



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
January 22, 2026 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Michael Ostini called the meeting to order at 12:32 p.m.

2. Roll Call

Members present:

Mike Ostini, Chair
Gary Pickavet, Vice Chair
Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance.

4. Changes to the Agenda

A correction to agenda item 11a(i) was noted. The correct classification title for the eligibility list is Accounting Technician.

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
Steve Torres, Associate Superintendent, Administrative Services
Brandon Weber, Chief Technology Officer
Justin Barthel, Computer/Network Technician II, ITS
Joseph Lane, Computer/Network Technician II, ITS
Randy Smith, Computer/Network Support Supervisor
Ron Wheeler, Computer/Network Technician II, ITS
Myron Porter, Payroll Systems Supervisor

Daisy Lazaer, Financial Analyst

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held December 11, 2025

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

8. Communications — None

9. Informational Items

a. Media Releases/Editorials — None

b. Legislative Update

The Director, Human Resources updated the Commissioners on SB 294, which requires employers to provide a new “Know Your Rights” notice to their current workers on or before February 1 of this year, and then annually after that; new hires must also receive it starting February 1. The notice includes information about workers’ compensation, the right to notice of an I-9 inspection by immigration agencies, protection against unfair immigration-related practices, constitutional rights when interacting with law enforcement in the workplace, labor organizing rights, a description of new laws affecting workplace rights, and a list of the enforcement agencies that enforce the rights outlined in the notice.

The Director further reported that beginning January 1, 2026, upon notice from an employee, employers must notify the employee’s designated contact if the employee is arrested or detained on the worksite or when an employer has actual knowledge that the employee was arrested or detained during work hours but not on the worksite. By March 30, 2026, employers must provide employees with the opportunity to name emergency contacts and to indicate whether the emergency contact should be notified if the employee is arrested or detained. The Director noted that SBCEO’s Engagement & Support team is developing resources and templates for districts to help them comply with the new laws, and has also developed a plan for ensuring that SBCEO is in compliance.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated February 12, 2025

c. Position Announcements

- i. Early Care and Education Case Worker (Bilingual) – Dual – Santa Maria

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

- i. Accounting Technician (Dual – Santa Barbara)
- ii. Administrative Assistant, Senior (Dual – Santa Barbara)

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

b. Classification of Positions — None**c. Job Descriptions — None****d. Abolition of Classifications**

- i. Administrative Analyst
- ii. Youth Outreach Mentor
- iii. Youth Support and Service Specialist – Bilingual

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

UNFINISHED BUSINESS — None**NEW BUSINESS****12. ITS Reorganization**

This was a discussion item. After a presentation by the Director, Human Resources and discussion by the Personnel Commission, the Commissioners requested a follow-up item be placed on the agenda for next month's meeting so they can be updated on the situation as it evolves. They gave the new Chief Technology Officer, Brandon Weber, the opportunity to introduce himself briefly. They also requested that he address the Commission on the subject of the reorganization at a subsequent meeting.

13. Personnel Commission Budget

The Director, Human Resources presented a statement of expenditures for the second quarter of the 2025-26 fiscal year, from October 1, 2025 through December 31, 2025. This was an information item.

14. Revision of Merit System Rules – Presented for First Reading

- a. 4411 Definitions (Demotion)
- b. 4441.7 Confidentiality of Information
- c. 4442.1 Character of Examinations
- d. 4442.3 Written Examinations
- e. 4465.1 Procedure Regarding Layoff or Reduction

REPORTS**15. PERSONNEL COMMISSIONER REPORTS**

Commissioner Ostini welcomed Steve Torres and the Information Technology Services team.

Commissioner Pickavet had the pleasure of seeing his granddaughter at the Author-Go-Round, taking place that day at the Cathedral Oaks campus.

Commissioner Jaramillo had no PC-related items to report.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director invited the Commissioners to the Employee Service Awards ceremony, taking place on March 3. Participation can be by Zoom, or by attending a watch party hosted by SBCEO.

The Director reported that the entire SBCEO Human Resources team is hosting two Countywide job fairs. They are being held in the late afternoon/early evening on February 5 in Santa Maria, at the public library, and on February 19 at the SBCEO Auditorium. She noted that although the labor market has been changing, and SBCEO is not necessarily struggling to fill our positions as much as we have in the past few years, there are still certain occupations experiencing nationwide shortages, for which we need to be building a pipeline. These events are excellent opportunities to raise the profile of our organization and to highlight the many career opportunities available in education, both classified and certificated.

The Director provided an update on layoffs. SBCEO had previously anticipated layoffs of both classified and certificated staff due to programmatic decisions made by the districts we serve. The Director was pleased to report that, although we still expect to issue classified layoff notices, we now estimate that the number of affected staff will be considerably fewer than we originally projected. The revised estimate emerged from a process that involved Special Education

Administration, specifically Associate Superintendent Kirsten Escobedo, engaging with division staff and SBCEO’s labor partners, weighing their insights and suggestions, and doing further analysis as additional information became available from the district.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, there was a motion to adjourn.

MOVED: Carmen Jaramillo

SECONDED: Gary Pickavet

VOTE: 3-0

The meeting was adjourned at 2:16 p.m. The next regular meeting will be held on Thursday, February 26, 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
Director, Human Resources
Secretary to the Personnel Commission

Mike Ostini
Chair, Personnel Commission



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307

Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Jan 17, 2026 through Feb 20, 2026

Position #	Position Information
2803	Software Engineer • Information Technology Services • South County 40.00 hours per week • 12.00 months
2809	Administrative Assistant • Communications • South 40.00 hours per week • 12.00 months
2810	Custodian/Maintenance Worker • Operations South 2 • South County 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

March 12, 2026

Appointments

Limited Term/Substitute

Rodriguez de la Torre, Josefina January 12, 2026
ECE Apprentice • Early Care and Education • Lompoc
• Hourly as needed

Tisdale, Kiana January 12, 2026
ECE Apprentice • Early Care and Education • Lompoc
• Hourly as needed

Van Bebber, Melissa January 14, 2026
Paraeducator • Special Education • Various Sites
• Hourly as needed

Probationary

Lucas, Lauren January 27, 2026
Administrative Assistant, Senior • Student and Community Services • Cathedral Oaks
100% • 12 months

Changes

Anniversary Increase

Aguilera, Jesus February 1, 2026
Custodian • Internal Services • Operations South 2
50% • 12 months

Barajas-Rodriguez, Carolina February 1, 2026
Early Care and Education Provider Specialist • Early Care and Education • ECE - Santa Maria
100% • 12 months

Burquez, Patricia	February 1, 2026
Paraeducator • Special Education • Oak Valley Preschool	
87.5% • 10 months	
Carroll, Jaime	February 1, 2026
Paraeducator • Special Education • Allan Hancock Preschool 1	
87.5% • 10 months	
Cordero, Marissa	February 1, 2026
Accounting Assistant • Internal Services • Accounting - Fiscal Services	
100% • 12 months	
Flores, Julie	February 1, 2026
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County	
100% • 10 months	
Garcia, Breanna	February 1, 2026
Accounting Technician • Early Care and Education • Early Care and Education - Hope Center 5	
100% • 12 months	
Gomez Sanchez, Grisel	February 1, 2026
Program Associate • Early Care and Education • Early Care and Education - Santa Maria	
100% • 12 months	
Gonzales, Selena	February 1, 2026
Office Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School	
100% • 12 months	
Grimaldo, Monica	February 1, 2026
Manager, Alternative Payment Program • Early Care and Education • Early Care and Education - Santa Maria	
100% • 12 months	
Hokedo, Paul	February 1, 2026
Administrative Assistant, Senior • Special Education • Special Education Support Staff North	
100% • 12 months	

Konheim, Jay February 1, 2026
Accounting Technician • Internal Services • Fiscal Services - Budgeting
100% • 12 months

Locke, Wilson February 1, 2026
Benefits and Employee Relations Analyst • Human Resources • Benefits
100% • 12 months

Pacheco, Maria February 1, 2026
Administrative Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
100% • 12 months

Rodriguez, Alondra February 1, 2026
Office Assistant • Partners in Education • Partners In Education
100% • 12 months

Smith, Randy February 1, 2026
Computer/Network Support Supervisor • Information Technology Services • Information Technology Services
100% • 12 months

Taylor, Michael February 1, 2026
Delivery Specialist I • Internal Services • Operations South 2
100% • 12 months

Warson, Johnathan February 1, 2026
Accounting Assistant • Internal Services • Fiscal Services - Budgeting
100% • 12 months

Yamasaki, Katherine February 1, 2026
Administrative Assistant • Children's Creative Project • Children's Creative Project
100% • 12 months

Differential - Add

Avila, Argelia

February 1, 2026

Administrative Assistant • Curriculum and Instruction • Literacy and Language Support
100% • 12 months
Bilingual

Separation

Leave Exhaustion

Ho, Chrystal

January 29, 2026

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

Resignation

Keller, Melissa

February 26, 2026

Integrated Worker • Special Education • Integrated Special Education North
12.5% • 12 months



Santa Barbara County Education Office

Behavioral Health Practitioner (Bilingual - Spanish)

SALARY	\$57.70 - \$74.97 Hourly	LOCATION	Santa Maria - Orcutt
JOB TYPE	Full-Time	JOB NUMBER	2025-00168
DIVISION	Student and Community Services	DEPARTMENT	Juvenile Courts and Community Schools
OPENING DATE	02/11/2026	SPECIFIC LOCATION	Santa Maria

General Description

Our ideal candidate

You are a culturally competent and empathetic professional with creative problem-solving skills who cares deeply about the students and families receiving your services. You are a team player, skilled in your area of expertise, and you use your knowledge and skills to accomplish collective goals.

General description

Under general direction, provide culturally competent individual, group, and family therapy in order to: help children and students succeed academically, socially, and emotionally; strengthen families and connect them with the resources they need; and create a safe, healthy, and supportive learning environment, in collaboration with educators and other professionals.

Specific Duties and Responsibilities

- Provide individual, group and family services — including therapy, treatment coordination, and case management — to children, students, and families served by a variety of SBCEO programs, including students with a history of disciplinary and/or behavioral issues in traditional school environments and students in the juvenile justice center.
- Make recommendations to school or program staff and families for behavioral health services and placements, as well as referrals to families for accessing and utilizing school and community resources, as appropriate.
- Provide consultative support and professional expertise to instructional or program staff, service providers, administrators, and families regarding behavioral health, behavioral issues, and substance abuse.
- Provide crisis support to students and their families, helping students regain academic, social, and emotional success and promoting family stability to enable the student to function more effectively in school and community; provide post-crisis intervention case management, including helping families link to intensive, wrap-around behavioral health services.
- Participate in the intervention/coordination of services team with other behavioral health professionals serving community school students.
- Review and approve services provided by other staff for purposes of billing MediCal and other payers.
- Attend and participate in various in-services, committees, and workshops; develop, implement and conduct in-service training sessions for families and staff.

- Maintain treatment and case management records, observing all relevant legal regulations related to patient and student confidentiality.
- Perform other job-related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a qualifying master's degree from an accredited institution of higher education.

Experience: Three years of post-licensure experience providing therapy to at-risk (at-risk) youth or families, preferably in a school environment.

Knowledge of:

- Legal and ethical standards with regard to providing school-based behavioral health services;
- Psychological diagnostic methods and terminology;
- Cultural and social factors affecting behavior patterns;
- Wellness, recovery and resiliency-oriented strategies and supports;
- Dual recovery/co-occurring disorder treatment, screening and assessment tools;
- Community needs, resources, and organizations related to behavioral health care;
- Clinical standards of practice;
- Treatment modalities and assessment;
- Behavior management practices;
- Evidence-based therapy practices;
- Trauma-informed practices;
- Cognitive Behavior Therapy and other group and individual counseling techniques;
- Non-violent crisis intervention techniques, including verbal de-escalation and physical interventions;
- Challenges facing populations served, such as poverty, behavioral health issues, homelessness, academic failure, disciplinary action, and justice system involvement;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Applicable laws, codes, regulations, policies and procedures;
- Modern office practices, procedures, and equipment;
- Telephone and email etiquette;
- Standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing;
- Record-keeping practices related to patients and students.

Skill in:

- Cultural competency with populations served.

Ability to:

- Learn organization, operations, policies and objectives of the County Education Office and assigned program;
- Develop and maintain trust and cooperation with students and families;
- Establish and maintain cooperative and effective working relationships with others;
- Prepare reports and correspondence that may be sensitive and have legal implications;
- Plan and organize work to meet deadlines;
- Work independently and as part of a team;
- Analyze situations accurately and adopt an effective course of action;
- Effectively utilize the least restrictive or intensive interventions with students;
- Prepare and maintain required records, reports and files related to assigned activities;
- Billing requirements for behavioral health services;

- Stay informed of effective interventions, innovations, and practices related to educationally related mental health services;
- Communicate effectively, both orally and in writing;
- Operate a computer and other office equipment and related software programs;
- Maintain confidentiality of information related to patients and students.

Ability to speak, read, and write Spanish fluently may be required for some positions in this classification.

Licenses and certificates

- Possession of a valid license as a Clinical Social Worker, Marriage and Family Therapist, or Professional Clinical Counselor issued by the California Board of Behavioral Science Examiners.
- Ability to obtain ordering, referring, and prescribing privileges from Medi-Cal.
- Possession of a valid California Driver's License, reliable transportation, and insurance coverage as required by law may be required for some positions in this classification.
- Valid CPR and First Aid certifications may be required for some positions 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.

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>

Behavioral Health Practitioner (Bilingual - Spanish) Supplemental Questionnaire

*QUESTION 1

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

Yes

No

* Required Question



Santa Barbara County Education Office
Administrative Assistant

SALARY	\$5,641.00 - \$6,501.00 Monthly \$67,692.00 - \$78,012.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2025-00169
DIVISION	Administrative Services/Superintendent	DEPARTMENT	Maintenance and Operations/Communications
OPENING DATE	02/12/2026	CLOSING DATE	2/26/2026 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

About the Communications Department

The Santa Barbara County Education Office Communications Department plays a central role in connecting SBCEO's work to the people we serve. The team supports the County Superintendent of Schools and the organization by planning, coordinating, and delivering clear, timely, and accessible communications for internal and external audiences. This includes media relations, leadership communications, internal messaging, digital content, events, publications, video and visual storytelling, crisis communications, and support for departments across SBCEO. Our work helps clarify SBCEO's role, builds trust with schools and communities, and ensures staff and partners have the information they need to do their jobs well. The Communications Department is collaborative, fast-paced, and service-oriented, working closely with leadership, departments, districts, and community partners to support student success across Santa Barbara County.

About the Maintenance & Operations Department

The Santa Barbara County Education Office Maintenance & Operations Department provides essential services that ensure SBCEO facilities, vehicles, and operational systems remain safe, reliable, and well-maintained. The department oversees custodial services, building and grounds maintenance, fleet management, mail and cargo delivery, and coordination with contractors to support repairs and facility improvements. Its work includes preventive maintenance, vehicle procurement and servicing, site inspections, logistics support, and room and event setups. As a key component of Internal Services, the Maintenance & Operations Department supports staff across SBCEO by maintaining the physical environments and operational infrastructure that enable educational programs and administrative functions to operate effectively.

Our ideal candidate

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

General description

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

Specific Duties and Responsibilities

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

Requirements

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience

Experience: four years of increasingly responsible office experience

Knowledge and skills

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

Abilities

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

Licenses and certificates

Some positions in this classification may require:

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

Working conditions

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

Supplemental Information

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

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

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

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Employer

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>

Administrative Assistant Supplemental Questionnaire

***QUESTION 1**

We currently have two openings available in Santa Barbara. Please indicate which department you would like to be considered for.

Communications

Maintenance and Operations

Both

***QUESTION 2**

Every department has a 'customer.' In Communications, it can often be the general public or an internal department; in Maintenance & Operations, it's the staff relying on our facilities. Which 'customer' do you feel more interested in serving and why?

***QUESTION 3**

Why does the prospect of supporting a Communications or Maintenance & Operations team specifically appeal to you more than a general administrative role?" (Limit to 150 words).

* Required Question



**Santa Barbara County Education Office
Custodian/Maintenance Worker**

SALARY	\$25.99 - \$29.94 Hourly \$4,523.00 - \$5,209.00 Monthly \$54,276.00 - \$62,508.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2025-00170
DIVISION	Administrative Services	DEPARTMENT	Internal Services
OPENING DATE	02/17/2026	CLOSING DATE	3/3/2026 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

General description

Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.
- Wash and dust screens, doors, desks, counters, table tops, walls, and telephone handsets.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
- Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed.
- Perform semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
- Perform building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; assist in the maintenance of heating systems.
- Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.

- As directed, assist with preventative maintenance and minor repairs of county vehicles.
- Set up rooms for meetings and special events.
- Move materials, equipment, and furniture between various rooms and buildings; deliver mail and other documents as needed.
- Perform other job-related duties as assigned

Requirements

Education: High school diploma or equivalent

Experience: Two years of experience in custodial and maintenance duties, preferably working in a school setting

Knowledge of:

- Principles and methods of custodial and semi-skilled maintenance.
- Proper use of tools and equipment used in custodial and building maintenance.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Clean buildings and related fixtures and equipment.
- Perform maintenance and repairs to assigned buildings, including general carpentry, plumbing, and painting.
- Understand and follow oral and written directions.
- Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

Licenses and certificates:

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

Working conditions:

Work includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

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>

Custodian/Maintenance Worker Supplemental Questionnaire

*QUESTION 1

Do you have a High School diploma or GED?

Yes

No

*QUESTION 2

How many years of experience do you have performing custodial and maintenance tasks? Please provide details about the types of duties you have performed. (Please limit your response to 100 words.)



Santa Barbara County Education Office
Software Engineer

SALARY	\$8,856.00 - \$11,504.00 Monthly \$106,272.00 - \$138,048.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2025-00171
DIVISION	Administrative Services	DEPARTMENT	Information Technology Services
OPENING DATE	02/19/2026	CLOSING DATE	3/5/2026 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Due to the high volume of applications, the initial review will only include applications received by 5:00 p.m. on February 20, 2026. We will continue to accept applications until the final closing date; however, applications received after the initial review deadline may only be considered if a sufficient number of qualified candidates are not identified from the first pool.

Our ideal candidate

You are eager to apply your education and skills in a collaborative, real-world environment. You bring a solid foundation in programming, problem-solving, and systems thinking, with a willingness to learn and grow under the mentorship of senior engineers. You are detail-oriented, adaptable, and ready to contribute to developing, maintaining, and improving applications and systems that support instructional and operational programs, including Juvenile Court and Community Schools, Special Education, and Early Care and Education programs.

General description

Under general supervision, the Software Engineer supports the design, development, maintenance, and enhancement of SBCEO's software systems and applications. The role provides technical assistance in implementing and supporting software solutions across SBCEO's countywide programs and office sites, while gaining experience and developing expertise through hands-on assignments and mentorship.

Specific Duties and Responsibilities

- Assist in the development, testing, and deployment of software applications and system enhancements.
- Support the maintenance and troubleshooting of existing software systems, resolving issues with guidance from senior engineers.
- Write clean, efficient, and well-documented code under the supervision of senior team members.
- Participate in requirements-gathering and analysis to understand user needs and translate them into technical

solutions.

- Collaborate with senior engineers, network staff, and program administrators to ensure software supports the unique needs of SBCEO instructional and operational programs.
- Learn and apply best practices in software security, data privacy, and accessibility, particularly in educational settings.
- Document application features, configurations, and updates as part of the development process.
- Assist in database queries, reporting, and maintaining data integrity.
- Stay current with emerging programming languages, frameworks, and development tools.
- Pilot small-scale Artificial Intelligence (AI)/Machine Learning-enabled applications (e.g., chatbots for user FAQs, smart dashboards).
- Collaborate with Security Engineer and Systems Administrator to ensure secure, ethical AI integration.
- Learn foundational DevOps practices (e.g., Continuous Integration/Continuous Deployment pipelines, automated testing) through guided collaboration with Senior Software Engineers and Systems Administrator.
- Assist in version control, testing, and basic deployment processes as part of the software development lifecycle.
- 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 computer science, software engineering, or a related field.

Experience: Relevant coursework, internships, or projects demonstrating foundational knowledge of software development principles and practices.

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

Knowledge of:

- Basic programming concepts, data structures, and algorithms.
- Common programming languages (e.g., Python, Java, C#, JavaScript) and frameworks.
- Principles of database design, queries, and reporting.
- Software development lifecycle, version control, and debugging.
- Fundamentals of secure coding and data privacy.
- Fundamentals of version control systems (e.g., Git).
- Basic concepts of DevOps, including continuous integration and deployment workflows.
- 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:

- Learn the functions, operations, policies, practices, and objectives of the County Education Office.
- Learn new technologies and processes quickly and effectively.
- Write, test, and debug software applications under supervision.
- Follow established CI/CD processes and contribute to test automation efforts under supervision.
- Collaborate with infrastructure and engineering staff to ensure smooth delivery and support of applications.
- Work collaboratively with team members and follow guidance from senior engineers.
- Communicate technical concepts clearly to both technical and non-technical audiences.
- Produce a variety of written materials, including software documentation and testing protocols.

- Manage time effectively and meet project deadlines.
- Demonstrate initiative, attention to detail, and a commitment to professional growth.
- Communicate effectively orally and in writing.
- 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.
- Analyze situations accurately and adopt an effective course of action.
- Maintain confidentiality of SBCEO data.
- Maintain accurate records, documentation, and reports.

Licenses and certificates

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 frequent interaction with team members and program staff. May require working outside of regular hours for urgent issues. May require travel to SBCEO sites. Requires the ability to sit and use standard office and computing equipment for extended periods.

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

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8059644711

Website

<http://www.sbceo.org>

Software Engineer Supplemental Questionnaire

*QUESTION 1

This is an entry-level Software Engineer position. Work will consist of routine assignments with coaching, guidance, and code reviews from senior staff. Do you acknowledge and understand that this role is entry-level?

- Yes
 No

*QUESTION 2

SBCEO operates under the California Merit System, meaning that promotions (including advancement to Senior Software Engineer or higher) are achieved only through competitive examination, not automatic progression or supervisory discretion. Do you acknowledge and understand that advancement occurs only through the Merit System competitive process?

- Yes
 No

*QUESTION 3

Initial placement will occur within the salary range \$8,856 - \$10,208 per month based on experience, education, and internal alignment—not at senior-level or mid-range salaries. Do you acknowledge and understand the salary range and initial placement process?

- Yes
 No

*QUESTION 4

I understand that SBCEO has an in-person work culture, and this position is designated as fully in-person at the site listed on the position announcement and may require travel throughout the county. I also understand that any request for a remote work arrangement will be reviewed in accordance with applicable laws and SBCEO's remote work policy and procedure. Remote work arrangements are granted at SBCEO's sole discretion.

Yes, I acknowledge this statement

***QUESTION 5**

Entry-level engineers receive routine tasks, participate in code reviews, and work under mentorship from senior developers. Are you comfortable with receiving structured assignments and working under consistent guidance/mentoring?

Yes

* Required Question



Dual Certification Eligibility List
Early Care and Education Case Worker - Bilingual

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	53827648	08/11/2026	Eligible	Full-Time	1.0	40 hours/week
1	61056090	08/11/2026	Eligible	Full-Time	1.0	40 hours/week
2	65833590	08/11/2026	Eligible	Full-Time	1.0	40 hours/week
3	28908476	08/11/2026	Eligible	Full-Time	1.0	40 hours/week
3	499732	05/01/2026	Eligible	Full-Time	1.0	40 hours/week
4	28566117	08/11/2026	Eligible	Full-Time	1.0	40 hours/week
4	42120885	08/11/2026	Eligible	Full-Time	1.0	40 hours/week
5	32633498	08/11/2026	Eligible	Full-Time	1.0	40 hours/week
6	63862320	05/01/2026	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 33

Number of applicants passed screening: 19

Number of performance/written exam attendees: 14

Number of oral exam attendees: 7

- 4400 The Merit System
- 4410 Definitions and Preliminary Statements
- 4411 Definitions

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

Abandonment of Position

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

Act or the Act

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

Administrative Leave

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

Allocation

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

Anniversary Date

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

Appeal

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

Applicant

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

Appointing Authority or Power

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

Appointment

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

Assignment

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

Bargaining Unit Member

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

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

Bumping or Displacement Rights

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

Candidate

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

Cause

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

Certificated Service

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

Certification

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

Class

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

Classify or Classification

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

Classified Service

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

Class Description

See Job Description.

Commission

See Personnel Commission.

Complaint

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

Continuous Examination

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

County Education Office

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

Approved:
Revised:

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C.S.E.A

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

Day

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

Demotion

A change in 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.

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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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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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December 11, 2025
February 26, 2026 (pending approval)

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.

Approved:
Revised:

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

September 28, 2023
November 16, 2023
February 22, 2024
February 27, 2025
December 11, 2025
February 26, 2026 (pending approval)

Series

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

Status

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

Step Advancement

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

Substitute Employee

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

Suspension

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

Teleconference

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

Temporary

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

Transfer

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

Voluntary Demotion

A demotion requested by an employee in order to retain employment when layoff from the employee’s 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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December 11, 2025
February 26, 2026 (pending approval)

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

AGENDA ITEM 13b (proposed revision, changes tracked)

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

Approved: August 26, 1982
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~~Pending Approval: October 23, 2014~~
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AGENDA ITEM 13b (proposed revision, changes saved)

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.
- C. 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

Approved: August 26, 1982
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February 26, 2026 (pending approval)

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

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	August 26, 1982
	October 22, 1992
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AGENDA ITEM 13c (proposed revisions, changes tracked)

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-assessment~~ of education, ~~or~~ experience, ~~character, or identity,~~ and tests of technical knowledge, ~~manual skills,~~ or ~~physical and mental fitnessabilities~~ which, in the judgment of the Personnel Commission or the Director, Human Resources, ~~serves this endare job-related and valid predictors of success in the classification,~~ may be ~~employedadministered.~~
- 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~~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 class~~ification~~. 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.
- ~~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.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~~ examinations. Scores achieved by the candidates on other parts of the examination shall not be made available to the oral exam~~ination~~~~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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Personnel – Series 4000

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

Approved: October 20, 1975
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October 22, 1992
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Personnel – Series 4000

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
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AGENDA ITEM 13d (proposed revisions, changes tracked)

Personnel – Series 4000

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 questions in a test 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 mark upon his test papers (other than the identifying mark 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
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AGENDA ITEM 13d (proposed revisions, changes saved

Personnel – Series 4000

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)

Approved: August 26, 1982
Revised: October 22, 1992
February 26, 2026 (pending approval)

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

Approved: Dec. 1, 1973
Revised: May 23, 1991
June 23, 1993
May 28, 1998
April 22, 2004
Feb. 17, 2005
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October 26, 2017
June 28, 2018
December 17, 2020

AGENDA ITEM 13e (proposed revisions, changes tracked)

~~PERSONNEL~~Personnel – Series 4000

4400 ~~THE MERIT SYSTEM~~The Merit System

4460 ~~IN-SERVICE STATUS AND-
TRANSACTIONS~~In-Service Status and
Transactions

4465 ~~LAYOFF~~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 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 upon the forms 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.
- 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.

H.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.

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:
Revised:

Dec. 1, 1973
May 23, 1991
June 23, 1993
May 28, 1998
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Feb. 17, 2005
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AGENDA ITEM 13e (proposed revisions, changes saved)

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 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 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 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.
- F. Preliminary 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. . 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 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.
 - 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.
 - 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.
- 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:
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Dec. 1, 1973
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