services	**DEPARTMENT**	Early Care and Education
OPENING DATE	01/06/2026	**CLOSING DATE**	1/20/2026 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our ideal candidate

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

General description

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

Specific Duties and Responsibilities

- Determines level of need, family income, and eligibility for subsidies; enrolls children and families into the program.
- Assists families in completing enrollment applications; may complete applications or prepare other required documentation on behalf of applicants with limited literacy; reviews documentation for accuracy and contacts families to correct discrepancies.
- Applies family fees according to income level, family size and other needs; all according to fee schedules established by the California departments of Social Services or Education.
- Provides comprehensive support to families by making referrals to other subsidies, services, and support for which they may be eligible; serves as a family advocate.
- Advises families on program requirements, procedures and obligations for subsidized child care on a sustained basis.
- Partners with other agencies to maintain up-to-date client file data such as employment, medical, and other information.

- Serves as point-of-contact for parents to arrange and track their participation in child care activities and verify participation that complies with program obligations.
- Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance.
- Prepares communications with families including those for terminating services.
- Represents SBCEO during community outreach events to promote services for families.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma is required. Completion of 12 semester units of college coursework in business, public, or non-profit administration; social sciences, human services, or related field is preferred.

Experience: Two years of clerical or direct service experience in human or social services.

Knowledge of:

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

Ability to:

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

Physical Abilities

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

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

Working Conditions
An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

Occasional evening and weekend work may be offered. Occasional lifting of objects weighing up to 20 lbs.

Supplemental Information

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

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

RECRUITMENT INFORMATION:

• All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
• The examination process may include one or more of the following: written, oral, and performance examination.
• Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
• A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
• This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
• Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
• If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
• Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement
For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.
No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.
SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a

person's decision to use or access a particular drug, device, product, or medical service for reproductive health. SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Employer
Santa Barbara County Education Office

Address
4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone
8059644711

Website
http://www.sbceo.org

Early Care and Education Case Worker (Bilingual - Spanish) Supplemental Questionnaire

*QUESTION 1

How many years of clerical or direct service experience in human or social services do you have?

- ◯ Two or more years
- ◯ Less than two years
- ◯ No experience

*QUESTION 2

Do you have a High School diploma or GED?

- ◯ Yes
- ◯ No

*QUESTION 3

Can you read, write and speak both Spanish and English fluently?

- ◯ Yes
- ◯ No

*QUESTION 4

Do you possess at least 12 semester units of college coursework in business administration, public or nonprofit administration, social sciences, human services, or a related field?

- ◯ Yes, in one of the indicated fields
- ◯ No

* Required Question

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Dual Certification Eligibility List
Accounting Assistant

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	362401	06/12/2026	Eligible	Full-Time	1.0	40 hours/week
2	54019927	06/12/2026	Hired	Full-Time	1.0	40 hours/week
3	31732017	06/12/2026	Eligible	Full-Time	1.0	40 hours/week
4	1854992	06/12/2026	Eligible	Full-Time	1.0	40 hours/week
5	58200089	06/12/2026	Eligible	Full-Time	1.0	40 hours/week
6	61715554	06/12/2026	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 23
Number of applicants passed screening: 16
Number of performance/written exam attendees: 11
Number of oral exam attendees: 6

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Dual Certification Eligibility List
Administrative Assistant, Senior

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	32228278	06/23/2026	Eligible	Full-Time	1.0	40 hours/week
2	41445950	06/23/2026	Eligible	Full-Time	1.0	40 hours/week
3	61128730	06/23/2026	Eligible	Full-Time	1.0	40 hours/week
4	22339569	06/23/2026	Eligible	Full-Time	1.0	40 hours/week
5	10031410	06/23/2026	Eligible	Full-Time	1.0	40 hours/week
5	49967358	06/23/2026	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 33
Number of applicants passed screening: 27
Number of performance/written exam attendees: 20
Number of oral exam attendees: 6

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Personnel Commission

JOB DESCRIPTION

ADMINISTRATIVE ANALYST

Reports to: Assistant Superintendent
Division: Varies according to assignment

Our ideal candidate
You are self-motivated, possess a strong work ethic, and have proven work experience as an administrative professional working with and supporting management staff. You have strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with attention to detail as well as the ability to work independently and exercise sound judgment and decision making. You have the ability to identify and understand complex problems and concepts, and apply logical thinking and quantitative methods of gathering and analyzing information. You have excellent communication and interpersonal skills and the ability to handle confidential information. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description
Coordinates and performs a variety of technical and administrative support duties usually for a senior administrator. Coordinates and performs administrative projects that often involve contract administration, analytics, and research of legislative documents and files. Coordinates work flow and support activities for an office and often for programs involving both internal organization units and external entities. Performs special studies involving legal, business, and contractual research and analysis in addition to providing responsible support to a senior administrator and advisory boards.

Specific duties and responsibilities
- Coordinates and provides advanced administrative support services for a division, usually of a confidential, private, or sensitive nature having dealings with and impact on work relationships with internal and external clients, both individuals and groups
- Prepares, monitors, and reports on multiple budgets not only for the department but also state programs administered by the division
- Searches and analyzes information from files, records, legislation, and special libraries accessed by manual and web searches to compile and prepare summary reports
- Provides support to research and data warehouse projects that consolidate, categorize, and communicate business and academic outcomes from educational districts
- Assists with development of reports and data access to support special studies
- Conducts special studies and prepares analyses or reports related to policies, procedures, work organization, cost effectiveness, and communications
- Designs, improves, standardizes, and installs forms, layouts, procedures, document controls, filing and recording systems, etc., to increase administrative efficiency

ADMINISTRATIVE ANALYST

- Prepares recurring reports to outside agencies, collecting and analyzing and compiling information from other departments and databases for inclusion into reports
- Assists and may participate in studies such as, but not limited to work organization and simplification, office layout, and external surveys
- May assist with evaluation of proposed legislation affecting public education
- Prepares internal administrative reports and budgetary formation for the department
- Prepares recurring reports to outside agencies, collecting and analyzing information
- Receives and responds to information from board members, superintendent, and other administrators on business and legal matters
- Assists in reviewing requests for services, equipment, and construction to comply with mandated requirements and district plans
- Performs detailed analyses on contractor cost proposals, bids, amendments, and change orders to maximize value and minimize cost of services
- Conducts studies and prepares reports on budget analysis, financial management, and proposal preparation, accessing and using databases, spreadsheets, and word processing applications
- Contacts and confers with administrators, staff, and representatives of other organizations on matters concerning legal, financial, and contractual processes or coordination of committees and projects
- Maintains the calendar of appointments for a senior administrator
- Prepares materials for Board meetings, complying with time and document requirements for inclusion into Board packets
- May provide support to contracting processes
- Prepares preliminary drafts of language for labor, material, and service outcomes for professional contracts
- Performs other duties as assigned that support the overall objective of the position

Requirements
Education: High School Diploma

Experience: evidence of at least six years of progressive experience of an administrative support nature in the legal, research, or financial field. Public school experience preferred.

Knowledge and Skills
- In-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing
- Working knowledge of the policies and procedures associated with education processes such as curriculum development, credentials, academic outcomes, and business

ADMINISTRATIVE ANALYST

- Working knowledge of and skill in the use of general legal reference materials
- Knowledge of legal terminology and processes
- In-depth knowledge of general accounting practices, analysis of financial reports, budget processes, and statistics used in business and education
- Working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases
- Skill at facilitating group problem-solving processes
- Sufficient math skills to perform financial and statistical record keeping, including limited bookkeeping
- Sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence
- Well-developed human relation skills to work productively and cooperatively with diverse teams, deal with private and sensitive information, conduct fact-finding, exercise patience when dealing with internal and external clients, and convey technical concepts

Abilities

- Conduct research independently including the ability to plan and implement steps to reach an objective and employ critical thinking, analysis and judgment
- Understand, interpret and apply statutes, court decisions, ordinances, resolutions, and legal documents
- Must be able to learn, interpret, explain and apply knowledge of county office and member-district organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve a senior administrator of a variety of administrative details
- Prepare spreadsheets, graphs and charts, and enter, import, and export data
- Independently organize and prioritize work in order to perform all the duties of the position
- Communicate with staff, clients, and the public using patience and courtesy, and in a manner that reflects positively on the organization
- Requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping
- Visual acuity sufficient to recognize people, words, spatial relationships, and numbers
- Hand-eye-arm and finger dexterity to use a personal computer keyboard and other common office equipment
- Speaking and hearing sufficient to project voice to a small group of people, speak and hear over the phone, and carry on routine conversations

ADMINISTRATIVE ANALYST

Licenses and certificates
Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working conditions
Work is performed indoors with minimal exposure to health and safety hazards.

Salary range 77

Approved by the Personnel Commission: June 26, 2014
Revised: June 28, 2018

Santa Barbara County Education Office
Susan C. Salcido, Superintendent

Personnel Commission

JOB DESCRIPTION

YOUTH OUTREACH MENTOR

Reports to: Director, Student and Community Services
Division: Student and Community Services

Our ideal candidate
You are a committed professional with a nurturing and patient demeanor who enjoys working with at-promise youth. You are dependable, punctual, and caring, with the ability to communicate in a culturally sensitive manner. You are committed to providing the best service available to the Santa Barbara Education Office, teachers, parents, and students.

General description
Provide case management support to at-promise students, conduct assessments, and make referrals to community organizations. Employees in this position use research-based culturally relevant practices to support students who display dysregulated behavior, foster relationships with behavioral health community resources, and may serve on a student's individualized care team with licensed professionals. Under the direction of certificated staff, provide pupil support services to address social and emotional needs to prepare students to be college, career and future ready.

Specific Duties and Responsibilities

- Serve as a liaison between schools and outside agencies in matters relating to at-promise students involved in high-risk behaviors
- Provide skills development workshops to students, both one-on-one and in small groups
- Provide support services related to mental health, behavioral, and educational issues
- Support school staff, students and families through classroom visits to assist students, monitor and assess student needs, behavior, and progress; provide feedback and strategies as appropriate
- Provide ongoing case management services and provide behavioral health linkage support to community resources
- Assess needs and recommend appropriate referrals to community resources or human services agencies
- Employ strategies to reconnect students to school, community and career activities
- Document and track progress of intervention efforts
- As part of a care team, provide case management support to students
- Plan, organize, and lead field trips and excursions to local community colleges, universities, and career exploration events, as well as other culturally significant or relevant venues
- Plan, organize, and co-facilitate presentations with other members of the care team on awareness and prevention of gang, drug, conflict, and other high risk behaviors
- Conduct home visits to provide ongoing support and bridge families to school for meaningful relationships and engagement
- Perform other related duties as assigned

YOUTH OUTREACH MENTOR

Requirements
High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in education, psychology, administration of justice, social work, or related field. Possession of an associate's degree in a related field is desirable. Additional relevant experience may substitute for post-secondary coursework.

Experience: One year of experience providing educational or social services or instructional support that included community resource and referral to at-promise (at-risk) students or families is required. Experience working with students involved in the juvenile justice system is desirable.

Ability to speak, read, and write Spanish fluently is preferred.

Knowledge of:
- Intervention strategies and restorative approaches with at-promise students.
- Education law applicable to school attendance and truancy.
- Community resources available for at-promise students and their families.
- Telephone and email etiquette.
- Correct English grammar, spelling, punctuation, and professional vocabulary.
- Modern office practices, procedures, and equipment.
- Standard office productivity software applications.
- Record-keeping practices.
- Time management practices.

Skill in:
- Presenting information in individual and group settings in a culturally and linguistically appropriate manner.
- Cultural competency with populations served.

Ability to:
- Maintain records and prepare reports
- Plan, organize, prioritize, and schedule work.
- Work independently as well as collaboratively.
- Make sound decisions within appropriate limits of authority.
- Analyze available information and determine an appropriate course of action.
- Interpret, explain, and apply laws, regulations, rules, and policies.
- Coordinate work of SBCEO partners over whom one has no supervisory authority.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain effective working relationships with others.
- Meet schedules and deadlines.
- Maintain confidentiality of files, records, and other sensitive material.
- Learn operations, policies, practices, and objectives of SBCEO and assigned program.

YOUTH OUTREACH MENTOR

- Operate a computer and other office equipment and related software programs.
- Document work activity.
- Learn to use student information systems and databases.
- Exercise tact and diplomacy in interactions with others.
- Represent SBCEO and program participants effectively.

Licenses and certificates

- Valid California Class C Driver's License, use of a dependable automobile, and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Positions in this classification are 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 lifting and carrying heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and provide service to students and families, is required.

Series

Instructional

Salary range 66

Approved by the Personnel Commission: June 22, 2023

Santa Barbara County Education Office
Susan C. Salcido, Superintendent

Personnel Commission

JOB DESCRIPTION

YOUTH SUPPORT AND SERVICE SPECIALIST — BILINGUAL

Reports to: Transitional Youth Services Manager
Division: Educational Services

Our ideal candidate
You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player and someone who can communicate effectively with others including staff, partners, and Spanish-speaking families. You feel comfortable working in a fast-paced environment, are able to multi-task, and demonstrate flexibility. You are highly organized in record-keeping and data tracking.

General description
Provides systems of educational support for youth in foster care, experiencing homelessness, and/or involved in the juvenile justice system, and their families, including linkage to community resources, support and advocacy.

Specific duties and responsibilities
- Compile and review individual student's educational records and inform appropriate agency, school and/or school district of student's academic needs.
- Independently and in response to requests for support, coordinate and facilitate meetings with individual students and their parents/guardians, probation officers, social workers, mental health practitioners, and other participants in youths' system of care to clarify the student's educational rights, review academic progress, and determine need for services, in order to determine what is in the student's best interest for educational placement.
- Assist students in completing financial aid forms and gaining admission to post-secondary education and/or vocational training.
- Research resources available in the community that may be utilized to meet students' needs; supports students and families in accessing community and educational resources.
- Perform record-keeping, data entry, and reporting of services provided and student outcomes.
- Performs other related duties as assigned.

Requirements
Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in education, psychology, administration of justice, social work, or related field. Possession of an associate's degree in a related field is desirable. Additional relevant experience may substitute for post-secondary coursework.

Experience: One year of experience providing educational services, instructional support, social services, or community resource and referral to at-promise (at-risk) students or families is required. Experience working with students in foster care, experiencing homelessness, or involved in the juvenile justice system is preferred.

YOUTH SUPPORT AND SERVICE SPECIALIST — BILINGUAL

Knowledge of:

- Principles and practices of age-appropriate child development and guidance applicable for an educational setting.
- Juvenile court system, including both dependency and delinquency processes.
- System of care for youth in foster care, experiencing homelessness, and/or involved in the juvenile justice system.
- Educational and transitional services and community resources available for students and families.
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures, and equipment.
- Telephone and email etiquette.
- Record-keeping practices.
- Standard office productivity software applications, including spreadsheets.

Skill in:

- Presenting information in group settings in a culturally and linguistically appropriate manner.
- Cultural competency with populations served.

Ability to:

- Plan, organize, prioritize, and schedule work.
- Work independently as well as collaboratively.
- Make sound decisions within appropriate limits of authority.
- Analyze available information and determine an appropriate course of action.
- Interpret, explain, and apply laws, regulations, rules, and policies.
- Coordinate work of district or SBCEO partners over whom one has no supervisory authority.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Compose correspondence and written materials independently.
- Edit and proofread documents.
- Establish and maintain effective working relationships with others.
- Meet schedules and deadlines.
- Maintain confidentiality of files, records, and other sensitive material.
- Learn operations, policies, practices, and objectives of SBCEO and assigned program.
- Operate a computer and other office equipment and related software programs.
- Document work activity.
- Perform data entry and file maintenance.
- Learn to use student information systems and databases.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.
- Exercise tact and diplomacy in interactions with others.
- Represent SBCEO and program participants effectively.

YOUTH SUPPORT AND SERVICE SPECIALIST — BILINGUAL

Licenses and certificates
Possession of a valid California Class C driver's license, insurance as required by law, and the use of a dependable automobile are required.

Working conditions
Positions in this classification are 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 lifting and carrying heavy objects, crawling, or stooping - is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and provide service to students and families, is required. Occasional overnight travel may be required.

Series
Instructional

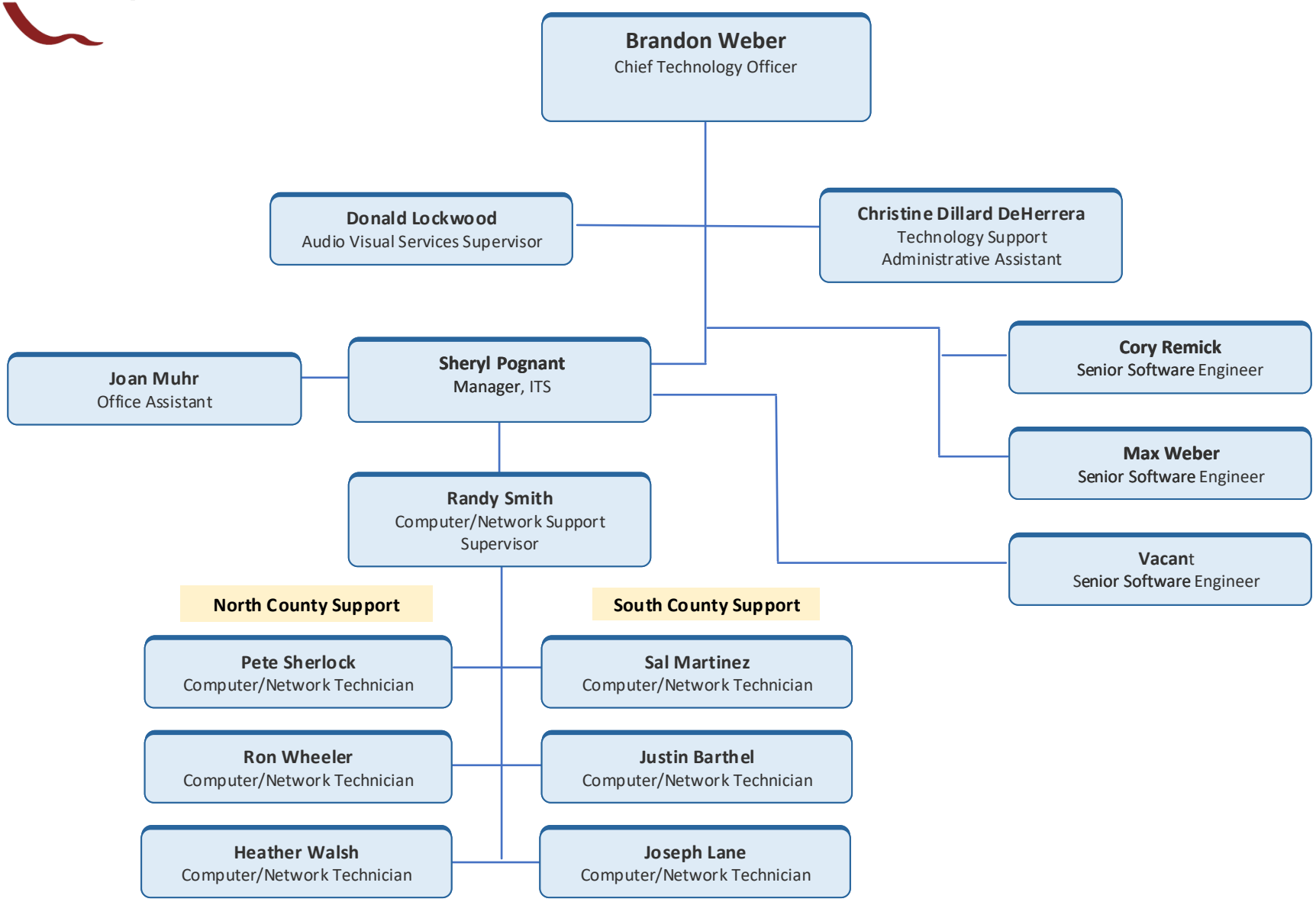
Salary range 60

Approved by the Personnel Commission:	October 25, 2007
Revised:	December 20, 2007
	December 16, 2021
	January 27, 2022

Santa Barbara County Education Office
Service & Leadership

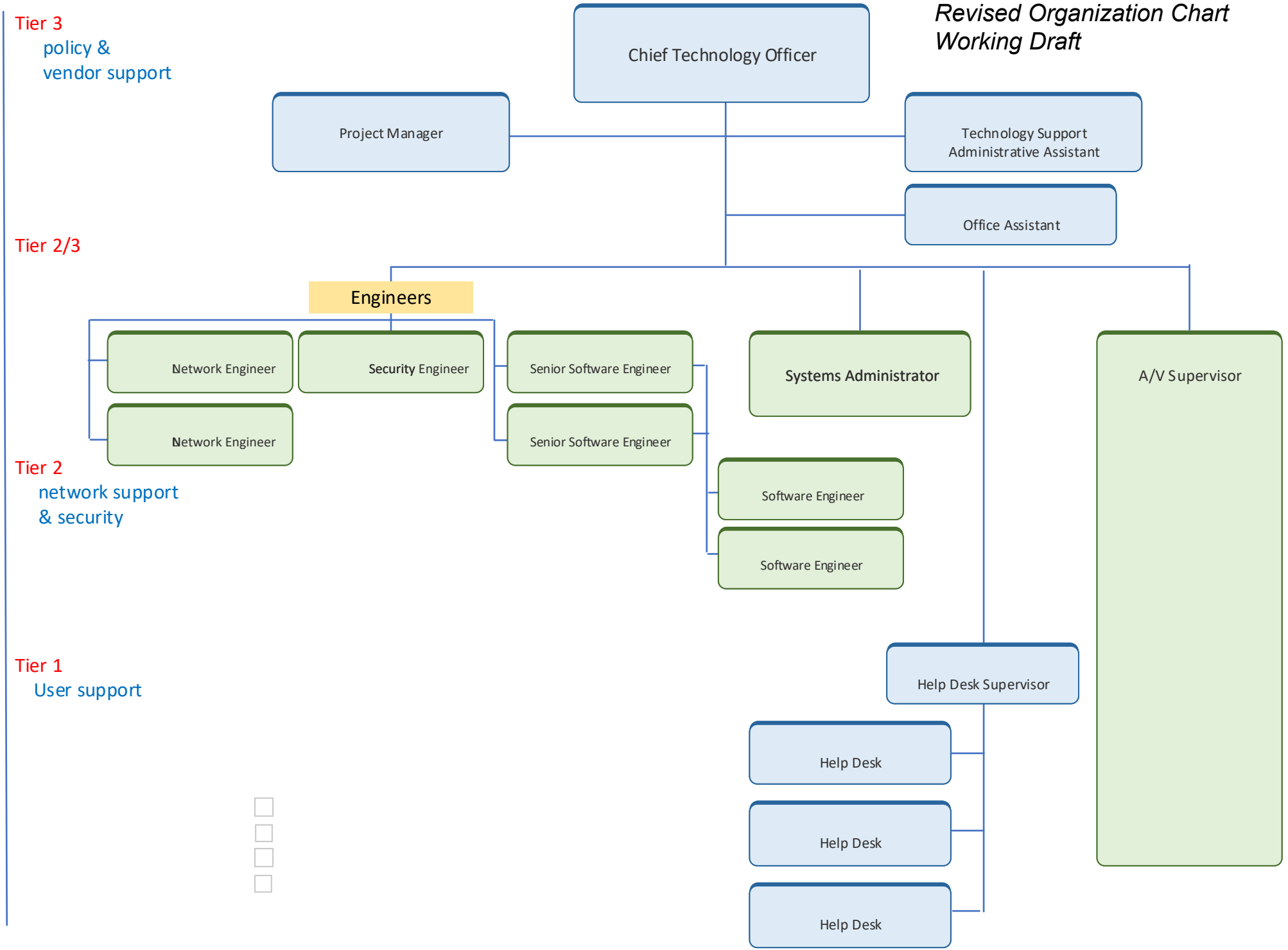
Administrative Services Division

Information Technology Services



AGENDA ITEM 12

Information Technology Services
Revised Organization Chart
Working Draft



Santa Barbara County Education Office
Susan C. Salcido, Superintendent

Personnel Commission

JOB DESCRIPTION

COMPUTER/NETWORK TECHNICIAN, INFORMATION TECHNOLOGY SERVICES

Reports to: Computer/Network Support Supervisor, Information Technology Services
Division: Administrative Services

Our ideal candidate
You are an innovative professional with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are good with people. You are an excellent problem-solver, highly responsible, and take ownership of all the tasks and responsibilities of the position. You conduct research, communicate effectively and solve problems, or collaborate with other technical colleagues in that pursuit, without jumping to conclusions, or leaving the solutions to others. You mentor and train others, and give credit where it is due. You are solutions-oriented, inspire others by avoiding micro-managing, and you lead by example. You are committed to providing the best service available to the Santa Barbara County Education office and the school districts it serves.

General description
Responsible for administration of network servers, Internet, intranet and email services, and office security infrastructure, and for providing technical assistance and network support to departments of the Santa Barbara County Education Office. Also responsible for providing support to school districts in resolving connection and data communication issues for the financial system.

Specific duties and responsibilities
- Communicate effectively with others, always remaining helpful, courteous, and respectful
- Troubleshoot and resolve complex technical problems
- Design, configure, support, maintain, and evaluate servers and security infrastructure
- Monitor client/server applications and database connectivity
- Manage physical and virtual servers in a Windows and Linux environment, ensuring that each server has as close to 100% up time as practical
- Help maintain security of servers from unauthorized intrusion by physical or electronic means
- Ensure the accurate, efficient, and timely performance of production systems and applications residing on all network servers under control of Information Technology (IT) Services, with highest priority given to payroll, email, Internet and Intranet
- Manage the operation of local and wide-area networks, providing technical assistance and support to users of the LAN, WAN, and Intranet/Internet
- Administer email, Internet and Intranet services, including integration with handheld devices
- Monitor and maintain databases related to user access to email, Internet and Intranet services, network equipment access and security, and tape library, administering the assignment and deletion of related accounts and passwords

COMPUTER/NETWORK TECHNICIAN, INFORMATION TECHNOLOGY SERVICES

- Perform vendor-supplied system and software upgrades to all designated equipment and services
- Provide financial system connectivity support to school districts
- Perform installations and upgrades, troubleshooting and repairing servers and workstations
- Train users in operation of computer equipment and office systems, and provide technical assistance to employees and school district staff in person and by phone, communicating effectively with others
- Resolve data communication issues as they relate to networks, printers, and other peripheral devices
- Install, test, and set up computers (Windows and Mac Operating Systems) and peripherals, printer sharing devices, servers, switches, uninterruptable power supply devices, network, cabling, and data communication devices
- Install, configure, and test Windows servers, integrating servers with other devices
- Submit timely bills for tasks completed, documenting time spent, parts used, and software/hardware purchased
- Upgrade and maintain hardware and software as required, including office network services such as backups, antivirus protection and file sharing
- Monitor wireless systems and troubleshoot as needed
- Ensure that regularly scheduled backups occur for all computer systems.
- Perform annual software/hardware inventory for office computers
- Document and maintain all technical procedures for the Computer/Network Technician Manual.
- Evaluate computer hardware and software, making recommendations regarding selection, installation, upgrade, and use
- Serve as liaison between departments, vendors and end users, coordinating with vendors on warranty repairs to network servers, computers and peripherals
- Work with vendors to develop an understanding of products and evaluate proposals
- Routinely update supervisor with status of tasks
- Participate in planning and implementing technical projects
- Plan, design, and implement Active Directory group policy as assigned
- Perform computer/network/application support duties as needed
- Maintain up-to-date records of software licenses, product warranties, configuration images, maintenance and repair activities
- Monitor to ensure compliance with software licenses, and maintain a database inventory of hardware, software, and users
- Monitor trends and developments in systems, networking and multi-platform communication technologies
- Perform other duties as assigned.

COMPUTER/NETWORK TECHNICIAN, INFORMATION TECHNOLOGY SERVICES

Requirements
Education: A combination of training, education, and experience that provides the required knowledge and skill for the responsibilities of this position

Experience: Four years of increasingly responsible experience with computer networks, servers and workstations

Knowledge and skills:
- Current Windows and Macintosh computers, peripherals, security devices, and related office applications
- Troubleshooting strategies and resources
- Email protocols, network printing and wireless, and file sharing and web services
- Positive customer support techniques, and a track record of successes and experiences
- Software maintenance, LAN/WAN network performance tuning, and system diagnostic software
- Data communication security and network access protocols (TCP/IP, DHCP, DNS, VPN SonicWall, CISCO and Active Directory)
- Industry-standard word processing, spreadsheet and database programs
- Planning, directing, implementing, maintaining, and troubleshooting wired and wireless networks, physical and virtual servers, and storage area networks.

Abilities
- Communicate effectively in oral and written forms
- Troubleshoot and resolve complex problems
- Define problems, collect data, and draw conclusions in a variety of situations where little standardization exists
- Prioritize, schedule, and coordinate large workloads
- Plan, organize, and manage assigned functions
- Work well under pressure
- Work well in a group
- Maintain strict confidentiality in all aspects of work
- Manage physical and virtual servers
- Meet schedules and timelines
- Research technology in order to provide a higher value of service to the office and its user community
- Perform individual research, analysis, and evaluations of computer hardware, software and network technologies
- Present information effectively to supervisor and upper management
- Maintain good records, prepare reports, and make presentations with a high degree of accuracy
- Work with vendors to develop an understanding of products, and evaluate products
- Field complaints and facilitate resolution

COMPUTER/NETWORK TECHNICIAN, INFORMATION TECHNOLOGY SERVICES

- Work in a calm, tactful, friendly and diplomatic manner, collaborating with others to solve problems
- Maintain effective working relationship with coworkers, supervisors and consultants
- Ensure that all duties are performed correctly and in a timely manner
- Ability to climb, crawl, stoop, kneel, crouch, occasionally lift 10 pounds or more. Requires manual dexterity, near visual acuity, speech intelligibility and flexibility. Requires ordinary ambulatory skills to travel to outside offices and locations.

Licenses and certificates
Valid California driver's license and automobile insurance coverage required by law

Working conditions
Data processing environment, subject to noise and travel to various sites within the county. Minimal exposure to health and safety risks.

Salary range 88

Approved by the Personnel Commission: Jan. 23, 2007
Revised: March 26, 2009
Revised: June 23, 2016

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

CLASS TITLE: COMPUTER/NETWORK TECHNICIAN II

BASIC FUNCTION:

Under direction of an assigned supervisor provide technical assistance to the Santa Barbara County Education Office (SBCEO) departments. Perform installations and upgrades, troubleshoot and repair computers, maintain and recommend computer hardware and software; train users in operation of computer equipment and programs; support computers and data communication issues as they relate to networks, printers, and other peripheral devices.

DISTINGUISHING CHARACTERISTICS:

This position includes all the duties of the Computer/Network Technician I position described below, plus the primary responsibilities of administration of network servers and active directory; management of client/server applications and databases; and assistance with network administration and project management tasks.

REPRESENTATIVE DUTIES:

1. Provide technical assistance to SBCEO employees, both in person and over the phone.
2. Identify and resolve computer and peripheral device problems.
3. Install, test, and perform the setup of computers and peripherals, printer sharing devices, networks and data communication devices.
4. Submit bills daily for tasks completed; documenting time spent, parts used and software/hardware purchased.
5. Perform hardware and software upgrades and maintenance as required.
6. Document and maintain all technical procedures for the Computer/Network Technician Manual.
7. Evaluate computer hardware and software and make recommendations regarding selection, installation, upgrade, and use to the Computer/Network Support Supervisor.
8. Routinely update an assigned supervisor with status of tasks.
9. Participate in planning and implementing technical projects.
10. Ensure that regularly scheduled backups occur for all computer systems.
11. Perform annual software/hardware inventory for SBCEO department computers.
12. Prepare desk procedures.
13. Perform other computer/network/application support duties as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Current Windows and Macintosh computers, peripherals, security devices, and related application and support software
Troubleshooting skills, strategies and resources
Network operating systems and related application software
TCP/IP, e-mail protocols, network printing and wireless
Customer support dynamics
Interpersonal skills
Software maintenance, network performance tuning, and system diagnostic software
Data communication and network access protocols
Industry standard word processing, spreadsheet and database programs and proficiency in the use of these and related programs

ABILITY TO:
Quickly acquire knowledge of the County Education Office's organization, operations, policies and objectives
Define problems, collect data and draw conclusions in a variety of situations where little standardizations exist
Prioritize, schedule and coordinate large workloads
Communicate effectively in both oral and written forms
Work well under pressure
Meet schedules and time lines
Perform individual research, analysis, and evaluations of computer hardware, software, and network technologies
Receive complaints and take steps to facilitate resolution
Work cooperatively with others and maintain effective working relationships with co-workers, supervisors, consultants and others as required; establish and maintain a calm, tactful, friendly and diplomatic manner
Effectively present information to upper management
Plan, organize and manage assigned functions
Maintain records, prepare reports and make presentations
Work confidentially with discretion
Work with vendors to develop an understanding of products, evaluate proposals, and enhance applications

EDUCATION AND EXPERIENCE:

A combination of training, education, and experience that provides the required knowledge and skill for the responsibilities of this position and four years of progressive experience with computers and network.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess a valid California driver's license and automobile insurance coverage required by law.

WORKING CONDITIONS:

Data processing environment, ability to climb, crawl, stoop, kneel, crouch, occasionally lift 25 lbs. or more, subject to noise and travel to various sites within the county.

APPROVED BY PERSONNEL COMMISSION: January 23, 2007
APPROVED BY PERSONNEL COMMISSION: March 26, 2009 Revised

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Personnel Commission

JOB DESCRIPTION

COMPUTER/NETWORK SUPPORT SUPERVISOR, INFORMATION TECHNOLOGY SERVICES

Reports to: Manager, Information Technology Services
Division: Administrative Services

Our ideal candidate
You are an innovative professional with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are good with people. You are an excellent problem-solver, highly responsible, and take ownership of all the tasks and responsibilities of the position. You conduct research, communicate effectively and solve problems, or collaborate with other technical colleagues in that pursuit, without jumping to conclusions, or leaving the solutions to others. You mentor and train others, and give credit where it is due. You are solutions-oriented, and inspire others by avoiding micro-managing. You lead by example. You are committed to providing the best service available to the Santa Barbara County Education office, school districts, and the employees supervised by this position.

General description
Independently manages the daily operations of the SBCEO network team, providing network and technical support services organization-wide. Responsible for senior-level planning, directing, supervising, and supporting of technology projects, including complex systems and highly technical issues.

Specific duties and responsibilities
- Demonstrate and utilize strong communication skills
- Plan, organize, direct, schedule and supervise the activities of the Computer Network Technician staff
- Design, plan, install, configure, monitor, maintain and support office technology systems, including Local and Wide Area Networks (LAN and WAN) wired and wireless, SBCEO Windows domain and servers, workstations and mobile devices, email, Internet, Intranet, and webserver services
- Support, maintain, and troubleshoot office firewalls and network devices
  Perform server systems administration tasks and direct staff in system administration, maintenance, upgrades, and installation of servers
- Provide support for technology projects
- Work with consultants on an as-needed basis regarding evaluation, configuration, and tuning of such devices to continually ensure a reliable, secure, and efficient network environment
- Ensure that office network services, including backups, antivirus protection, and file sharing operate continuously and successfully

COMPUTER/NETWORK SUPPORT SUPERVISOR, INFORMATION TECHNOLOGY SERVICES

- Manage security and network access, including installing and monitoring approved networking security strategies and practices which ensure that SBCEO private networks are accessible only to authorized users; create or modify user access privileges
- Provide administration support and act as a liaison to outside vendors for other department servers maintained by the department
- Monitor LAN and WAN network performance, capacity, and problems; troubleshoot network issues and coordinate in-house and consultant support of the network; use network management and monitoring tools to optimize network operations
- Document service and maintenance agreements, equipment replacement schedules, passwords and equipment configurations, levels of backups, equipment ordering, timekeeping and billing
- Monitor equipment performance, usage, maintenance agreements and license status
- Monitor electrical power utilization for UPS and generator emergency backup and keep spreadsheet updated
- Stay abreast of current and emerging technologies in networking and communication systems
- Plan for and schedule systematic upgrades and replacement of equipment, as appropriate
- Maximize operational efficiency to reduce costs and maximize productivity
- Resolve interpersonal conflicts
- Lead the team to continually improve customer service
- Write employee performance evaluations
- Establish short-range and long-range plans and objectives
- Budget to manage equipment needs
- Document network in Visio and keep updated with all network changes
- Troubleshoot and resolve complex problems
- Perform other duties as assigned

Requirements

Education: A combination of training, education, and experience that provides the required knowledge and skill for the responsibilities of this position.

Experience: Two years' experience in supervising senior-level technical staff. Three years increasingly responsible experience planning and scheduling complex server, workstation and network technology projects.

COMPUTER/NETWORK SUPPORT SUPERVISOR, INFORMATION TECHNOLOGY SERVICES

Knowledge and skills:

- Strong communication techniques
- Current Windows Domain, LAN/WAN installation, maintenance, operation and programming
- Methods and procedures of operating servers, personal computers, and peripheral equipment
- Methods and procedures related to the configuration and programming of firewalls, routers and switches
- Principles and techniques of systems and network analysis
- Principles and techniques of network and data security
- Troubleshooting strategies and resources
- Track record of positive customer support successes and experiences
- Software maintenance, network performance tuning, and system diagnostic software
- Data communication security and network access protocols (TCP/IP, DHCP, DNS, VPN, SonicWALL, CISCO, and Active Directory)
- Industry-standard word processing, spreadsheet and database program proficiency
- Planning, directing, implementing, maintaining, and troubleshooting wired and wireless networks, physical and virtual servers, and storage area networks

Abilities

- Plan, organize, supervise and participate in the installation, maintenance and repair of various network systems including Windows Domain and LAN and WAN (both wired and wireless networks)
- Supervise, troubleshoot, and repair network and system malfunctions
- Organize and participate in network user support activities
- Analyze situations accurately and adopt an effective course of action
- Define problems, collect data and draw conclusions in a variety of situations
- Prioritize, schedule, and coordinate large workloads
- Plan, organize, and manage assigned functions
- Isolate the root cause of a problem, triage to determine whether the matter is urgent or can be addressed on a non-urgent basis
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Perform individual research, analysis, and evaluations of emerging technologies and security in the areas of networking, servers, personal computers, storage area devices
- Present information effectively to upper management
- Supervise and evaluate performance of assigned personnel
- Maintain good records, prepare reports, and make presentations
- Organize and control work assignments and projects involving multiple components, staff, and partners to achieve goals and objectives with a high degree of accuracy
- Maintain strict confidentiality in all aspects of work

COMPUTER/NETWORK SUPPORT SUPERVISOR, INFORMATION TECHNOLOGY SERVICES

- Work with vendors to develop an understanding of products
- Field complaints and facilitate resolution
- Work in a calm, tactful, friendly and diplomatic manner, collaborating with others to solve problems
- Work well under pressure and respond appropriately to crisis or emergency situations
- Handle personnel problems with dignity and respect
- Research, study and learn more about technology in order to provide a higher value of service to the office and its user community
- Ensure that all duties are performed correctly and in a timely manner
- Work independently with little need for direction, instruction or supervision
- Ability to climb, crawl, stoop, kneel, crouch, occasionally lift 10 pounds or more. Requires manual dexterity, near visual acuity, speech intelligibility and flexibility. Requires ordinary ambulatory skills to travel to outside offices and locations.

Licenses and certificates
Valid California driver's license and automobile insurance coverage required by law, plus a working vehicle available for occasional travel with the standard rate or reimbursement

Working conditions
Data processing environment, subject to noise and travel to various sites within the county. Minimal exposure to health and safety risks.

Salary range 97

Approved by the Personnel Commission:	June 29, 2006
Revised:	Jan. 24, 2007
Revised:	March 26, 2009
Revised:	Dec. 17, 2015
Revised:	June 23, 2016

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

Manager, Information Technology Services

Basic Function

Plans, manages, coordinates, and participates in activities dedicated to providing data communications, technical support, maintenance, and troubleshooting to county office and multiple district users on hardware and software applications used for administrative and financial accounting purposes, including ERP systems. Manages and provides advanced technical guidance to staff on a wide variety of installations, upgrades, and applications support. Responsible for network operations within the county office environment and to district users and subscribers, for technical and user support activities, workstation standards and configuration, database integration, and system security. Requires the ability to integrate these services, optimize users' access to technical support and troubleshooting, and ensure secure, continuous operations. Requires the ability to lead and facilitate large-scale systems and applications conversions and upgrades.

Essential Duties and Responsibilities

- Develops, maintains, and evaluates procedures, standards, capacity, and infrastructure required to provide flexible and cost-effective information technology services that support efficient administrative processes, and internal and community access.

- Participates with county office in planning and design of network infrastructure. Participates in business planning for the department and in assessing the effectiveness of information systems.

- Defines the scope and objectives for applications, along with constraints and system requirements. Analyzes and defines current organizational functions, processes, sources and uses of information, and other data to determine application needs and requirements.

- Directs configuration and maintenance of directory structures, security applications and software. Specifies data communications requirements and wiring and hardware layouts for new or existing capacity.

- Consults with county office and participates with vendors and others to define web portals, databases, fields, table space, and levels of data access.

- Directs and participates in the installation, support, and maintenance of ERP and specialized applications used in education. Supports the software, hardware, applications, and overall systems and business environments.

- Assures continuous operation and performance of applications servers supporting District-wide enterprise resources planning (ERP) integrated data management, warehousing, and database systems.

- Oversees and develops projects for ERP or equivalent databases, and related ERP resources, to meet county office and member district needs and provide for system enhancements.

- Coordinates, directs, and supports the campus needs and requirements for maintaining security of ERP systems and integrated databases, applications, and data. Participates in developing protocols for information access and security.

- Oversees and resolves system and application performance issues related to ERP integrated database environments.

- Develops strategies, guidelines, and methodologies to support vulnerability management including but not limited to: virus protection, intrusion detection, firewalls, VPN, off-site storage, disaster recovery, replication, security management, and software licensing.

- Oversees installation and configuration of all network users, computers, printers, cabling, peripherals, servers, routers, and switches. Ensures a common approach to configuring network protocols, security, and policy files governing user access.

- Oversees and participates in a range of troubleshooting to resolve network hardware and operations problems, including but not limited to connectivity, Internet access, electronic mail and file servers.

- Trains, assigns, and reviews the work of Analysts and Technicians. Establishes communications with academic and administrative departments, orienting them to the scope of user support. Establishes standards to assure consistent technical support.

- Recommends and administers department budgets, and prepares and maintains a variety of records and reports for internal and external requirements.

- Performs other related duties that support the objective of the position.

Qualifications

Knowledge and Skills

The position requires specialized professional knowledge of networked personal computer operations, including the principles, techniques, and complexities associated with networks using web portals, the relationship and usage of various input and output components, business and education support software, and terminology. Requires working knowledge of business practices sufficient to develop information systems and work process flow charts, ultimately leading to integrated, networked applications. Requires in-depth knowledge of the organization and operations of a hardware and software technical support function. Requires in-depth knowledge of ERP systems and relational databases. Requires well-developed written English language skills to convey technical concepts in easy-to-learn formats and develop network and system documentation. Requires well-developed human relations skills to manage projects, facilitate small group planning and problem solving, conduct training and advanced technical assistance on the use and application of a full range of hardware, software, Internet, and connectivity.

Abilities

Requires the ability to establish and develop formal plans pertaining to personal, administrative, and computing. Requires the ability to coordinate systems development functions and steps and follow logical progressions, and to think logically, creatively, and in abstract terms. Requires the ability to discuss technical information with users, discern their needs and develop programs, systems, screens, etc., which meet those needs. Must be able

to communicate technical and complex information to non-technical users. Requires the ability to read, understand and apply information from technical manuals and education code regulations. Requires the ability to operate a variety of network equipment, computers, printers, and peripheral equipment. Requires the ability to analyze multi-dimensional technical problems and develop and implement appropriate solutions; read, understand, and apply information from technical manuals. Must be able to select, train and supervise the performance of staff. Requires the ability to work cooperatively and productively with internal and external constituencies. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness and the core values of the institution.

Physical Abilities

Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature. Requires the ability to sit for extended periods of time to accomplish data entry and deskwork. Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment. Requires normal hearing and speaking skills to communicate with staff in one-on-one and group settings. Visual acuity to read printed materials and computer screens.

Education and Experience

The position typically requires Bachelor's Degree with a concentration in one or more of the following areas: computer science, information technology, networking, microcomputer hardware and software components, microcomputer operating systems, data communications software, or a related area and six years of experience in a networked personal computer hardware/software environment working with various operating systems.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Approved:	February 17, 2000
Revised:	March 26, 2009
	June 25, 2014

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Personnel Commission

JOB DESCRIPTION

NETWORK ENGINEER

Reports to: Information Technology Services Management
Division: Administrative Services

Our ideal candidate
You are a detail-oriented information technology professional with exceptional technical skill in the design, implementation, and maintenance of a LAN/WAN infrastructure. You bring expertise in supporting complex, multi-site environments and excel at ensuring secure access for all users, which include not only employees but also students in programs such as Juvenile Court and Community Schools, Special Education, and Early Care and Education. You are proactive, collaborative, and deeply committed to maintaining the confidentiality, integrity, and availability of network resources, while meeting all applicable legal and regulatory requirements.

General description
Under general direction, design, configure, monitor, and maintain SBCEO's local and wide area network infrastructure to ensure security, reliability, and high performance; provide technical expertise to support instructional and operational programs, including school-based programs with specialized security and privacy requirements; implement best practices for networking, security, and compliance; and provide recommendations to management on network access and usage policies that meet the unique needs of SBCEO programs.

Specific duties and responsibilities
- Design, implement, and maintain secure and efficient LAN/WAN infrastructure, including wired, wireless, and virtual networks.
- Monitor network performance, identify bottlenecks or vulnerabilities, and proactively resolve issues to ensure high availability and reliability.
- Implement and maintain firewalls, switches, routers, VPNs, and other network devices to support secure connectivity across multiple sites.
- Configure and maintain secure network access for staff working at different sites and using a variety of devices.
- Support the networking needs of instructional programs, including Juvenile Court and Community Schools, Special Education, and Early Care and Education, ensuring compliance with applicable laws and policies protecting student information and regulating access as needed.
- Develop, implement, and document network security strategies and practices to protect SBCEO's systems and data from unauthorized access or breaches.
- Collaborate with Information Technology Services team members and program administrators to assess current and future network needs in support of both operational and educational objectives.
- Provide technical expertise in the evaluation, selection, and deployment of network hardware, software, and services.
- Maintain up-to-date documentation of network architecture, configurations, security protocols, and disaster recovery plans.

NETWORK ENGINEER

- Stay current with industry trends, emerging technologies, and changes in laws or regulations impacting network security and student data privacy.
- Train and support ITS staff and end-users on appropriate use of network resources and security best practices.
- Ensure that networks support bandwidth, latency, and security needs for Artificial Intelligence-enhanced cloud tools and automated systems.
- Collaborate on smart device rollouts and school-level connectivity for emerging technology pilots.
- May provide support and resources to local school districts and schools within Santa Barbara County, as assigned.
- Perform other related duties as assigned.

Requirements
A typical way to qualify for this classification would be:

Education: Bachelor's degree in information technology, computer science, educational technology, or related field.

Experience: Three years of experience in network engineering in a multi-site environment.

Public sector and/or education experience is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:
- Principles and best practices of LAN/WAN design, configuration, monitoring, and maintenance.
- Network protocols, standards, and technologies (e.g., TCP/IP, DHCP, DNS, VLAN, VPN).
- Principles and techniques of network and data security, including firewalls, intrusion prevention, and encryption.
- Network hardware, software, and tools for monitoring and diagnostics.
- Disaster recovery, business continuity, and documentation best practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Standard office productivity software applications and modern office practices and equipment.
- Telephone and email etiquette.

Ability to:
- Troubleshoot and resolve complex network problems in a timely and efficient manner.
- Learn and apply laws, policies, and procedures relating to network security and student privacy (e.g., FERPA, CIPA).
- Learn specialized user and data protection needs of instructional programs and design systems accordingly.

NETWORK ENGINEER

- Communicate effectively orally and in writing.
- Communicate technical information clearly to non-technical users.
- Produce a variety of written materials, including network documentation, security protocols, disaster recovery plans, and draft policies.
- Collaborate effectively with ITS staff, administrators, and program staff to meet organizational needs.
- Work independently and as part of a team.
- Establish and maintain effective and professional working relationships with others.
- Exercise tact, patience, and courtesy in interactions with others.
- Interpret, explain and apply rules, regulations and policies.
- Analyze situations accurately and adopt an effective course of action.
- Identify opportunities and implement strategies for continuous improvement.
- Maintain confidentiality of SBCEO data.
- Maintain accurate records, documentation, and reports.

Licenses and certificates
Possession of job-related certifications, such as Cisco Certified Network Associate (CCNA), CompTIA Network+, or similar is preferred.

Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions
Work is performed primarily in an office environment, with travel to school and office sites throughout Santa Barbara County. May require working outside of regular office hours to perform maintenance or resolve urgent network issues. Requires the ability to lift and install objects weighing up to 15 lbs. Duties may require occasional crawling, kneeling, or stooping, or working in cramped spaces such as wiring closets.

Series
Information Technology

Salary range 94

Approved by the Personnel Commission: August 28, 2025

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Personnel Commission

JOB DESCRIPTION

SECURITY ENGINEER

Reports to: Information Technology Services Management
Division: Administrative Services

Our ideal candidate
You are a highly skilled and proactive security professional who designs, implements, and maintains technical safeguards to protect organizational data, networks, and systems. You excel at translating security policies and plans into actionable, technical solutions and procedures. With a strong understanding of the legal and regulatory landscape governing student data privacy and secure access in educational settings, you ensure that security practices meet the needs of a modern office environment as well as the specialized needs of Juvenile Court and Ccommunity Schools, Special Education, and Early Care and Education programs. You are detail-oriented, collaborative, and dedicated to ensuring a secure, compliant, and resilient technology environment.

General description
Under general direction, the Security Engineer serves as a technical lead for implementing security policy across all SBCEO systems and collaborates closely with leadership to align configurations with organizational strategy. In alignment with SBCEO security policies and plans, the Security Engineer ensures compliance with legal requirements and best practices and provides technical expertise to support secure operations countywide, across SBCEO programs and office sites, with particular attention to protecting sensitive student data and supporting school-based programs. With other ITS staff, implements and maintains security technologies, configurations, and procedures to protect SBCEO's information technology infrastructure and data.

Specific duties and responsibilities
- Draft and recommend SBCEO security policies and plans; execute security policies by implementing, monitoring, and maintaining technical security controls, including firewalls, intrusion prevention systems, endpoint protection, multi-factor authentication, and encryption.
- Perform ongoing security monitoring and log analysis to detect, respond to, and mitigate potential threats and vulnerabilities.
- Conduct regular security assessments, vulnerability scans, and penetration testing of networks, systems, and applications.
- Coordinate with the CTO and other ITS staff to execute incident response plans, ensuring timely and effective resolution of security incidents.
- Support the secure configuration and maintenance of networks, servers, cloud environments, and end-user devices.
- Collaborate with program administrators and ITS colleagues to ensure that security controls meet the unique requirements of SBCEO instructional programs, including Juvenile Court and Community Schools, Special Education, and Early Care and Education.
- Maintain awareness of emerging threats, vulnerabilities, and regulatory changes, providing recommendations to enhance security posture.

SECURITY ENGINEER

- Ensure compliance with all applicable laws and regulations related to data privacy and security, including Family Educational Rights and Privacy Act (FERPA), Children's Internet Protection Act (CIPA), and other relevant standards.
- Document and maintain security configurations, procedures, and response activities.
- Provide guidance and support to ITS staff and end-users on secure computing practices, assisting with awareness and training initiatives.
- Participate in disaster recovery and business continuity planning, ensuring critical systems can be restored securely.
- Ensure data used for Artificial Intelligence (AI)/automation complies with FERPA, CIPA, and SBCEO security policies.
- Monitor risks of generative AI and enforce acceptable use standards.
- May provide support and resources to local school districts and schools within Santa Barbara County, as assigned.
- Perform other related duties as assigned.

Requirements
A typical way to qualify for this classification would be:

Education: A bachelor's degree in computer science, information systems, electrical engineering, or a related field.

Experience: Three years of experience in information security in a multi-site environment that included design or implementation of secure network architectures, encryption technologies, application security, virtualization technologies, and secure coding practices.

Experience in an education or public sector setting is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

SECURITY ENGINEER

Knowledge of:

- Information security principles, standards, and frameworks (e.g., NIST, CIS Controls, ISO 27001).
- Network, endpoint, cloud, and application security best practices.
- Security technologies and tools, including firewalls, SIEM, IDS/IPS, anti-malware, and encryption.
- Legal and regulatory requirements for student data privacy and security (e.g., FERPA, CIPA).
- Incident response, disaster recovery, and business continuity practices.
- Risks and mitigation strategies associated with supporting diverse educational programs and sensitive populations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Standard office productivity software applications and modern office practices and equipment.
- Telephone and email etiquette.

Ability to:

- Implement and maintain effective technical security measures across complex IT environments.
- Analyze and respond to security threats and incidents effectively.
- Understand and apply legal and regulatory requirements to technical configurations and operations.
- Communicate clearly with technical and non-technical stakeholders regarding security matters.
- Collaborate with ITS team members, administrators, and program staff to support secure operations countywide.
- Document configurations, procedures, and incidents accurately and thoroughly.
- Stay current with emerging security trends, tools, and threats.
- Communicate effectively orally and in writing.
- Communicate technical information clearly to non-technical users.
- Produce a variety of written materials, including security protocols, incident reports, and draft policies.
- Collaborate effectively with ITS staff, administrators, and program staff to meet organizational needs.
- Work independently and as part of a team.
- Establish and maintain effective and professional working relationships with others.
- Exercise tact, patience, and courtesy in interactions with others.
- Interpret, explain and apply rules, regulations and policies.
- Maintain confidentiality of SBCEO data.
- Maintain accurate records, documentation, and reports.

SECURITY ENGINEER

Licenses and certificates
Possession of job-related certifications, such as Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH), CompTIA Security+, or similar is preferred.

Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions
Work is performed primarily in an office environment, with travel to school and administrative sites throughout Santa Barbara County. May require work outside of regular hours to respond to urgent security matters or perform maintenance. Requires the ability to work in wiring closets, server rooms, and other technical spaces as needed.

Series
Information Technology

Salary range 97

Approved by the Personnel Commission: August 28, 2025

Santa Barbara County Education Office
Susan C. Salcido, Superintendent

Personnel Commission

JOB DESCRIPTION

SYSTEMS ADMINISTRATOR

Reports to: Information Technology Services Management
Division: Administrative Services

Our ideal candidate
You are a knowledgeable and reliable systems administrator who configures, maintains, and optimizes both on-premises and cloud-based systems to ensure seamless, secure, and efficient operations. You bring expertise in managing servers, virtualization, storage, and cloud environments, and you take pride in supporting instructional and operational programs across diverse school sites and administrative offices. You are collaborative, responsive, and committed to delivering high-quality service in a way that supports the unique needs of juvenile court and community schools, special education, and early care and education programs.

General description
Under general direction, administers, maintains, and supports SBCEO's server and cloud infrastructure. The Systems Administrator ensures systems are reliable, secure, and aligned with SBCEO's goals. The role provides technical expertise to support countywide programs and office sites, ensuring compliance with security and privacy requirements in educational environments.

Specific duties and responsibilities
- Install, configure, and maintain physical and virtual servers, storage systems, and cloud-based resources.
- Manage and optimize cloud infrastructure services (e.g., Azure, AWS, Google Cloud) to support SBCEO operations and programs.
- Monitor system performance and ensure high availability, reliability, and scalability of services.
- Implement system updates, patches, and upgrades to maintain security and functionality.
- Administer directory services, user accounts, permissions, and group policies.
- Collaborate with the CTO, Security Engineer, and other ITS staff to maintain secure configurations and respond to vulnerabilities.
- Provide technical support for system-related issues, coordinating with help desk and network teams as needed.
- Document system configurations, procedures, and changes accurately and thoroughly.
- Support disaster recovery and business continuity efforts by maintaining system backups and recovery plans.
- Partner with program administrators to assess and implement systems that meet the needs of instructional programs, including Juvenile Court and Community Schools, Special Education, and Early Care and Education.
- Stay current with advancements in cloud technologies, virtualization, and systems management.
- Support implementation of Artificial Intelligence (AI)-integrated platforms (e.g., Microsoft 365 Copilot, Google AI).
- Manage back-end cloud systems where automation and AI tools are deployed.
- Lead system integrations that enable cross-department data-sharing.

SYSTEMS ADMINISTRATOR

- May provide support and resources to local school districts and schools within Santa Barbara County, as assigned.
- Perform other related duties as assigned.

Requirements
A typical way to qualify for this classification would be:

Education: Bachelor's degree in information technology, computer science, electrical engineering, or related field.

Experience: Three years of experience in systems administration, including managing virtualized and cloud-based environments.

Public sector and/or education experience is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:
- Server administration, virtualization technologies, and storage management.
- Cloud platforms and services, including provisioning, monitoring, and cost optimization.
- Active Directory, group policies, and user account management.
- System security best practices, backup and recovery strategies, and compliance requirements.
- Supporting systems in environments serving sensitive populations and programs.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Standard office productivity software applications and modern office practices and equipment.
- Telephone and email etiquette.

Ability to:
- Install, configure, and maintain reliable and secure on-premises and cloud-based systems.
- Troubleshoot and resolve complex system issues efficiently.
- Collaborate effectively with ITS staff, administrators, and program personnel.
- Communicate technical information clearly to non-technical stakeholders.
- Document system configurations, procedures, and changes accurately.
- Adapt to evolving technologies and apply best practices in system and cloud administration.
- Communicate effectively orally and in writing.
- Produce a variety of written materials, including system configurations and procedures.
- Collaborate effectively with ITS staff, administrators, and program staff to meet organizational needs.
- Work independently and as part of a team.
- Establish and maintain effective and professional working relationships with others.

SYSTEMS ADMINISTRATOR

- Exercise tact, patience, and courtesy in interactions with others.
- Interpret, explain and apply rules, regulations and policies.
- Analyze situations accurately and adopt an effective course of action.
- Identify opportunities and implement strategies for continuous improvement.
- Maintain confidentiality of SBCEO data.
- Maintain accurate records, documentation, and reports.

Licenses and certificates
Possession of job-related certifications, such as Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, CompTIA Server+, or similar, is preferred.

Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions
Work is performed primarily in an office environment, with travel to school and administrative sites throughout Santa Barbara County. May require work outside of regular hours to perform maintenance or respond to urgent issues. Requires the ability to work in server rooms and access hardware as needed.

Series
Information Technology

Salary range 94

Approved by the Personnel Commission: August 28, 2025

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4432 General Classification Rules

4432.8 Working Out of Classification

A. Each classified employee shall be required to perform the duties approved by the County Superintendent or designee and allocated by the Commission for the class to which the employee is assigned. Classified employees shall not be required to perform duties that are not fixed and prescribed for their position in accordance with Education Code Section 45109, unless the duties reasonably relate to those fixed for the position for any period of time which exceeds five days within a 15 calendar day period.

B. An employee may be required to perform duties inconsistent with those assigned to the position for a period of five working days or more provided that his/her salary is adjusted upward for the entire period s/he is required to work out of classification. The employee shall be paid at a step with the range of the class to which s/he is temporarily assigned which provides at least a five percent increase but does not exceed the top step of the newly assigned range. Employees may be assigned to work out of classification only with the recommendation of their supervisor or department head and the approval of the Director.

C. Working out of classification assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification.

D. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by a competent authority.

Reference:
Education Code Sections 45109 and 45110

Approved: September 15, 1975
Revised: May 27, 1982
July 23, 1992
July 24, 2014

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4433 Reclassification

4433.2 Gradual Accretion

A. The basis for reclassification of a 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. Determinations as to gradual accretion shall be on the basis of guidelines provided by Personnel Commission rules.

B. Gradual accretion shall be defined as:

1. An accumulation of different or new duties or responsibilities;

2. Over a period of at least one year;

3. Consistent with changes in the program or department that required a different or new level of duties or responsibilities.

Reference:
Education Code Sections 45285

Approved: July 24, 2014

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4433 Reclassification

4433.4 Effects of Reclassification Changes on Incumbents

A. For an employee to be reclassified upward with his/her position, the reclassification must have been occasioned by a gradual accretion of duties and not a sudden change resulting from reorganization or duty changes by the Superintendent or designee. The Commission shall decide at the time the reclassification occurs as to whether the reclassification meets this rule.

1. When all of the positions in a class are reallocated to a higher class, the incumbents of the position who have been in the class for two or more years may be reclassified with their positions by the Commission.

2. When a portion of the positions with a class are reclassified to a higher class, an incumbent who has a continuous employment record of two or more years in one or more of the positions being reclassified may be reclassified with his/her position.

   Incumbents with less than two years if service may be required to take a qualifying examination or provide other evidence of qualification.

3. An employee who has been reclassified shall be ineligible for subsequent reclassification with his or her position for a period of at least two years from the initial action.

B. Any displacement of a regular employee resulting from a reclassification of a position or class of positions shall be considered a layoff for a lack of work and reemployment rights shall be provided in accordance with the law and Personnel Commission Rule 4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds.

C. When a position or group of positions is reclassified to a position with an equal or lower wage or salary range, an incumbent regardless as to the length of service in the class shall have the following rights:

1. The right to displace the employee in the same class of equal time with the lowest seniority in the class provided that the incumbent has greater seniority in the class.

2. The right to displace the employee in the same class of less time with the lowest seniority in the class, provided that the incumbent has greater seniority in the class.

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

4433.4 Effects of Reclassification Changes on Incumbents (Continued)

3. The right to displace the employee with the least seniority in any equal or lower class in which the incumbent formerly served and gained permanency, provided that he/she has greater seniority in that class.

4. The right to be demoted or to transfer, without examination, to the class to which his/her position is reclassified. The employee may choose to transfer, demote or exercise displacement rights at his/her option and his/her choice shall not affect his/her right.

D. An employee who is reclassified to a higher class shall be placed on that step of the adjusted salary range that will provide a pay increase of not less than five percent, except when the maximum rate of the higher salary range is less than five percent. Transactions resulting in the reclassification of an employee or an adjustment of salary within class shall not affect an employee's anniversary date.

Reference:
Education Code Sections 45256 and 45285

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

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

4442.6 Promotional Examinations

A. Where an adequate field of competition exists within the County Education Office and examinations can reasonably be expected to result in at least three qualified ranks of eligibles, as determined by the Director, Human Resources, the field of competition shall be limited to promotional list shall be those who by the final filing date as listed on the job announcement bulletin have permanent status.

B. Any promotional eligible whose employment is terminated during the life of the list, shall automatically have his/her name moved up to an open list, it any. If an open list does not exist, the person shall be ineligible for certification unless he/she returns to employment during the life of the promotional list.

Reference:
Education Code Sections 45260-45261 and 45272-45273

Approved: October 20, 1975
Revised August 26, 1982
October 22, 1992
Pending Approval: October 23, 2014

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

4442.7 Promotional and Open Competitive Examinations

A. Where an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Director, Human Resources may advertise the examination among employees and the general public.

B. Applicants shall be considered as a group in determining passing scores on the examination.

C. A long as three ranks are available for work on the promotional list, all openings shall be filled from that list before utilizing the open list. Should no eligibles or only one or two eligibles be available on the promotional list, the Director, Human Resources may certify sufficient numbers of eligibles from the open list, in rank order of scores, to provide three ranks from both lists for each position to be filled.

D. This rule shall not apply to classified management positions at or above the level of Business Manager, designated Senior Management Positions and Executive Secretary positions designated as exempt.

Reference:
Education Code Sections 35031, 45256.5, 45260-45261 and 45272-45273

Approved: August 26, 1982
Revised October 22, 1992
Pending Approval: October 23, 2014

Account Object Code		2025/26 Adopted Budget	2025/26 Revised Budget	2025/26 Actuals with Encum	2025/26 Rev Budget -Actuals	2025/26 Actuals/ Revised
Management **1490 - PERSONNEL COMMISSION**						
Expense						
2300	Class Admin Sal	195,804	195,804	195,804		100.00 %
2400	Cler/Office Sal	195,022	195,462	195,702	240.00-	100.12 %
2430	Extra Hours/OT	3,000	3,000		3,000.00	
2440	Substitutes	3,000	3,000		3,000.00	
	Total for Object 2000	**396,826**	**397,266**	**391,506**	**5,760.00**	
3202	PERS2	108,731	105,585	103,803	1,782.19	98.31 %
3302	OasdMed2	90	288	109	179.16	37.79 %
3304	Medi Class	5,721	5,729	5,621	108.20	98.11 %
3402	H&W2 Class	137,861	132,590	125,259	7,330.56	94.47 %
3502	Unempl2 Class	197	197	193	4.26	97.84 %
3602	WrkComp2 Class	6,767	6,021	5,908	113.34	98.12 %
	Total for Object 3000	**259,367**	**250,410**	**240,892**	**9,517.71**	
4300	Supplies	100	100		100.00	
4340	Tangible Dev	400	400		400.00	
4350	Office Supply	3,100	3,100	1,500	1,600.00	48.39 %
	Total for Object 4000	**3,600**	**3,600**	**1,500**	**2,100.00**	
5200	Travel	2,100	2,100	335	1,765.20	15.94 %
5201	Out of Cnty Trv	4,000	4,000	1,828	2,172.00	45.70 %
5300	Dues/Membership	3,336	3,336	1,060	2,276.00	31.77 %
5610	Rntl Les w/o Op	1,675	1,675	1,500	175.00	89.55 %
5640	Computer Repr	200	200		200.00	
5650	Maint Agreemnts	1,249	1,249	1,249		100.00 %
5715	PhotoCopies	100	100		100.00	
5720	Postage	50	50		50.00	
5730	Printing/Dupl	1,025	1,025		1,025.00	
5745	Vehicle Use	300	300		300.00	
5800	Prof Consulting	13,574	13,574	1,280	12,294.00	9.43 %
5830	Advertisement	10,301	10,301	1,565	8,736.00	15.19 %

Account Object Code		2025/26 Adopted Budget	2025/26 Revised Budget	2025/26 Actuals with Encum	2025/26 Rev Budget -Actuals	2025/26 Actuals/ Revised
Management **1490 - PERSONNEL COMMISSION (continued)**						
Expense (continued)						
5930	Postge,Rfl Mtrs	40	40		40.00	
	Total for Object 5000	**37,950**	**37,950**	**8,817**	**29,133.20**	
	Total for Org 061, Management 1490 and Expense accounts	**697,743**	**689,226**	**642,715**	**46,510.91**	

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.

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.

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 an employee's assignment ~~of an employee~~ from a position in one classification to a position in ~~another~~ a different classification ~~that is allocated to~~ at a lower salary range ~~on the salary schedules~~. Employees who have previously achieved permanency in a lower classification may be eligible for demotion to that classification without examination in certain circumstances, typically as a result of displacement in a layoff or failure to complete a promotional probationary period. Demotion may also occur when an employee is appointed from an eligibility list, having competed for a classification at a lower salary range than their current classification.

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.

Approved:	September 17, 1975	September 28, 2023
Revised:	April 29, 1982	November 16, 2023
	May 28, 1992	February 22, 2024
	May 22, 2014	February 27, 2025
	March 23, 2023	December 11, 2025
		February 26, 2026 (pending approval)

Examination
The process of evaluating the fitness and qualifications of applicants.

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.

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	May 22, 2014	February 27, 2025
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		February 26, 2026 (pending approval)

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

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
An appointment from an eligibility list of a regular classified employee to a position in a different classification at a higher 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 posit ion 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 positions 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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Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.7 Confidentiality of Information

A. Unless these Rules specifically designate otherwise, all pre-employment documents such as applications, references and the like shall be considered confidential information and the property of the Santa Barbara County Education Office, and shall be returned.

B. The names of the applicants, candidates or eligibles in any examination shall not be made public nor open to inspection, except as noted in this Rule.

C. Examination records, except but not limited to written tests and confidential references, shall be open to inspection by an application, candidate, eligible or his/her representatives and other such persons as specifically ordered by the Personnel Commission.

Reference:
Education Code Sections 45260-45261 and 45274

Approved: August 26, 1982
Revised: August 31, 1992
Pending Approval: October 23, 2014

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.7 Confidentiality of Information

A. Unless these Rules specifically designate otherwise, all pre-employment documents such as applications, reference check records, and the like shall be considered confidential information and the property of the Santa Barbara County Education Office, and shall not be returned to the applicant.

B. The names of the applicants, candidates, or eligibles in any examination shall not be made public nor open to inspection~~, except as noted in this Rule~~.

C. ~~Examination records, except but not limited to written tests and confidential references, shall be open to inspection by an application, candidate, eligible or his/her representatives and other such persons as specifically ordered by the Personnel Commission.~~The Director, Human Resources or the Director's designee shall provide, upon written request, a summary of examination results to an individual applicant, candidate, or eligible or their representative, or other parties as specifically ordered by the Personnel Commission. Such summaries may include information about the applicant's, candidate's, or eligible's performance in the examination process in addition to their score(s), but shall not include a further review of examination questions, information about scoring rubrics or rating criteria, or the scores or ratings assigned by individual examiners. The applicant, candidate, or eligible or their representative may not access records of personal or professional reference checks and may not review the examination records of another candidate.

Reference:
Education Code Sections 45260-45261 and 45274

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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

4442.1 Character of Examinations

A. Examinations may be written or oral or in the form of a practical demonstration of skill and ability, or any combination of these. Any investigation of education, experience, character, or identity, and tests of technical knowledge, manual skill, or physical and mental fitness which, in the judgment of the Personnel Commission or the Director, Human Resources, serves this end, may be employed.

B. Examinations shall be administered objectively and shall consist of test part(s) that relate to job performance. Candidates shall be required to attain a designated minimum rating in each part of the examination process to qualify for participation in the next succeeding part.

C. For classes of positions deemed by the Personnel Commission, or by the Director, Human Resources to require an oral examination, the oral examination panel shall include at least two members.

D. Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination panel shall confine itself to evaluating general fitness for employment in the class. When the oral examination panel is directed to evaluate technical knowledge and skills, at least two members shall be technically qualified in the specified occupational area. Members of the County Board of Education or Personnel Commission shall not serve on an oral examination panel if he/she is not at the first or second level of supervision over a vacant position in the class for which the examination is held.

E. In the event a written examination is given, the examination for a class may cover any subject matter appropriate to the duties of positions within the class including testing of skills, knowledge and abilities. The Director, Human Resources shall determine the passing score and assign relative weight percentage scores.

F. In no case will an oral examination panel be provided with confidential references on employees of the County Education Office who are competing in promotional examinations. Scores achieved by the candidates on other parts of the examination shall not be made available to the oral examining panel.

G. The Human Resources Office shall provide for the proceedings of all examinations to be electronically recorded. The recordings shall be kept on file in the Human Resources Office for 90 days.

Reference:
Education Code Sections 45260-45261 and 45272-45273

Approved:	October 20, 1975
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	October 22, 1992
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4400 The Merit System

4440 Application and Examination

4442 Examination

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B. Examinations shall be administered objectively ~~and shall consist of test part(s) that relate to job performance~~. Candidates shall be required to attain a designated minimum ~~rating~~ score in each part of the examination process to qualify for participation in the next succeeding part. The Director, Human Resources or designee shall determine the designated minimum score for each exam component and for the overall examination, and shall assign relative weight percentages to the examination components.

C. For class~~e~~ifications ~~of positions~~ deemed by the Personnel Commission~~,~~ or by the Director, Human Resources to require an oral examination, the oral examination panel shall ~~-~~include at least two members.

D. Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination panel shall confine itself to evaluating general fitness for employment in the classification. When the oral examination panel is directed to evaluate technical knowledge and skills, at least two members shall be technically qualified in the specified occupational area. Members of the County Board of Education or Personnel Commission shall not serve on an oral examination panel. An employee of the County Education Office may serve on an oral examination panel if ~~he/she is~~they are not at the first or second level of supervision over a vacant position in the class for which the examination is held.

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~~F.~~E. In no case will an oral examination panel be provided with confidential references on candidates in an ~~employees of the County Education Office who are competing in promotional~~ examination~~s~~. Scores achieved by the candidates on other parts of the examination shall not be made available to the oral examin ation~~ing~~ panel.

~~G.~~F. ~~The~~ Human Resources ~~Office~~ shall provide for the proceedings of all examinations to be electronically recorded. The recordings shall be kept on file in ~~the~~ Human Resources ~~Office~~ for 90 days.

Reference:
Education Code Sections 45260-45261 and 45272-45273

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4400 The Merit System

4440 Application and Examination

4442 Examination

4442.1 Character of Examinations

A. Examinations may be written, oral, or in the form of a practical demonstration of skill and ability, or any combination of these. Any assessment of education or experience, and tests of technical knowledge, skills, or abilities which, in the judgment of the Personnel Commission or the Director, Human Resources, are job-related and valid predictors of success in the classification, may be administered.

B. Examinations shall be administered objectively. Candidates shall be required to attain a designated minimum score in each part of the examination process to qualify for participation in the next succeeding part. The Director, Human Resources or designee shall determine the designated minimum score for each exam component and for the overall examination, and shall assign relative weight percentages to the examination components.

C. For classifications deemed by the Personnel Commission or by the Director, Human Resources to require an oral examination, the oral examination panel shall include at least two members.

D. Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination panel shall confine itself to evaluating general fitness for employment in the classification. When the oral examination panel is directed to evaluate technical knowledge and skills, at least two members shall be technically qualified in the specified occupational area. Members of the County Board of Education or Personnel Commission shall not serve on an oral examination panel. An employee of the County Education Office may serve on an oral examination panel if they are not at the first or second level of supervision over a vacant position in the class for which the examination is held.

E. In no case will an oral examination panel be provided with confidential references on candidates in an examination. Scores achieved by the candidates on other parts of the examination shall not be made available to the oral examination panel.

F. Human Resources shall provide for the proceedings of all examinations to be electronically recorded. The recordings shall be kept on file in Human Resources for 90 days.

Reference:
Education Code Sections 45260-45261 and 45272-45273

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4400 The Merit System

4440 Application and Examination

4442 Examination

4442.3 Written Examinations

A. The written examination for a classification may cover any subject matter appropriate to the duties of positions within the classification including testing of skills, knowledge, and abilities. The Director, Human Resources shall determine the passing score and assign relative weight percentage scores.

B. Competitors in any written test must take the test on the prescribed date. Copies of the questions in a test shall not be made by competitors or other unauthorized persons. Where written tests are required, they shall be so managed that none of the test papers will disclose the name of any competitor until all papers of all competitors in any given examination shall have been scored.

C. Any competitor in any examination who places any identifying make upon his test papers (other than the identifying make prescribed at the time of the examination) or makes any attempt to disclose to others the identify of his papers prior to the completion of the examination may be disqualified under the procedures of Rule Number 4441.5

Reference:
Education Code Sections 45260-45261 and 45272-45273)

Approved: August 26, 1982
Revised October 22, 1992
Pending Approval: October 23, 2014

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4400 The Merit System

4440 Application and Examination

4442 Examination

4442.3 Written Examinations

A. The written examination for a classification may cover any subject matter appropriate to the duties of positions within the classification including testing of skills, knowledge, and abilities. The Director, Human Resources or designee shall determine the ~~passing~~ designated minimum score ~~and assign relative weight percentage scores~~for an applicant to advance to the next step of the selection process.

B. Competitors in any written ~~test~~ examination must take the ~~test~~ examination on the prescribed date or within the prescribed time frame. ~~Copies of the q~~Questions in ~~a test~~an examination shall not be ~~made~~ copied or recorded by competitors or other unauthorized persons. ~~Where written tests are required, they shall be so managed that none of the test papers will disclose the name of any competitor until all papers of all competitors in any given examination shall have been scored.~~

~~C. Any competitor in any examination who places any identifying make upon his test papers (other than the identifying make prescribed at the time of the examination) or makes any attempt to disclose to others the identify of his papers prior to the completion of the examination may be disqualified under the procedures of Rule Number 4441.5~~

Reference:
Education Code Sections 45260-45261 and 45272-45273)

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4400 The Merit System

4440 Application and Examination

4442 Examination

4442.3 Written Examinations

A. The written examination for a classification may cover any subject matter appropriate to the duties of positions within the classification including testing of skills, knowledge, and abilities. The Director, Human Resources or designee shall determine the designated minimum score for an applicant to advance to the next step of the selection process.

B. Competitors in any written examination must take the examination on the prescribed date or within the prescribed time frame. Questions in an examination shall not be copied or recorded by competitors or other unauthorized persons.

Reference:
Education Code Sections 45260-45261 and 45272-45273)

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PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4465 LAYOFF

4465.1 Procedure Regarding Layoff or Reduction

A. When permanent or probationary classified employees are laid off for lack of work or lack of funds, layoff shall be made in inverse order of seniority in the class in which the layoff occurs. The employee who has been employed the shortest time in the class, plus higher classes, shall be considered to have the least seniority and, therefore, be laid off first.

B. A layoff for lack of funds or lack of work refers to any reduction in hours of employment, or demotion to a classification at a salary range lower than that in which the employee has permanency, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.

C. The names of permanent employees thus laid off shall be placed upon the reemployment list for the class from which they were laid off. Names on the reemployment list shall be in the order of seniority.

D. The names of employees who experience a loss of their position while serving an initial or promotional probationary period shall be restored to the eligibility list from which they were appointed, with their original expiration date from the list, if the list is still valid at the time the layoff takes effect. An employee who was in their initial or promotional probationary period at the time of layoff and who is reappointed under this provision to the classification from which they were laid off shall have the prior days in paid status in the classification credited towards completion of the probationary period.

E. Computing Seniority. Seniority or length of service for layoff purposes shall be calculated on the basis of hire date into a particular classification plus higher classifications:

1. Time served prior to a break in service shall not be counted toward seniority, with the following exception: a break in service is disregarded and seniority credit for prior service is granted if an employee is reinstated, reemployed in regular status, or appointed to a regular position within thirty-nine (39) months after layoff while the employee's name is on a reemployment list.

2. Time served as a substitute or limited-term employee prior to regular appointment shall not count towards seniority in classification.

3. In the event of a question of equal seniority where two (2) or more employees have the same date of hire, layoff and reemployment shall be determined by lot as follows: first determination by first date of hire as a classified employee at SBCEO, and second determination by lot as observed by the Director, Human Resources or designee.

F. Notice of layoff or reduction shall be given each classified employee not less than sixty (60) days prior to the effective date of layoff. When a specially funded program is to be eliminated at the end of any fiscal year, classified employees shall be given written notice as provided by the Education Code.

G. Employees laid off from a class shall be given five (5) business days from the date of notice of layoff in which to render a decision whether to exercise displacement rights, if any, or rights, if any, to a vacant position. Such decision shall be in writing upon forms provided by the Human Resources Department.

H. If an employee whose name is on the reemployment list refuses a bona fide offer of employment a total of two times, the employee's name shall be removed from the reemployment list. A bona fide offer is an offer for the same number of hours and length of work year held prior to the layoff and where the offered position is located no farther than twenty-five (25) miles distant from the employee's residence according to Google Maps nearest route.

I. The Human Resources Department shall maintain seniority lists for all classes; information regarding vacant positions; and other information necessary to the administration of this section.

J. The Director, Human Resources shall inform employees in writing of their rights with regard to layoff and displacement. Employees shall inform the Director, Human Resources in writing of their decisions to exercise any such rights.

Reference:

Education Code Sections 45117, 45298 and 45308

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June 23, 1993
May 28, 1998
April 22, 2004
Feb. 17, 2005
March 23, 2017
October 26, 2017
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4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4465 LAYOFF

4465.1 Procedure Regarding Layoff or Reduction

A. When permanent or probationary classified employees are laid off for lack of work or lack of funds, layoff shall be made in inverse order of seniority in the classification in which the layoff occurs. The employee who has been employed the shortest time in the classification, plus higher classifications, shall be considered to have the least seniority and, therefore, be laid off first.

B. A layoff for lack of funds or lack of work refers to any reduction in ~~hours of employment~~assigned time per day, week, month, or year, or demotion to a classification at a salary range lower than that in which the employee has permanency, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.

C. The names of permanent employees thus laid off shall be placed upon the reemployment list for the classification from which they were laid off. Names on the reemployment list shall be in the order of seniority.

D. The names of employees who experience a loss of their position while serving an initial or promotional probationary period shall be restored to the eligibility list from which they were appointed, with their original expiration date from the list, if the list is still valid at the time the layoff takes effect. An employee who was in their initial or promotional probationary period at the time of layoff and who is reappointed under this provision to the classification from which they were laid off shall have the prior days in paid status in the classification credited towards completion of the probationary period. If the eligibility list from which a probationary employee was appointed has expired, the laid-off employee shall not be restored to the eligibility list.

E. Computing Seniority. Seniority or length of service for layoff purposes shall be calculated on the basis of hire date into a particular classification plus higher classifications:

1. Time served prior to a break in service shall not be counted toward seniority, with the following exception: a break in service is disregarded and seniority credit for prior service is granted if an employee is reinstated, reemployed in regular status, or appointed to a regular position within thirty-nine (39) months after layoff while the employee's name is on a reemployment list.

2. Time served as a substitute or limited-term employee prior to regular appointment shall not count towards seniority in classification.

3. In the event of a question of equal seniority where two (2) or more employees have the same date of hire, layoff and reemployment shall be determined ~~by lot~~ as follows: first determination by first date of hire as a classified employee at SBCEO, and second determination by lot as observed by the Director, Human Resources or designee.

~~3.~~a. Lot shall be determined as follows: (1) Every attempt shall be made to have the affected employees and the direct supervisor(s) present during the lot determination of seniority; (2) the employees' names shall be written on

identical pieces of paper and placed in a hat; (3) either the direct supervisor or the Director, Human Resources will pick a name from the hat. The first name chosen will be deemed the most senior employee, the second name chosen will be deemed the next most senior, and so on. The seniority order determined by lot will become permanent.

F. Preliminary ~~N~~notice of layoff or reduction shall be given to each classified employee affected no later than March 15 for a layoff to take effect the following fiscal year. ~~not less than sixty (60) days prior to the effective date of layoff~~. ~~When a specially funded program is to be eliminated at the end of any fiscal year, classified employees shall be given written notice as provided by the Education Code.~~ Employees who have achieved permanency in their current classification or who will have completed 130 days of paid service on or by the effective date of the layoff may request a hearing within seven (7) calendar days after the date on which the preliminary notice of layoff is served upon the employee; such hearing request shall be in writing on the form provided by the Human Resources Department.

G. Employees ~~laid off from a class~~who receive a preliminary notice of layoff shall be given five (5) business days from the date of such notice ~~of layoff~~ in which to render a decision whether to exercise ~~displacement~~ their rights, if any, ~~or rights, if any,~~ to a vacant position in their current classification or to displacement or demotion displacement; or to accept the layoff or reduction. Such decision shall be in writing ~~up~~on the form~~s~~ provided by the Human Resources Department. Employees who choose to exercise these rights shall have the opportunity to meet with Human Resources to learn about available vacancies and the position to which they may exercise their displacement rights.

H. A final notice of layoff shall be provided to an employee before May 15 for a layoff to take effect the following fiscal year.

I. Notwithstanding the requirements in paragraphs F and H above, upon expiration of a specially funded program, the SBCEO shall provide notice to an employee of a planned layoff no fewer than sixty (60) calendar days prior to the effective date of their layoff. Employees laid off under this provision may not request a hearing.

J. No permanent or probationary employees shall be laid off from any position while employees serving under emergency, provisional, limited-term, or substitute status are retained in positions in the same classification.

~~H.~~K. When a vacancy occurs in a classification for which a reemployment list has been established, individuals on the list will be notified and given an opportunity to request or decline a vacancy. An individual given notice of employment need not accept the offer of reemployment to retain their eligibility on the reemployment list. In the event the individual does not respond in writing to decline or accept the offer(s) of reemployment within six (6) business days from the date of reemployment notice, the individual shall be removed from the reemployment list. ~~If an employee whose name is on the reemployment list refuses a bona fide offer of employment a total of two times, the employee's name shall be removed from the reemployment list.~~ If an individual requests and is reemployed into a bonafide offer of employment, the individual shall be removed from the reemployment list. A bona fide offer is an offer for the same number of hours and length of work year held prior to the layoff and where the offered position is located no farther than twenty-five (25) miles distant from the employee's residence according to Google Maps nearest route.

~~I.~~L. The Human Resources Department shall maintain: seniority lists for all class~~e~~ifications; information regarding vacant positions; and other information necessary to the administration of this section.

M. The Director, Human Resources shall inform employees in writing of their rights with regard to layoff and displacement. Employees shall inform the Director, Human Resources in writing of their decisions to exercise any such rights.

~~J.~~N. An employee in a provisional or limited-term assignment may be separated at the completion of the assignment without regard to the procedures set forth in this Rule.

Reference:

Education Code Sections 45117, 45298 and 45308

Approved: Dec. 1, 1973
Revised: May 23, 1991
June 23, 1993
May 28, 1998
April 22, 2004
Feb. 17, 2005
March 23, 2017
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June 28, 2018
December 17, 2020
February 26, 2026 (pending approval)

AGENDA ITEM 14e - proposed revisions, changes saved

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

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B. A layoff for lack of funds or lack of work refers to any reduction in assigned time per day, week, month, or year, or demotion to a classification at a salary range lower than that in which the employee has permanency, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.

C. The names of permanent employees thus laid off shall be placed upon the reemployment list for the classification from which they were laid off. Names on the reemployment list shall be in the order of seniority.

D. The names of employees who experience a loss of their position while serving an initial or promotional probationary period shall be restored to the eligibility list from which they were appointed, with their original expiration date from the list, if the list is still valid at the time the layoff takes effect. An employee who was in their initial or promotional probationary period at the time of layoff and who is reappointed under this provision to the classification from which they were laid off shall have the prior days in paid status in the classification credited towards completion of the probationary period. If the eligibility list from which a probationary employee was appointed has expired, the laid-off employee shall not be restored to the eligibility list.

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3. In the event of a question of equal seniority where two (2) or more employees have the same date of hire, layoff and reemployment shall be determined as follows: first determination by first date of hire as a classified employee at SBCEO, and second determination by lot as observed by the Director, Human Resources or designee.

a. Lot shall be determined as follows: (1) Every attempt shall be made to have the affected employees and the direct supervisor(s) present during the lot determination of seniority; (2) the employees' names shall be written on identical pieces of paper and placed in a hat; (3) either the direct supervisor or the Director, Human Resources will pick a name from the hat. The first name chosen will be deemed the most senior employee, the second name chosen will be deemed the next most senior, and so on. The seniority order determined by lot will become permanent.

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G. Employees who receive a preliminary notice of layoff shall be given five (5) business days from the date of such notice in which to render a decision whether to exercise their rights, if any, to a vacant position in their current classification or to displacement or demotion displacement; or to accept the layoff or reduction. Such decision shall be in writing on the form provided by the Human Resources Department. Employees who choose to exercise these rights shall have the opportunity to meet with Human Resources to learn about available vacancies and the position to which they may exercise their displacement rights.

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K. When a vacancy occurs in a classification for which a reemployment list has been established, individuals on the list will be notified and given an opportunity to request or decline a vacancy. An individual given notice of employment need not accept the offer of reemployment to retain their eligibility on the reemployment list. In the event the individual does not respond in writing to decline or accept the offer(s) of reemployment within six (6) business days from the date of reemployment notice, the individual shall be removed from the reemployment list. If an individual requests and is reemployed into a bonafide offer of employment, the individual shall be removed from the reemployment list. A bona fide offer is an offer for the same number of hours and length of work year held prior to the layoff and where the offered position is located no farther than twenty-five (25) miles distant from the employee's residence according to Google Maps nearest route.

L. The Human Resources Department shall maintain: seniority lists for all classifications; information regarding vacant positions; and other information necessary to the administration of this section.

M. The Director, Human Resources shall inform employees in writing of their rights with regard to layoff and displacement. Employees shall inform the Director, Human Resources in writing of their decisions to exercise any such rights.

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