



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
March 26, 2026 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Michael Ostini called the meeting to order at 12:31 p.m.

2. Roll Call

Members present:

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

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff and guests present:

Gina Branum, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Wendy Garcia, Certificated Human Resources Technician
Tracie Cordero, Classified Human Resources Specialist
Holly Warrick, Manager, Engagement and Support
Steve Torres, Associate Superintendent, Administrative Services

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held February 26, 2026

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

8. Communications — None

9. Informational Items**a. Media Releases/Editorials**

The Director, Human Resources summarized two media releases. The first was about Mock Trial, an event coordinated by SBCEO in cooperation with the Santa Barbara County Superior Court and the non-profit Teach Democracy. Teams competed from seven high schools throughout the County, and the team from Dos Pueblos High triumphed for a fifth straight year and went on to represent Santa Barbara County at the state competition.

The second was about Science Olympiad, a national STEM competition designed to encourage collaboration and hands-on learning in a fun environment. SBCEO helped bring it back to our region, with major support from scientists at UCSB. Teams from Santa Barbara and Ventura counties competed on March 7 in middle and high school categories. Santa Barbara Unified students took second and third place in the middle school competition, while the high school competition was dominated by Ventura County school districts.

b. Legislative Update — None**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated April 9, 2026****c. Position Announcements — None****11. Action Items****a. Ratification of Eligibility Lists — None****b. Classification of Positions — None****c. Job Descriptions — None**

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Public Hearing**

Mike Ostini called the public hearing to order at 1:00 p.m. A public hearing was conducted in accordance with State Board of Education requirements for consideration of SBCEO's waiver request for Educational Interpreter, American Sign Language. No members of the public were present for the public hearing. The public hearing was closed at 1:02 p.m.

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

- a. 4466 Resignation
- b. 4492.1 Language or Special Skill Requirements

REPORTS**14. PERSONNEL COMMISSIONER REPORTS**

Commissioner Jaramillo reported that she attended the CSPCA conference as a staff member. Noteworthy sessions she attended included one on the subject of banding, about which there was some controversy, and a presentation by PERS staff about new limits on employing retired annuitants.

Commissioner Pickavet took the opportunity to praise SBCEO's onboarding and orientation processes, which he said were excellent in comparison to anecdotal data he has heard in comparison to

Commissioner Ostini reported that he attended the watch party in Santa Maria for the Employee Service Awards, the CSEA chapter meeting on March 11, and the CSPCA conference.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources updated the Commission on the layoff picture for next school year, which looks far more positive than was anticipated as recently as December. Fourteen classified positions are affected: 10 instructional, 2 non-instructional, and 2 classified managers. So far, five employees (two instructional, two non-instructional, one manager) have accepted reductions; one instructional employee has been reassigned; and one instructional employee took a transfer to another position within SBCEO. Meetings have been scheduled with other employees to discuss their options with them. Four employees (three instructional and one manager) will be

separated from SBCEO employment if the layoffs become final in May, as is expected.

The Director was pleased to report that, after receiving no nominations last year, SBCEO received seven nominations from districts throughout the county this year. Four nominees will be recognized by SBCEO.

She reported that she came back from CSPCA with a lengthy to-do list of rules to revise and procedures to review.

16. 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 1:28 p.m. The next regular meeting will be held on Thursday, April 23, 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 Board of Education

Classified Personnel Report

May 14, 2026

Appointments

Limited Term/Substitute

Flores, Kevin March 20, 2026
Paraeducator • Special Education • Various Sites
• Hourly as needed

Heuring-McBride, Liliana March 26, 2026
Clerical Assistant • Various Departments • Various Sites
• Hourly as needed

Leonard, Lindsey April 1, 2026
Clerical Assistant • Various Departments • Various Sites
• Hourly as needed

Lickstein, Jessica April 6, 2026
Student Worker • Partners in Education • Hope
• Hourly as needed

Perez, Eduardo March 16, 2026
Paraeducator • Special Education • Various Sites
• Hourly as needed

Reyes, Kristi March 9, 2026
Teaching Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald
• Hourly as needed

Sanchez, Mellaina April 7, 2026
Paraeducator • Special Education • Various Sites
• Hourly as needed

Soans, Nancy
Paraeducator • Special Education • Various
• Hourly as needed

April 6, 2026

Changes

Anniversary Increase

Aguilar Navarrete, Cinthia
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

April 1, 2026

Barcos, Lydia
Accounting Technician • School Business Advisory Services • School Business Advisory Services
50% • 12 months

April 1, 2026

Bluem, Denice
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap DHOH
75% • 10 months

April 1, 2026

Burke, Sarah
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

April 1, 2026

Cortez, Heidi
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months

April 1, 2026

de los Cobos, Erin
Paraeducator • Special Education • Oak Valley Preschool
87.5% • 10 months

April 1, 2026

Earle, Rosangel
Paraeducator • Special Education • Speech/Language Services, McClelland 1
87.5% • 10 months

April 1, 2026

Estrada, Christopher Paraeducator • Special Education • Oakley Preschool 87.5% • 10 months	April 1, 2026
Flores, Anne Administrative Assistant • Teacher Programs and Support • Teacher Programs and Support 100% • 12 months	April 1, 2026
Gadler Bell, Marilee School Occupational Therapist • Special Education • School Occupational Therapy Services 100% • 12 months	April 1, 2026
Gomez Chavez, Leticia Paraeducator • Special Education • Speech/Language Services, McClelland 1 87.5% • 10 months	April 1, 2026
Gonzalez, Esther Paraeducator • Special Education • Speech/Language Services, Dunlap 75% • 10 months	April 1, 2026
Graybill, Janice Accounting Technician, Senior • Early Care and Education • Early Care and Education - Hope Center 5 100% • 12 months	April 1, 2026
Guia, Citlalin Paraeducator • Special Education • Taylor Preschool 87.5% • 10 months	April 1, 2026
Howard, Diane Early Care and Education Provider Specialist • Early Care and Education • Hope Center 100% • 12 months	April 1, 2026
Huitron, Alejandra Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County 100% • 10 months	April 1, 2026

Jenkins, Ashley	April 1, 2026
Paraeducator • Special Education • Cold Spring School	
81.25% • 10 months	
Kerns, Heather	April 1, 2026
Paraeducator • Special Education • Vision Services	
75% • 10 months	
Leon, Monica	April 1, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc	
100% • 12 months	
Maldonado, Liliana	April 1, 2026
Paraeducator • Special Education • Cold Spring School	
81.25% • 10 months	
Marble, Margaret	April 1, 2026
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
Moreno Covarrubias, Blanca	April 1, 2026
Paraeducator • Special Education • Montecito Union School	
81.25% • 10 months	
Muhr, Joan	April 1, 2026
Office Assistant • Information Technology Services • Information Technology Services	
30% • 12 months	
Read, Joseph	April 1, 2026
Braille Transcriber • Special Education • Vision Services	
100% • 10 months	
Remick, Cory	April 1, 2026
Senior Software Engineer • Information Technology Services • Information Technology Services	
100% • 12 months	

Rivera, Fabiola April 1, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Rodriguez, Isabel April 1, 2026
Paraeducator • Special Education • Speech/Language Services, Valley
87.5% • 10 months

Santos, Jessica April 1, 2026
Early Care and Education Provider Specialist • Early Care and Education • Santa Maria
100% • 12 months

Teran, Ruby April 1, 2026
Paraeducator • Special Education • Dos Puertas School
84.375% • 12 months

Torres, Brianda April 1, 2026
Paraeducator • Special Education • Martha Negus 1
81.25% • 10 months

Velazquez, Ricardo April 1, 2026
Paraeducator • Special Education • School Nurse, Santa Maria
50% • 10 months

Watson, Clarissa April 1, 2026
Paraeducator • Special Education • Casmalia Preschool 3
87.5% • 10 months

Wheeler, William April 1, 2026
Computer/Network Technician, ITS • Information Technology Services • North County
100% • 12 months

Wold, Kristen April 1, 2026
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

Differential - Add

Perez Alonso, Jonathan

April 16, 2026

Paraeducator • Special Education • Olga Reed Elementary
77.5% • 10 months
Bilingual

Differential - Remove

Montes Medina, Agueda

July 1, 2025

Administrative Assistant • Early Care and Education • Hope Center
100% • 12 months

Probation to Permanent

Estrada, Daven

April 1, 2026

Paraeducator • Special Education • School Nurse, Santa Maria
50% • 10 months

Mendez, Luz

April 1, 2026

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

Professional Growth

Lopez, Jessica

August 1, 2024

Human Resources Supervisor • Human Resources • Cathedral Oaks
100% • 12 months
Professional Growth x 1

Separation

Leave Exhaustion

Teran, Ruby

April 9, 2026

Paraeducator • Special Education • Dos Puertas School
84.375% • 12 months

Resignation

Castro-Ramirez, Fabiola

April 3, 2026

Paraeducator • Special Education • Olga Reed Elementary
77.5% • 10 months

Herrera, Wendy

April 15, 2026

Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Sakai-Hart, Michelle

April 17, 2026

Administrative Assistant • Student and Community Services • Student and Community Services
100% • 12 months



Santa Barbara County Education Office
Food Service Worker

SALARY	\$24.86 - \$28.70 Hourly	LOCATION	Lompoc
JOB TYPE	Full-Time	JOB NUMBER	2026-00172
DIVISION	Student and Community Services	DEPARTMENT	Early Care and Education
OPENING DATE	03/26/2026	CLOSING DATE	4/9/2026 11:59 PM Pacific
SPECIFIC LOCATION	Lompoc		

General Description

Our ideal candidate

You are a caring person with a basic knowledge of food preparation and safety who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

General description

This individual prepares, serves, and records meals and snacks from a planned menu for those enrolled in preschool programs to ensure the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children. This individual is also responsible for preserving clean areas for food handling and sanitizing food preparation equipment and dishes in accordance with CACFP (Child and Adult Care Food Program) guidelines. This position is funded 100 percent by the CACFP.

Specific Duties and Responsibilities

- Follow a planned menu to prepare daily meals and snacks for children
- Prepare breakfast, lunch, snacks, and baby bottles as needed following CACFP meal pattern requirements
- Serve meals and snacks to children
- Assure compliance with approved safety practices and maintain sanitary food preparation and working conditions
- Ensure that food is handled properly and safely in accordance with CACFP safety requirements on temperatures, sanitation, and storage
- Maintain food inventory records, meal counts, and menu production records
- Prepare routine CACFP required reports and enter meal data into Minute Menu software
- Launder bibs, wash cloths, and other items as needed on a daily basis
- Wash and sanitize dishes, counter tops, and tables
- Sweep and vacuum areas where meals have been prepared

Requirements

Education: High school diploma preferred; food service certification highly desirable

Experience: Any combination of education, experience and training that demonstrates the knowledge and abilities required to perform the job

Knowledge of:

- Knowledge of rules and regulations pertaining to health and safety in food preparation, including CACFP requirements
- Preparation and service of a variety of food in large quantities for breakfast, lunch, and snacks
- Basic use of kitchen utensils, equipment and appliances

Ability to:

- Meet schedules and timelines by organizing time and work
- Establish and maintain cooperative working relationships with staff, children, and student parents
- Communicate effectively with staff, children, and student parents
- Prepare and serve meals, snacks, and baby bottles as required
- Use basic kitchen utensils and cooking equipment
- Lift and carry objects weighing up to fifty pounds
- Follow basic practices of kitchen safety and sanitation
- Follow oral and written instructions
- Maintain high level of personal hygiene
- Lift and carry students, supplies, etc. of light-to-medium weight (up to 50 pounds) on an occasional basis

Licenses and certificates

Possession of a valid California Class C driver's license and the use of a dependable automobile are required.

Working conditions

Kitchen and child care environment. Responsible to maintain a high level of personal hygiene. Required to wear hair net and gloves when preparing food.

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>

Food Service Worker Supplemental Questionnaire

*QUESTION 1

Do you have a High School diploma or GED?

Yes

No

*QUESTION 2

Please describe how you meet the minimum qualifications for this position and explain your interest in the role. (150-word maximum.) If you have already included this information in your cover letter, you may enter "Cover letter" in the text box.



Santa Barbara County Education Office
Paraeducator

SALARY	\$27.17 - \$31.32 Hourly	LOCATION	Santa Ynez Valley
JOB TYPE	Part-Time	JOB NUMBER	2026-00173
DIVISION	Special Education	OPENING DATE	04/03/2026
CLOSING DATE	4/16/2026 11:59 PM Pacific	SPECIFIC LOCATION	Los Olivos

General Description

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Assists teachers and staff in providing cognitive, instructional, therapeutic, and/or medical support to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with disabilities.
- Works directly with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences.
- Interprets individualized education plans and teacher instructions.
- Assists students during classroom activities, lunch, physical education, while being transported to and from school activities, and all other school activities.
- Feeds students, dispenses medicines, and assists with personal hygiene.
- May perform suctioning, oral stimulation, and replenishment of catheterized devices.
- Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services.
- Assists teachers by setting up work areas, and preparing motivational, decorative, and instructional materials.
- Prepares and may develop age-, grade-, and developmentally-appropriate instructional aids and activities to support the curriculum being taught.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives.

- Assists with implementation of special programs.
- Administers assessment instruments, scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Monitors classroom activities when a teacher is absent from the classroom.
- Accompanies students going from one location to another.
- Observes, monitors, and controls behavior of students within approved procedures.
- Develops and uses incentives as positive reinforcement.
- Maintains constant supervision of children.
- Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand and learn from discipline.
- Reports student academic, life skill, and behavior progress and performance to teachers.
- Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements.
- Confers as needed with teachers, resource staff, and other school staff concerning programs and materials to meet student needs.
- Alerts teacher to any special problems or information concerning students in assigned program.
- Assists program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing and participates in meetings to share information about programs available to students.
- Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment.
- May coordinate services with job coaching or vocational advisors.
- Assures student safety.
- Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility.
- Helps or places students onto buses, therapeutic tables, and toilets.
- Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience: Six months of work, volunteer, or personal experience providing care or instruction to infants or children, or to children or adults with disabilities, is preferred.

Knowledge, Skills and Abilities

Knowledge of:

- the principles and practices of age-appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges.
- the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- teaching and instruction methods.
- basic clerical and record-keeping processes.
- Special programs available to students.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- working productively and cooperatively with teachers, students, and parents in formal and informal settings,

Ability to:

- assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps.
- assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- interact with teachers, parents, and specialists in order to carry out assigned duties.
- oversee students, administer assignments and tests, and perform general clerical tasks.
- assist students with developing independence and self-help skills.
- make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups.
- relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to the special needs of students.

Some positions in this classification may require proficiency in a language other than English or basic competency in sign language.

Licenses and certificates

- May require a valid First Aid card and/or certification in Crisis Prevention Intervention (CPI).
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 indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.

Physical abilities

Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Supplemental Information

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- 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>

Paraeducator Supplemental Questionnaire

***QUESTION 1**

Do you have a High School diploma or GED?

Yes

No

***QUESTION 2**

I understand that if I qualify for this position by having completed at least 48 semester units or equivalent quarter units, I must have official transcripts sent to Gabriel Purvis at gpurvis@sbceo.org

Yes, I will have my transcripts sent.

Not Applicable

***QUESTION 3**

What work, volunteer, or personal experience do you have providing care or instruction to any of the following: infants, children, or individuals (children or adults) with disabilities?

* Required Question



**Dual Certification Eligibility List
Custodian/Maintenance Worker**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	66437193	9/25/26	Eligible	Full-Time	1.0	40 hours/week
2	40097085	9/25/26	Eligible	Full-Time	1.0	40 hours/week
2	66392366	9/25/26	Eligible	Full-Time	1.0	40 hours/week
3	49701257	9/25/26	Eligible	Full-Time	1.0	40 hours/week
4	63453670	9/25/26	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 31

Number of applicants passed screening: 17

Number of performance/written exam attendees: 13

Number of oral exam attendees: 5



Open Continuous Eligibility List
Educational Interpreter, American Sign Language

Rank	Person ID	Eligible Expiration Date	Status
1	27951171	9/30/26	Eligible
1	66554759	9/30/26	Eligible



Open Continuous Eligibility List
Behavioral Health Practitioner

Rank	Person ID	Eligible Expiration Date	Status
1	24506425	9/29/26	Eligible
1	17368173	9/29/26	Eligible



Open Continuous Eligibility List
School Occupational Therapist

Rank	Person ID	Eligible Expiration Date	Status
1	60235008	9/22/26	Eligible
1	47559375	9/23/26	Eligible



**Dual Certification Eligibility List
Administrative Assistant**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	65451061	10/18/2026	Eligible	Full-Time	1.0	40 hours/week
1	55781976	05/06/2026	Eligible	Full-Time	1.0	40 hours/week
2	64308174	10/18/2026	Eligible	Full-Time	1.0	40 hours/week
3	5277589	10/18/2026	Eligible	Full-Time	1.0	40 hours/week
3	44126874	05/06/2026	Eligible	Full-Time	1.0	40 hours/week
4	18559855	10/18/2026	Eligible	Full-Time	1.0	40 hours/week
4	2340527	05/06/2026	Eligible	Full-Time	1.0	40 hours/week
5	40501713	10/18/2026	Eligible	Full-Time	1.0	40 hours/week
6	26924261	10/18/2026	Eligible	Full-Time	1.0	40 hours/week
7	66224816	10/18/2026	Eligible	Full-Time	1.0	40 hours/week
8	30969506	10/18/2026	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 68

Number of applicants passed screening: 39

Number of performance/written exam attendees: 15

Number of oral exam attendees: 12

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4466 Resignation

- A. When an employee desires to resign from his/her position, he/she present his/her resignation, preferably in writing, to the county superintendent or designated representative and a copy of such resignation shall be filed with the Director, Human Resources.
- B. A resignation relates only to the specific position from which the employee resigns and does not impair his/her rights to other positions which he/she may hold on eligibility lists except that an employee who resigns shall have his/her name removed from promotional eligibility lists. A resignation may be withdrawn by the employee, at any time prior to acceptance by the county superintendent or designated representative.
- C. Verbal resignations will be acknowledged in writing by the Director, Human Resources.

Approved: Dec. 1, 1975
Revised: June 23, 1993
March 23, 2017
October 26, 2017

AGENDA ITEM 12a - proposed revisions, changes tracked

PERSONNEL – Series 4000

4400 ~~THE MERIT SYSTEM~~The Merit System

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

4466 Resignation

- A. ~~When an employee desires to resign from his/her position, he/she present his/her resignation, preferably in writing, to the county superintendent or designated representative and a copy of such resignation shall be filed with the Director, Human Resources. A permanent or probationary employee who wishes to separate from SBCEO employment shall submit their resignation to the County Superintendent or designee on the prescribed SBCEO form. The separating employee is also encouraged to inform their supervisor, verbally or by email. An employee who plans to retire must apply directly to their respective retirement system; the SBCEO resignation/retirement form does not initiate the retirement process.~~
- B. ~~A resignation relates only to the specific position from which the employee resigns and does not impair his/her rights to other positions which he/she may hold on eligibility lists except that an employee who resigns shall have his/her name removed from promotional eligibility lists.~~
- ~~B.C.~~ C. A resignation may only be changed or withdrawn by the employee, ~~at any time~~ prior to its acceptance by the County Superintendent or designee~~county superintendent or designated representative~~, unless a correction to the resignation is required in order to comply with SBCEO policies or retirement system rules.
- D. ~~Verbal or other informal resignations will be acknowledged in writing by the Director, Human Resources shall not be recognized or acted upon by the SBCEO unless the employee is not able or available to submit the prescribed SBCEO form. In such circumstances, the County Superintendent or designee may recognize and act upon a verbal or informal resignation submitted by the employee or their representative.~~
- ~~C.E.~~ E. An employee who resigns from SBCEO service retains their eligibility on any open competitive eligibility lists on which they have been placed, until the expiration date of the list, except that a probationary employee who resigns shall not be restored to the eligibility list from which they were appointed. An employee who separates from SBCEO service shall be removed from any promotional eligibility lists on which they have been placed, pursuant to Rule No. 4451.8, Removal of Names from Eligibility Lists.

Approved:

Revised:

Dec. 1, 1975

June 23, 1993

March 23, 2017

October 26, 2017

April 23, 2026 (pending approval)

**AGENDA ITEM - proposed revision,
changes saved**

PERSONNEL – Series 4000

4400 The Merit System

4460 In-Service Status and Transactions

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Approved: Dec. 1, 1975
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PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4492 DIFFERENTIAL AND LONGEVITY PAY PRACTICES

4492.1 Language or Special Skill Requirements

- A. When a language other than English or other special skills or competencies, such as use of a sign language or possession of a specialized health care certificate, are required to perform the duties assigned to the position, the salary for the position shall be two ranges higher than for a similar position with no such requirement.

Reference:

Education Code Sections 45180-45182 and 45260-45261

Date Approved: January 12, 1976
Date(s) Revised: March 31, 1994
October 26, 2017

AGENDA ITEM 12b - proposed revisions, changes tracked

PERSONNEL – Series 4000

4400	THE MERIT SYSTEM <u>The Merit System</u>
4490	WAGE AND SALARY PROVISIONS <u>Wage and Salary Provisions</u>
4492	DIFFERENTIAL AND LONGEVITY PAY PRACTICES <u>Differential and Longevity Pay Practices</u>
4492.1	Language or Special Skill Requirements <u>Differential Pay for Special Skills, Specific Duties, or Working Conditions</u>

- A. A. — When a special skill or specific duties or working conditions language other than English or other special skills or competencies, such as use of a sign language or possession of a specialized health care certificate, are are required to perform the duties fulfill the essential functions assigned to the a position, the hiring department shall inform the Director, Human Resources that the position must be designated as requiring the special skill or that an incumbent is eligible for a pay differential, based on their duties or working conditions. Examples of such special skills may include fluency in a language other than English; specific duties may include specialized health care procedures, and working conditions may include work shifts that fall primarily during non-standard office hours.
- B. In order to be placed in such a position, an employee must pass any required assessment. Employees who pass any required assessment and are placed in such positions or assigned qualifying duties or working conditions shall receive a differential equivalent to a five (5) percent increase in base pay (current range and step)salary for the position shall be two ranges higher than for a similar position with no such requirement. Such differential pay is associated with the position, rather than with the incumbent, and may be added to or eliminated from a position depending on program needs. Elimination of differential pay based on programmatic reasons shall not be considered disciplinary in nature.
- C. There shall be an overall cap on differential pay equivalent to fifteen (15) percent regardless of the number of special skills used, specific duties assigned, or working conditions. Differentials are pro-rated based on the employee's full time equivalency.

Reference:

Education Code Sections 45180-45182 and 45260-45261

Date Approved: January 12, 1976

Date(s) Revised: March 31, 1994

October 26, 2017

April 23, 2026 (pending approval)

AGENDA ITEM 12b - proposed revisions, changes saved

PERSONNEL – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4492 Differential and Longevity Pay Practices

4492.1 Differential Pay for Special Skills, Specific Duties, or Working Conditions

- A. When a special skill or specific duties or working conditions are required to fulfill the essential functions assigned to a position, the hiring department shall inform the Director, Human Resources that the position must be designated as requiring the special skill or that an incumbent is eligible for a pay differential, based on their duties or working conditions. Examples of such special skills may include fluency in a language other than English; specific duties may include specialized health care procedures, and working conditions may include work shifts that fall primarily during non-standard office hours.
- B. In order to be placed in such a position, an employee must pass any required assessment. Employees who pass any required assessment and are placed in such positions or assigned qualifying duties or working conditions shall receive a differential equivalent to a five (5) percent increase in base pay (current range and step). Such differential pay is associated with the position, rather than with the incumbent, and may be added to or eliminated from a position depending on program needs. Elimination of differential pay based on programmatic reasons shall not be considered disciplinary in nature.
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April 23, 2026 (pending approval)



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Resolution No. HR 2026-1

WHEREAS, the California Legislature has designated the third full week in May of each year as Classified School Employee Week; and

WHEREAS, existing laws provide for the employment of persons in the public schools in positions not requiring certification qualification as classified employees; and

WHEREAS, the Personnel Commission and staff of the Santa Barbara County Education Office recognize and appreciate the contributions of classified employees in providing quality education services and support for the schools in Santa Barbara County.

NOW, BE IT HEREBY RESOLVED, that the Personnel Commission and Director, Human Resources, reaffirm and support the designation of the third full week in May as Classified School Employee Week, which is May 17-23 this year; and

BE IT FURTHER RESOLVED, that we encourage and support the efforts of classified employees and the contributions they make to the educational community.

PASSED AND ADOPTED, by the Personnel Commission of the Santa Barbara County Education Office on April 23, 2026.

Mike Ostini
Chair, Personnel Commission

Amy R. Ramos
Director, Human Resources



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Susan C. Salcido, Superintendent of Schools

Personnel Commission Meetings 2026/2027

Date & Time	Location
Thursday, July 23, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, August 27, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, September 24, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, October 22, 2026 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, November 19, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, December 17, 2026 1:30pm	Board Rm at SBCEO South & via video in Suite A SBCEO North
Thursday, January 28, 2027 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, February 25, 2027 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, March 25, 2027 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, April 22, 2027 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, May 27, 2027 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, June 24, 2027 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South

Meetings are typically held the fourth Thursday of each month starting at 12:30 p.m. at the Santa Barbara County Education Office Board Room, located at 4400 Cathedral Oaks Road, Santa Barbara and video conference in the North County Board Room, located at 402 Farnel Road, Santa Maria.

*** The October, March, and June Personnel Commission meetings are typically held at the Santa Barbara County Education North Office Board Room, 402 Farnel Road, Santa Maria, starting at 12:30 p.m.**

Fiscal06a

Comparative Object Summary

Account Object Code	2025/26 Adopted Budget	2025/26 Revised Budget	2025/26 Actuals with Encum	2025/26 Rev Budget -Actuals	2025/26 Actuals/ Revised
Management 1490 - PERSONNEL COMMISSION					
Expense					
2300 Class Admin Sal	195,804	195,804	195,804		100.00 %
2400 Cler/Office Sal	195,022	195,582	196,062	480.00-	100.25 %
2430 Extra Hours/OT	3,000	3,000		3,000.00	
2440 Substitutes	3,000	3,000		3,000.00	
Total for Object 2000	396,826	397,386	391,866	5,520.00	
3202 PERS2	108,731	106,390	103,803	2,587.19	97.57 %
3302 OasdMed2	90	107	116	9.28-	108.67 %
3304 Medi Class	5,721	5,730	5,626	103.98	98.19 %
3402 H&W2 Class	137,861	132,590	120,296	12,294.48	90.73 %
3502 Unempl2 Class	197	197	193	4.26	97.84 %
3602 WrkComp2 Class	6,767	6,023	5,913	109.89	98.18 %
Total for Object 3000	259,367	251,037	235,946	15,090.52	
4300 Supplies	100	100		100.00	
4340 Tangible Dev	400	400		400.00	
4350 Office Supply	3,100	3,100	1,500	1,600.00	48.39 %
Total for Object 4000	3,600	3,600	1,500	2,100.00	
5200 Travel	2,100	2,100	1,119	981.25	53.27 %
5201 Out of Cnty Trv	4,000	4,000	1,391	2,608.74	34.78 %
5300 Dues/Membership	3,336	3,336	2,060	1,276.00	61.75 %
5610 Rntl Les w/o Op	1,675	1,675	1,350	325.00	80.60 %
5640 Computer Repr	200	200		200.00	
5650 Maint Agreemnts	1,249	1,249	975	274.00	78.06 %
5715 PhotoCopies	100	100		100.00	
5720 Postage	50	50		50.00	
5730 Printing/Dupl	1,025	1,025		1,025.00	
5745 Vehicle Use	300	300	107	193.42	35.53 %
5800 Prof Consulting	13,574	13,574	11,812	1,762.50	87.02 %
5830 Advertisement	10,301	10,301	1,863	8,437.75	18.09 %

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2026, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

ESCAPE ONLINE

Account Object Code	2025/26 Adopted Budget	2025/26 Revised Budget	2025/26 Actuals with Encum	2025/26 Rev Budget -Actuals	2025/26 Actuals/ Revised
Management 1490 - PERSONNEL COMMISSION (continued)					
Expense (continued)					
5930 Postge,Rfl Mtrs	40	40		40.00	
Total for Object 5000	37,950	37,950	20,676	17,273.66	
Total for Org 061, Management 1490 and Expense accounts	697,743	689,973	649,989	39,984.18	

Fiscal06a

Comparative Object Summary

Account Object Code	2025/26 Adopted Budget	2025/26 Revised Budget	2025/26 Actuals with Encum	2026/27 Adopted Budget	2026/27 Adopted/ Revised	2026/27 Adopted- Revised	Comment
Management 1490 - PERSONNEL COMMISSION							
Expense							
2300 Class Admin Sal	195,804	195,804	195,804	208,728	106.60 %	12,924	
2400 Cler/Office Sal	195,022	195,582	196,062	204,326	104.47 %	8,744	
2430 Extra Hours/OT	3,000	3,000		3,000	100.00 %		
2440 Substitutes	3,000	3,000		3,000	100.00 %		
Total for Object 2000	396,826	397,386	391,866	419,054		21,668	
3202 PERS2	108,731	106,390	103,803	109,047	102.50 %	2,657	
3302 OasdMed2	90	107	116	282	263.55 %	175	
3304 Medi Class	5,721	5,730	5,626	6,023	105.11 %	293	
3402 H&W2 Class	137,861	132,590	120,296	139,278	105.04 %	6,688	
3502 Unempl2 Class	197	197	193	207	105.08 %	10	
3602 WrkComp2 Class	6,767	6,023	5,913	6,331	105.11 %	308	
Total for Object 3000	259,367	251,037	235,946	261,168		10,131	
4300 Supplies	100	100		100	100.00 %		
4340 Tangible Dev	400	400		400	100.00 %		
4350 Office Supply	3,100	3,100	1,500	3,100	100.00 %		
Total for Object 4000	3,600	3,600	1,500	3,600		0	
5200 Travel	2,100	2,100	1,119	2,100	100.00 %		
5201 Out of Cnty Trv	4,000	4,000	1,391	4,000	100.00 %		
5300 Dues/Membership	3,336	3,336	2,060	3,336	100.00 %		
5610 Rntl Les w/o Op	1,675	1,675	1,350	1,675	100.00 %		
5640 Computer Repr	200	200		200	100.00 %		
5650 Maint Agreemnts	1,249	1,249	975	1,249	100.00 %		
5715 PhotoCopies	100	100		100	100.00 %		
5720 Postage	50	50		50	100.00 %		
5730 Printing/Dupl	1,025	1,025		1,025	100.00 %		
5745 Vehicle Use	300	300		300	100.00 %		
5800 Prof Consulting	13,574	13,574	11,812	13,574	100.00 %		
5830 Advertisement	10,301	10,301	1,863	10,301	100.00 %		

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2027, Restricted? = Y, Management = 14, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

ESCAPE ONLINE

Account Object Code	2025/26 Adopted Budget	2025/26 Revised Budget	2025/26 Actuals with Encum	2026/27 Adopted Budget	2026/27 Adopted/ Revised	2026/27 Adopted- Revised	Comment
Management 1490 - PERSONNEL COMMISSION (continued)							
Expense (continued)							
5930 Postge,Rfl Mtrs	40	40		40	100.00 %		
Total for Object 5000	37,950	37,950	20,570	37,950		0	
Total for Org 061, Management 1490 and Expense accounts	697,743	689,973	649,882	721,772		31,799	