SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

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

REGULAR MEETING
April 23, 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

Gary Pickavet led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff and guests present:
Amy Ramos, Director, Human Resources
Wendy Garcia, Certificated Human Resources Technician
Tracie Cordero, Classified Human Resources Specialist
Gabriel Purvis, Classified Human Resources Analyst
Ron Wheeler, Computer/Network Technician, ITS

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held March 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 a media release about the annual County Spelling Bee, which SBCEO hosted in the auditorium at the Cathedral Oaks campus. Participants came from around the county, representing both public and private schools, and competed in elementary and junior high categories. The top two finishers in each category went on to compete in the State Spelling Bee hosted by the San Joaquin County Office of Education.

b. Legislative Update

The Director, Human Resources shared that she had received a reminder from the State Superintendent of Public Instruction and the State Attorney General that the Education Code (35183.1) protects students' right to wear "traditional tribal regalia or recognized objects of religious or cultural significance … as an adornment at graduation ceremonies."

REGULAR BUSINESS

10. Informational Items

a. List of New Positions — None

b. Classified Personnel Report dated May 14, 2026

c. Position Announcements

i. Food Service Worker (Dual – Lompoc)

ii. Paraeducator (Dual – Santa Ynez Valley)

11. Action Items

a. Ratification of Eligibility Lists

i. Custodian/Maintenance Worker (Dual – Santa Barbara)

ii. Educational Interpreter, American Sign Language, Waiver (Open Continuous – Santa Maria)

iii. Behavioral Health Practitioner (Open Continuous – Santa Maria)

iv. School Occupational Therapist (Open Continuous – Multiple Locations)

v. Administrative Assistant (Dual – Santa Barbara)

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

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Revision of Merit System Rules – Presented for Second Reading and Approval

(Attachments)

a. 4466 Resignation

b. 4492.1 Language or Special Skill Requirements

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

NEW BUSINESS

13. Approve Resolution for Classified School Employees Week

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

14. Review Proposed 2026-27 Personnel Commission Meeting Schedule
This was an information item.

15. Quarterly Review of Personnel Commission Budget
The Director, Human Resources presented a statement of expenditures for the third quarter of the 2025-26 fiscal year, from January 1, 2026 through March 31, 2026. This was an information item.

16. Review Proposed 2026-2027 Personnel Commission Budget
This was presented as an information item.

REPORTS

17. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo reported that she attended the CASBO conference representing her district.

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini had no PC-related items to report.

18. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources reported that she had volunteered to be part of a group convened by the Tri-Counties CASBO chapter (California Association of School Business Officials) that will be reviewing and recommending Key Performance Indicators that can be used by HR departments to measure their performance.

The Director reported that she had received a proof copy of a revision of the classified handbook that's been in progress for a very long time.

The Director reported that she, Jill Stevens, and Tracie Cordero would be co-presenting two in-person training workshops for supervisors on the classified evaluation process. At that point, about 45 people had registered. Jill Stevens and Tracie are going to be my partners for the presentation. The goal is to ensure that all supervisors are clear about the expectations for how the classified evaluation process should be conducted, and to give the participants an opportunity to learn from each other. The HR team also hopes to gain insights into how we can better support supervisors in conducting meaningful evaluations.

The Director shared that Gabriel Purvis had informed us he plans to leave SBCEO in the coming months. We plan to open the recruitment soon, and Gabriel has offered to stay on long enough to conduct the recruitment for his

replacement and provide his successor with a month of training to ease the transition.

19. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report.

CLOSED SESSION — None scheduled

ADJOURNMENT

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

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

The meeting was adjourned at 1:18 p.m. The next regular meeting will be held on Thursday, May 28, 2026, at 12:30 p.m. (date corrected from original agenda) The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.

Amy R. Ramos

_____

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

_____

Mike Ostini
Chair, Personnel Commission

Santa Barbara County Education Office
Service & Leadership

Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Apr 23, 2026 through May 19, 2026

Position #	Position Information
2818	Classified Human Resources Analyst • Classified Human Resources Staff • South County 40.00 hours per week • 12.00 months
2819	Administrative Assistant • Communications • South 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

June 11, 2026

Appointments

Limited Term/Substitute

Pacheco, Karina — May 5, 2026
ECE Apprentice • Early Care and Education • Various Sites
• Hourly as needed

Walton, Britney — April 6, 2026
Paraeducator • Special Education • Various Sites
• Hourly as needed

Probationary

Anaya, Veronica — April 20, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Enrriquez, Jocelyn — April 20, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Fernandez, Eugenia — May 1, 2026
Administrative Assistant • Internal Services • Operations South
100% • 12 months

Guevara, Sebastian — March 3, 2026
Integrated Worker • Special Education • Integrated Special Education North
12.5% • 12 months

Porras Ramirez, Jose Mario — May 19, 2026
Custodian/Maintenance Worker • Internal Services • Operations South 2
100% • 12 months

Changes

Anniversary Increase

Amegatcher, Amy — May 1, 2026
Program Associate • Transitional Youth Services • Transitional Youth South
100% • 12 months

Bomer, Dyan — May 1, 2026
Administrative Assistant, Senior • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Bradford, Jimmie — May 1, 2026
Paraeducator • Special Education • Ontiveros Preschool
75% • 10 months

Carbajal-Esparza, Olivia — May 1, 2026
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months

Cervantes, Juan — May 1, 2026
Maintenance and Operations Supervisor • Internal Services • Operations South
100% • 12 months

Dillard Deherrera, Christine — May 1, 2026
Technology Support Administrative Assistant • Information Technology Services • Cathedral Oaks
100% • 12 months

Fuentes, Michael — May 1, 2026
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
87.5% • 12 months

Gonzalez, Yoseline — May 1, 2026
Manager, Program Services • Children's Creative Project • Children's Creative Project
100% • 12 months

Jasso, Gabriela — May 1, 2026
Paraeducator • Special Education • Preschool Plus, Miller
87.5% • 10 months

Kerrutt-Dent, Erin — May 1, 2026
Certificated Human Resources Analyst • Human Resources • Certificated Human Resources Staff
100% • 12 months

Lopez, Jessica — May 1, 2026
Human Resources Supervisor • Human Resources • Human Resources Staff
100% • 12 months

Martinez, Serena — May 1, 2026
Paraeducator • Special Education • Ralph Dunlap School DHOH 2
75% • 10 months

Martinez, Veronica — May 1, 2026
Clerical Assistant • Special Education • School Psychologist North 3
100% • 10 months

Munar, Desiree — May 1, 2026
Paraeducator • Special Education • Alice Shaw Preschool
87.5% • 10 months

Olivas, Alleena — May 1, 2026
Paraeducator • Special Education • Ralph Dunlap School DHOH 2
42.5% • 10 months

Padilla, Leticia — May 1, 2026
Paraeducator • Special Education • Speech/Language Services, Miller
87.5% • 10 months

Perez, Carmen Isabel — May 1, 2026
Paraeducator • Special Education • Casmalia Preschool 3
87.5% • 10 months

Quezada, Jacquelinne — May 1, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Rodriguez-Castellanos, Gabriela — May 1, 2026
Paraeducator • Special Education • Speech/Language Services, McClelland 1
87.5% • 10 months

Trigueros, Crystal — May 1, 2026
Paraeducator • Special Education • Regency Preschool
87.5% • 10 months

Vital Alcantar, Yanelly — May 1, 2026
Nutrition Program Specialist - Bilingual • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Probation to Permanent

Stevens, Gillian — May 1, 2026
Director, Engagement and Support • Human Resources • Engagement and Support
100% • 12 months

Differential - Add

Gomez Chavez, Leticia — May 15, 2026
Paraeducator • Special Education • Speech/Language Services, McClelland 1
87.5% • 10 months
Specialized Health Care

Other

Shiroma, Sachi — May 1, 2026
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months
Master's stipend

Out of Classification/Return

Martinez, Serena — May 12, 2026
Paraeducator • Special Education • Ralph Dunlap School DHOH 2
75% • 10 months
From Educational Interpreter, ASL, Waiver

Probation to Permanent

Nevarez, Yanise — May 1, 2026
Office Assistant • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Olson, Carlos — May 1, 2026
Behavioral Health Practitioner • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Professional Growth

Lopez, Jessica — May 1, 2026
Human Resources Supervisor • Human Resources • Human Resources Staff
100% • 12 months
Professional Growth x 1

Wheeler, William — May 1, 2026
Computer/Network Technician, Information Technology Services • ITS • ITS- North County
100% • 12 months
Professional Growth x 2

Promotion

Martinez, Serena — May 13, 2026
Educational Interpreter, American Sign Language, Waiver • Special Education • Ralph Dunlap School DHOH
75% • 10 months

Separation

Released

Vargas, Emily — April 23, 2026

Paraeducator • Special Education • Martha Negus 2
81.25% • 10 months
Non completion of probation

Resignation

Burke, Sarah — June 5, 2026

Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

Ketterer, Nicole — May 4, 2026

Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Hope Center
100% • 10 months

Santa Barbara County Education Office

Classified Human Resources Analyst

SALARY	$7,373.00 - $8,496.00 Monthly $88,476.00 - $101,952.00 Annually	**LOCATION**	Santa Barbara - Goleta
JOB TYPE	Full-Time	**JOB NUMBER**	2026-00182
DIVISION	Human Resources	**OPENING DATE**	05/01/2026
CLOSING DATE	5/14/2026 11:59 PM Pacific	**SPECIFIC LOCATION**	Santa Barbara

General Description

Our ideal candidate

You have highly developed analytical and critical thinking skills. You are able to manage multiple projects effectively and meet timelines. Your oral and written communication skills are exceptional. You are equally skilled at attending to details and seeing the big picture. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You are committed to providing the best service possible to Santa Barbara County Education Office departments, employees, and applicants.

General description

As a member of the Personnel Commission staff who reports directly to the Director of Human Resources, you will: perform a full range of professional analytical work associated with merit system human resources for classified (non-teaching) employees, including crafting innovative recruitment strategies, developing and validating skills assessments, and collaborating with hiring managers to maintain a highly qualified workforce. Under direction, the incumbent will also classify positions and conduct salary studies.

You'll also get to work on exciting projects such as:

- enhancing the employee onboarding experience
- integrating our HR systems and platforms and refining our processes
- developing training for managers on HR-related topics.

This position is based in Santa Barbara, and the incumbent will be required to work on-site.

Under general direction, perform a full range of professional analytical work associated with merit system human resources, including examination development and validation, recruitment planning and applicant sourcing, position classification, compensation, and other human resources research.

Specific Duties and Responsibilities

- In collaboration with hiring managers, plan and develop comprehensive recruitment plans, including applicant sourcing and appropriate examination process.

- Develop qualified and diverse applicant pipelines and sources by a variety of methods, including social media, professional networking, participating in recruiting events, identifying appropriate advertising and outreach, preparing position announcements, and writing and placing advertisements.
- Promote the recruitment and retention of qualified applicant pools by prompt and professional communication with job applicants regarding employment opportunities, application and recruitment status, examination results, and SBCEO employment process.
- Review applications to determine whether applicants meet minimum qualifications.
- In consultation with subject matter experts, develop various types of examinations that result in ranked eligibility lists to be used in the selection of candidates for classified jobs; select items for written examinations; develop written exercises and performance examinations; develop oral examination competencies, scoring guidelines, and questions; set passpoints.
- Ensure content validity and predictive power of examinations by reviewing item histories and examination results and making refinements as needed.
- Facilitate the administration and scoring of examinations.
- Certify eligibility lists in accordance with Personnel Commission Rules.
- Facilitate the onboarding of new classified employees by providing new hire documents, monitoring the completion of pre-employment requirements, arranging pre-employment physical examinations, processing new employee records and files, and scheduling new employee orientation. May conduct new employee orientation.
- Promote understanding and acceptance of merit system practices by educating hiring managers on the classified selection process and their opportunities to participate.
- May serve as a rater or oral examination panelist as needed.
- Under the direction of the Director of Human Resources, conduct classification studies and draft reports regarding the establishment of new job classifications, reclassification of positions, and revision of current job descriptions; draft new or revised job descriptions for approval by Personnel Commission.
- Under the direction of the Director of Human Resources, conduct compensation studies and draft reports and recommendations for salaries for proposed new classifications or revised salaries for current classifications.
- Respond to salary surveys conducted by other parties.
- Analyze current classified human resources practices and processes and propose modifications, with the goals of greater efficiency, validity, effectiveness, and equity.
- As assigned, draft revisions to sections of the classified employee handbook or Personnel Commission Rules.
- May conduct research or data collection on human resources-related topics as assigned.
- Perform related duties as assigned.

Requirements

Education: Possession of a bachelor's degree in human resources, public or business administration, psychology, social sciences, or related field. Additional related professional experience may be substituted for up to two years of the required higher education on a year-for-year basis.

Experience: Two years of professional experience in human resources that included one or more of the following: employee recruitment; applicant sourcing; examination development; position classification; and compensation administration. A master’s degree in a closely related field may be substituted for up to one year of required professional experience. Experience in public sector human resources and/or a merit system is preferred.

Knowledge of:

- principles, practices, methods and terminology used in public human resources administration, including job analysis, selection, recruitment, classification and compensation
- federal and state employment law relating to employee selection
- merit system rules and regulations
- generally accepted professional practices in the development and validation of employee selection procedures, job classification, and job analysis
- correct English usage, grammar, spelling, punctuation and vocabulary
- arithmetic, including percentages and fractions
- modern office practices, procedures, and equipment
- telephone and email etiquette

- standard office productivity software applications, including spreadsheet programs
- record-keeping practices

Ability to:

- gather, evaluate, and analyze data and draw sound conclusions
- analyze situations accurately and adopt an effective course of action
- draft a variety of written documents, including advertisements, examination materials, candidate communications and correspondence, recommendations, rules, and procedures
- perform accurate arithmetical calculations
- communicate effectively, both orally and in writing
- interpret, explain, and apply laws, regulations, rules, and policies
- learn County Education Office organization, operations, policies and objectives
- learn and apply California Education Code relating to classified employee selection
- maintain current knowledge of laws, rules, and regulations related to classified human resources
- learn and apply descriptive statistics
- plan and organize work to meet deadlines
- work independently and as part of a team
- interact effectively with a wide variety of people within and outside the organization
- operate a computer and other office equipment and related software programs
- use a human resources information system, enterprise financial system, applicant tracking system, and other proprietary and commercial databases
- maintain accurate records and files
- maintain confidentiality of sensitive information

Licenses and certificates:

- Possession of a valid California Class C driver's license, insurance as required by law, and the use of a dependable automobile are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

Working conditions

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

Local travel by car to a variety of locations countywide, in order to attend meetings and recruiting events and conduct interviews and examinations, is required. Occasional overnight travel may be 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

Classified Human Resources Analyst Supplemental Questionnaire

*QUESTION 1

Please describe your experience in employment examination development, position classification, and/or compensation administration, including the employer(s) for whom you performed this work. (200 words or fewer) If you have no work experience in any of these areas, please respond “N/A."

*QUESTION 2

If you have experience in employee recruitment or applicant sourcing, please share examples of the types of jobs you recruited for. (200 words or fewer) If you have no work experience in either of these areas, please respond “N/A.”

*QUESTION 3

Please describe your human resources experience in a public sector or public education setting. (200 words or fewer) If you have no work experience in these settings, please respond “N/A.”

*QUESTION 4

The hiring range for this job is $88,476-$101,952. If you were offered the position, would you be able to accept it at a salary in that range? If yes, please specify what salary in that range you would be willing to accept.

*QUESTION 5

SBCEO has a strong in-person work culture, and this position is based on-site in Santa Barbara. If you were offered the position, would you be able to accept it knowing that you would be expected to work on-site five days per week?

- ◯ Yes
- ◯ No

* Required Question

Santa Barbara County Education Office

Early Care and Education Case Worker (Bilingual)

SALARY	$4,418.00 - $5,095.00 Monthly $53,016.00 - $61,140.00 Annually	**LOCATION**	Santa Barbara - Goleta
JOB TYPE	Full-Time	**JOB NUMBER**	2026-00184
DIVISION	Student and Community Services	**DEPARTMENT**	Early Care and Education
OPENING DATE	05/12/2026	**CLOSING DATE**	5/26/2026 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

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

General description

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

Specific Duties and Responsibilities

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

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

Requirements

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

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

Knowledge of:

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

Ability to:

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

Physical Abilities

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

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

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

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

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

Supplemental Information

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

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

RECRUITMENT INFORMATION:

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

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

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

Employer
Santa Barbara County Education Office

Address
4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone
8059644711

Website
http://www.sbceo.org

Early Care and Education Case Worker (Bilingual) Supplemental Questionnaire

*QUESTION 1

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

*QUESTION 2

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

- ◯ Yes
- ◯ No

*QUESTION 3

Do you have a High School diploma or GED?

- ◯ Yes
- ◯ No

*QUESTION 4

Do you have at least 12 semester units of college coursework in business, public, or non-profit administration; social sciences, human services, or related field?

- ◯ Yes, Business
- ◯ Public or Non-profit Administration
- ◯ Social Sciences
- ◯ Human Services
- ◯ Related Field
- ◯ No

* Required Question

Santa Barbara County Education Office

Manager, Fiscal Services

SALARY	$10,206.83 - $12,435.75 Monthly $122,481.96 - $149,229.00 Annually	**LOCATION**	Santa Barbara - Goleta
JOB TYPE	Full-Time	**JOB NUMBER**	2026-00183
DIVISION	Administrative Services	**DEPARTMENT**	Internal Services
OPENING DATE	05/08/2026	**CLOSING DATE**	5/25/2026 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You are an innovative professional with excellent communication skills and a proven track record of establishing rapport and earning the trust of colleagues and end users through your demeanor and results. You are highly responsible and take ownership of all tasks and responsibilities of the position. You successfully set priorities, work accurately and efficiently, and meet deadlines. You conduct research, thoroughly analyze data, and summarize and express complex concepts concisely to others who have varying levels of understanding. You understand politically sensitive issues and handle them in a diplomatic and confidential manner. You take the initiative to solve problems, either independently or in collaboration with other managers. You mentor and train others, and give credit where it is due. You are solutions oriented, inspire others, and lead by example. You are committed to providing the best service available to the Santa Barbara County Education Office and the members of your team.

General description

Under administrative direction, plans, organizes, and directs financial accounting operations to ensure accurate and timely accounting reports, statements of financial condition, processing and payment of accounting transactions, and accounting for determining revenues and special funding. Facilitates development of, and compiles information for the annual budget process. Responsible for the efficient and effective operations of accounting and budget administration functions that include but are not limited to special accounts, accounts receivable and payable, payroll, budget administration, and general ledger.

Specific Duties and Responsibilities

1. Plan, organize, and direct the work of staff engaged in fiscal activities including budget control records, receipt and disbursement of funds, special funding, financial performance statements including general ledger, and other accounting activities. Train and supervise accounting staff to ensure that accurate and timely preparation of transactions and entries.

2. Provide technical expertise and direction regarding accounting issues and discrepancies.

3. Serve as the department's team leader for developing and enhancing automated accounting and financial information systems, including those that are part of integrated data management programs.

4. Participate in development of accounting controls to ensure the validity and accuracy of financial information and statements.

5. Ensure separation of activities, access to and accounting of assets, and proper execution of transactions.

6. Audit financial data and documents to assure accuracy, completeness, and compliance with County Education Office policies and procedures and applicable government regulations.

7. Recommend changes to policies and procedures that improve internal controls; review financial record-keeping procedures and techniques and recommend and implement improvements, assuring efficiency and compliance with County Office policies and applicable regulations.

8. Participate in closing of the general ledger for year-end financial reporting which includes all special funding, current accounting expenditures, deferred balances, and employee-based accounts such as payroll and accruals.

9. Coordinate activities connected with independent audits by organizing documents, providing requested information, and preparing reports.

10. Facilitate the budget development process by researching and gathering information such as FTEs, projected overhead, and details for expenditures; provide support to departments in budget development and critique budget proposals.

11. Implement the approved budget and integrate it into the financial systems; serve as a resource for questions regarding budgets, accounts and related information.

12. Monitor and analyze the utilization of funds, including those from general, grant, capital, and other sources.

13. Prepare periodic reports of revenue and expense performance, account balances, and cash balances.

14. Develop and maintain management information and control processes to assist department leaders in understanding financial position with respect to program goals and objectives.

15. Produce accounting transactions including accounts payable, accounts receivable, and adjustments to general ledger or other areas, as required.

16. Perform other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a bachelor's degree in accounting, business administration, or a related field.
Experience: Four years of experience performing professional accounting duties, preferably in an educational setting. Two years of experience as a supervisor of accounting staff are also required (in addition to, or as part of, the professional accounting experience).

Knowledge of:

- Principles, practices, and regulations pertaining to accounting, financial record-keeping, internal controls, and auditing for educational entities
- Principles, procedures, and methods used in budget preparation and financial analysis and research
- California School Accounting Manual
- Generally Accepted Accounting Principles and Generally Accepted Auditing Standards

- General accounting and business functions of an educational organization
- Policies and laws relating to categorical programs
- Financial management software applications
- Practices and principles of management, supervision, and training
- County Office organization, operations, policies, and objectives
- Principles and practices of fixed asset management
- Principles and practices of public budget preparation
- Grant accounting
- Arithmetic, including percentages and fractions, and advanced mathematics
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications

Ability to:

- Interpret, explain, apply, and enforce laws, regulations, policies, rules, and procedures related to assignment
- Analyze situations accurately and adopt an effective course of action
- Prepare clear, complete, and concise financial records.
- Analyze accounting data and prepare financial statements
- Conduct technical accounting-related research
- Learn and apply the sections of the California Education Code related to accounting, auditing, and reporting
- Use a variety of computerized accounting, enterprise, and other software programs for data management and analysis
- Evaluate historical data and use inferential methods to develop projections and formulate recommendations based on projections
- Think critically and creatively
- Prepare professional quantitative and narrative reports
- Supervise, train, and manage the performance of assigned staff in a manner that encourages teamwork, high morale, and efficiency
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Establish and maintain effective working relationships with individuals at all levels of the organization and districts served
- Communicate effectively both orally and in writing
- Develop and make effective oral presentations
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations and mathematical calculations
- Work with speed and accuracy
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

May require possession of a valid driver’s license.

Working conditions

Typical office environment; occasional travel to other sites and meetings is required.

Supplemental Information

Classified Management salary ranges have 9 steps (A-I). Initial salary placement for new hires may be at any step of the range, 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

Manager, Fiscal Services Supplemental Questionnaire

*QUESTION 1

What is your experience leading or overseeing the accounts payable function? What was the invoice volume or total dollar value of annual transactions you oversaw? Please include the employers for whom you performed this work, and for what period of time. (200 words or fewer) If you have no work experience in these settings, please respond "N/A."

*QUESTION 2

This position has five direct-reports and another 5-6 staff who report indirectly. What education, training, and/or professional development have you pursued to enhance your supervisory and leadership skills? What supervisory tools or strategies do you put into practice regularly, and how? How do you train and develop your accounts payable staff? (200 words or fewer) If you have no work experience in these settings, please respond "N/A."

*QUESTION 3

Which enterprise financial systems or accounts payable systems are you proficient in? Please list all that apply. If you have no work experience using these systems, please respond "N/A."

* Required Question

Santa Barbara County Education Office

Paraeducator

SALARY	$27.17 - $31.32 Hourly	**LOCATION**	Santa Maria - Orcutt
JOB TYPE	Part-Time	**JOB NUMBER**	2026-00173
DIVISION	Special Education	**OPENING DATE**	04/23/2026
CLOSING DATE	5/6/2026 11:59 PM Pacific	**SPECIFIC LOCATION**	Santa Maria

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

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.

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SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Dual Certification Eligibility List
Food Service Worker

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	57770363	11/04/2026	Eligible	Part-Time	0.75	30 hours/week
2	27148911	11/04/2026	Eligible	Part-Time	0.75	30 hours/week
3	46787148	11/04/2026	Eligible	Part-Time	0.75	30 hours/week
4	66524192	11/04/2026	Eligible	Part-Time	0.75	30 hours/week

Number of applicants: 54
Number of applicants passed screening: 54
Number of performance/written exam attendees: 26
Number of oral exam attendees: 6

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Dual Certification Eligibility List
Paraeducator

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week	Areas Willing to Accept Employment
1	62238204	11/12/26	Eligible	Part-time	Varies	Varies	Guadalupe, Los Alamos, SM/Orcutt, SYV
2	30986984	11/12/26	Eligible	Part-time	Varies	Varies	Los Alamos, SYV
3	58169111	11/12/26	Eligible	Part-time	Varies	Varies	Lompoc, SM/Orcutt, SYV
4	58737093	11/12/26	Eligible	Part-time	Varies	Varies	Casmalia, Lompoc, Los Alamos, SYV
5	53315894	11/12/26	Eligible	Part-time	Varies	Varies	Casmalia, Lompoc, Los Alamos, SB/Goleta, SM/Orcutt, SYV

Number of applicants: 16
Number of applicants passed screening: 13
Number of performance/written exam attendees: 12
Number of oral exam attendees: 5

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

Manager, Information Technology Services

Basic Function

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

Essential Duties and Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Qualifications

Knowledge and Skills

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

Abilities

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

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

Physical Abilities

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

Education and Experience

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

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

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

MANAGER, INFORMATION TECHNOLOGY SERVICES - DRAFT

Reports to: Chief Technology Officer
Division: Administrative Services

Our ideal candidate

You are an experienced IT operations leader who ensures the reliable, secure, and efficient delivery of technology services across a complex organization. You bring a strong operational mindset combined with a commitment to continuous improvement, customer service, and system reliability. You design and maintain resilient, scalable infrastructure and service delivery models that support both administrative and educational needs.

You are proactive, detail-oriented, and solutions-driven, with the ability to balance day-to-day operational demands with long-term modernization efforts. With strong communication and collaboration skills, you work effectively with technical teams, leadership, and non-technical stakeholders to align IT services with organizational priorities. You foster a culture of accountability, responsiveness, and innovation, and you support and develop teams to consistently deliver high-quality technology services.

General description

Under administrative direction, plans, directs, and manages information technology services operations, ensuring the reliable, secure, and efficient delivery of technology services across county departments and supported school districts. This includes oversight of infrastructure, network operations, service desk, communications platforms, audio/visual (AV) technologies, and enterprise systems, including ERP systems supporting critical administrative and financial functions.

The Manager, Information Technology Services provides operational leadership in implementing modern IT best practices across cloud services, identity and access management (IAM), virtualization, hybrid infrastructure, unified communications (VoIP), and integrated AV systems. The role ensures high system availability, data integrity, and secure access while maintaining compliance with applicable local, state, and federal regulations.

The Manager, Information Technology Services collaborates closely with SBCEO departments and school districts to deliver responsive, customer-focused IT services and to support instructional and operational goals. This role contributes to the development of scalable, resilient, and cost-effective technology solutions aligned with SBCEO's mission and strategic priorities.

Specific duties and responsibilities

- Direct and oversee daily IT operations supporting SBCEO and district stakeholders, including infrastructure, network services, end-user support, communications systems, and audio/visual technologies.
- Ensure high availability, performance, and security of enterprise systems, including ERP platforms and integrated data environments.
- Oversee network infrastructure across county and district sites, including on-premise, cloud, and hybrid environments, ensuring resilient connectivity and secure access.

Manager, Information Technology Services - DRAFT

- Lead IT service delivery functions, including help desk operations, ensuring timely incident resolution and high-quality customer service.
- Direct incident, problem, and change management processes aligned with Information Technology Infrastructure Library (ITIL) or similar service management frameworks.
- Oversee operational cybersecurity practices, including identity and access management (IAM), multi-factor authentication (MFA), endpoint protection, vulnerability management, and Zero Trust principles.
- Ensure compliance with applicable laws, regulations, and standards, including but not limited to California Education Code, FERPA, and California data privacy requirements.
- Develop, implement, and ensure adherence to IT operational policies, standards, and procedures aligned with organizational and regulatory requirements.
- Lead disaster recovery and business continuity planning, including cloud backup, replication, and high-availability architectures.
- Oversee lifecycle management, configuration, and deployment of infrastructure systems, including virtualized servers, cloud environments, network systems, end-user devices, VoIP platforms, and AV equipment.
- Oversee unified communications systems, including AV telephony, call routing, voicemail, and conferencing platforms.
- Oversee deployment, integration, and support of AV systems, including conference room technologies, classroom AV, and hybrid meeting solutions.
- Supervise, mentor, and develop IT staff, fostering a high-performing, service-oriented team culture.
- Establish and monitor operational metrics, service levels, and performance indicators to drive accountability and continuous improvement.
- Evaluate and implement emerging technologies, including cloud platforms, virtualization solutions, communications systems, and AV technologies.
- Support the development and management of the IT Services budget, including forecasting, resource allocation, and cost optimization.
- Collaborate with SBCEO divisions, departments, and school districts to align IT services with instructional, administrative, and operational priorities.
- Manage vendor relationships, contracts, and service providers to ensure quality service delivery and cost effectiveness.
- Establish documentation, reporting, and governance practices to support transparency, compliance, and informed decision-making.
- Coordinate participation in programs to support connectivity and funding initiatives.
- Perform related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in information technology, computer science, or a related field.

MANAGER, INFORMATION TECHNOLOGY SERVICES - DRAFT

Experience: Six years of progressively responsible experience in IT operations, infrastructure, or systems support in a complex, multi-site, hybrid (cloud/on-premises) environment, including at least two years of supervisory or leadership experience.

Knowledge ~~SANTA BARBARA COUNTY EDUCATION OFFICE~~
~~Personnel Commission~~

~~Manager, Information Technology Services~~

~~Basic Function~~

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

~~Essential Duties and Responsibilities~~

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

~~Participates with county office in planning and design of network infrastructure. Participates in business planning for~~**:**

- IT operations in the public sector or K–12 educational environments.
- IT service management frameworks (e.g., ITIL) and operational best practices.
- ERP systems supporting financial, HR, and administrative functions.
- Network infrastructure, cloud computing, virtualization, and hybrid IT environments.
- Identity and access management (IAM), directory services (e.g., Active Directory, Azure AD), and role-based access control (RBAC).
- VoIP and unified communications systems, including telephony infrastructure, call management, and conferencing platforms.
- Audio/visual systems, including classroom and conference room technologies, control systems, and media integration.
- Cybersecurity standards such as NIST, CIS Controls, and Zero Trust architecture principles.
- Endpoint management, device provisioning, and configuration management tools.

Skill in:

MANAGER, INFORMATION TECHNOLOGY SERVICES - DRAFT

- Oral and written communication.
- Public speaking and presentation.

Ability to:

- Balance operational stability with modernization initiatives, including cloud adoption and security enhancements.
- Gather and analyze data, draw conclusions, and support decision-making.
- Analyze complex technical and organizational challenges and implement scalable, future-ready solutions.
- Learn and apply California education code, Family Educational Rights and Privacy Act, Children's Online Privacy Protection Act, federal regulations, and California data privacy requirements.
- Communicate effectively with technical staff, educators, administrators, and external partners.
- Establish and adjust priorities, projects, and service demands in a dynamic environment.
- Build consensus and foster collaboration among diverse stakeholder groups.
- Hire, develop, and lead high-performing technical teams.
- Prepare a wide variety of written documents and reports.
- Represent the department ~~and in assessing the effectiveness of information systems.~~

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

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

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

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

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

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

MANAGER, INFORMATION TECHNOLOGY SERVICES - DRAFT

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

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

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

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

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

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

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

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

Qualificationseffectively

Knowledge **and Skills**

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

MANAGER, INFORMATION TECHNOLOGY SERVICES - DRAFT

~~**Abilities**~~

- ~~Requires the ability to establish and develop formal plans pertaining to personal, administrative, and computing. Requires the ability to coordinate systems development functions and steps and follow logical progressions, and to think logically, creatively, and in abstract terms. Requires the ability to discuss technical information with users, discern their needs and develop programs, systems, screens, etc., which meet those needs. Must be able to communicate technical and complex information to non-technical users. Requires the ability to read, understand and apply information from technical manuals and education code regulations. Requires the ability to operate a variety of network equipment, computers, printers, and peripheral equipment. Requires the ability to analyze multi-dimensional technical problems and develop and implement appropriate solutions; read, understand, and apply information from technical manuals. Must be able to select, train and supervise the performance of staff. Requires the ability to work cooperatively and productively~~ with internal and external ~~constituencies. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness and the core values of the institution~~stakeholders.

~~**Physical Abilities**~~

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

~~**Education and Experience**~~

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

Licenses and ~~Certificates~~certificates

~~May require a valid driver's license.~~

Relevant certifications (e.g., ITIL, Microsoft, Cisco, VMware, CompTIA) are desirable.

MANAGER, INFORMATION TECHNOLOGY SERVICES - DRAFT

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

Working ~~Conditions~~conditions

~~Work is performed indoors where minimal safety considerations exist.~~

~~Approved: February 17, 2000~~
~~Revised: March 26, 2009~~
~~June 25, 2014~~ This classification is considered generally sedentary. Most work is performed while sitting at a desk and involves extensive use of computers, telephones, and other office equipment.

Strenuous physical activity is not typically associated with this classification.

The work is performed in a modern office environment, with occasional travel to district or site locations. Availability outside standard working hours may be required to support maintenance, upgrades, or emergency response.

Management salary range 23

Approved by the Personnel Commission:	February 17, 2000
Revised:	March 26, 2009
	June 25, 2014
	May 28, 2026 (pending approval)

MANAGER, INFORMATION TECHNOLOGY SERVICES - DRAFT

Reports to: Chief Technology Officer
Division: Administrative Services

Our ideal candidate

You are an experienced IT operations leader who ensures the reliable, secure, and efficient delivery of technology services across a complex organization. You bring a strong operational mindset combined with a commitment to continuous improvement, customer service, and system reliability. You design and maintain resilient, scalable infrastructure and service delivery models that support both administrative and educational needs.

You are proactive, detail-oriented, and solutions-driven, with the ability to balance day-to-day operational demands with long-term modernization efforts. With strong communication and collaboration skills, you work effectively with technical teams, leadership, and non-technical stakeholders to align IT services with organizational priorities. You foster a culture of accountability, responsiveness, and innovation, and you support and develop teams to consistently deliver high-quality technology services.

General description

Under administrative direction, plans, directs, and manages information technology services operations, ensuring the reliable, secure, and efficient delivery of technology services across county departments and supported school districts. This includes oversight of infrastructure, network operations, service desk, communications platforms, audio/visual (AV) technologies, and enterprise systems, including ERP systems supporting critical administrative and financial functions.

The Manager, Information Technology Services provides operational leadership in implementing modern IT best practices across cloud services, identity and access management (IAM), virtualization, hybrid infrastructure, unified communications (VoIP), and integrated AV systems. The role ensures high system availability, data integrity, and secure access while maintaining compliance with applicable local, state, and federal regulations.

The Manager, Information Technology Services collaborates closely with SBCEO departments and school districts to deliver responsive, customer-focused IT services and to support instructional and operational goals. This role contributes to the development of scalable, resilient, and cost-effective technology solutions aligned with SBCEO's mission and strategic priorities.

Specific duties and responsibilities

- Direct and oversee daily IT operations supporting SBCEO and district stakeholders, including infrastructure, network services, end-user support, communications systems, and audio/visual technologies.
- Ensure high availability, performance, and security of enterprise systems, including ERP platforms and integrated data environments.
- Oversee network infrastructure across county and district sites, including on-premise, cloud, and hybrid environments, ensuring resilient connectivity and secure access.

MANAGER, INFORMATION TECHNOLOGY SERVICES - DRAFT

- Lead IT service delivery functions, including help desk operations, ensuring timely incident resolution and high-quality customer service.
- Direct incident, problem, and change management processes aligned with Information Technology Infrastructure Library (ITIL) or similar service management frameworks.
- Oversee operational cybersecurity practices, including identity and access management (IAM), multi-factor authentication (MFA), endpoint protection, vulnerability management, and Zero Trust principles.
- Ensure compliance with applicable laws, regulations, and standards, including but not limited to California Education Code, FERPA, and California data privacy requirements.
- Develop, implement, and ensure adherence to IT operational policies, standards, and procedures aligned with organizational and regulatory requirements.
- Lead disaster recovery and business continuity planning, including cloud backup, replication, and high-availability architectures.
- Oversee lifecycle management, configuration, and deployment of infrastructure systems, including virtualized servers, cloud environments, network systems, end-user devices, VoIP platforms, and AV equipment.
- Oversee unified communications systems, including AV telephony, call routing, voicemail, and conferencing platforms.
- Oversee deployment, integration, and support of AV systems, including conference room technologies, classroom AV, and hybrid meeting solutions.
- Supervise, mentor, and develop IT staff, fostering a high-performing, service-oriented team culture.
- Establish and monitor operational metrics, service levels, and performance indicators to drive accountability and continuous improvement.
- Evaluate and implement emerging technologies, including cloud platforms, virtualization solutions, communications systems, and AV technologies.
- Support the development and management of the IT Services budget, including forecasting, resource allocation, and cost optimization.
- Collaborate with SBCEO divisions, departments, and school districts to align IT services with instructional, administrative, and operational priorities.
- Manage vendor relationships, contracts, and service providers to ensure quality service delivery and cost effectiveness.
- Establish documentation, reporting, and governance practices to support transparency, compliance, and informed decision-making.
- Coordinate participation in programs to support connectivity and funding initiatives.
- Perform related duties as assigned.

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

Education: Possession of a bachelor's degree in information technology, computer science, or a related field.

MANAGER, INFORMATION TECHNOLOGY SERVICES - DRAFT

Experience: Six years of progressively responsible experience in IT operations, infrastructure, or systems support in a complex, multi-site, hybrid (cloud/on-premises) environment, including at least two years of supervisory or leadership experience.

Knowledge of:

- IT operations in the public sector or K–12 educational environments.
- IT service management frameworks (e.g., ITIL) and operational best practices.
- ERP systems supporting financial, HR, and administrative functions.
- Network infrastructure, cloud computing, virtualization, and hybrid IT environments.
- Identity and access management (IAM), directory services (e.g., Active Directory, Azure AD), and role-based access control (RBAC).
- VoIP and unified communications systems, including telephony infrastructure, call management, and conferencing platforms.
- Audio/visual systems, including classroom and conference room technologies, control systems, and media integration.
- Cybersecurity standards such as NIST, CIS Controls, and Zero Trust architecture principles.
- Endpoint management, device provisioning, and configuration management tools.

Skill in:

- Oral and written communication.
- Public speaking and presentation.

Ability to:

- Balance operational stability with modernization initiatives, including cloud adoption and security enhancements.
- Gather and analyze data, draw conclusions, and support decision-making.
- Analyze complex technical and organizational challenges and implement scalable, future-ready solutions.
- Learn and apply California education code, Family Educational Rights and Privacy Act, Children's Online Privacy Protection Act, federal regulations, and California data privacy requirements.
- Communicate effectively with technical staff, educators, administrators, and external partners.
- Establish and adjust priorities, projects, and service demands in a dynamic environment.
- Build consensus and foster collaboration among diverse stakeholder groups.
- Hire, develop, and lead high-performing technical teams.
- Prepare a wide variety of written documents and reports.
- Represent the department effectively with internal and external stakeholders.

Licenses and certificates

Relevant certifications (e.g., ITIL, Microsoft, Cisco, VMware, CompTIA) are desirable.

MANAGER, INFORMATION TECHNOLOGY SERVICES - DRAFT

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

Working conditions
This classification is considered generally sedentary. Most work is performed while sitting at a desk and involves extensive use of computers, telephones, and other office equipment.

Strenuous physical activity is not typically associated with this classification.

The work is performed in a modern office environment, with occasional travel to district or site locations. Availability outside standard working hours may be required to support maintenance, upgrades, or emergency response.

Management salary range 23

Approved by the Personnel Commission:	February 17, 2000
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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

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 12:30pm	Board Rm at SBCEO South & via video in Board Rm 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 Estimated Actuals	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	196,182	204,326	104.47 %	8,744	
2430	Extra Hours/OT	3,000	3,000		3,000	100.00 %		
2440	Substitutes	3,000	3,000		8,350	278.33 %	5,350	
	Total for Object 2000	**396,826**	**397,386**	**391,986**	**424,404**		**27,018**	
3202	PERS2	108,731	106,390	103,803	109,047	102.50 %	2,657	
3302	OasdMed2	90	107	119	614	573.83 %	507	
3304	Medi Class	5,721	5,730	5,628	6,101	106.47 %	371	
3402	H&W2 Class	137,861	132,590	119,055	139,278	105.04 %	6,688	
3502	Unempl2 Class	197	197	193	210	106.60 %	13	
3602	WrkComp2 Class	6,767	6,023	5,915	6,412	106.46 %	389	
	Total for Object 3000	**259,367**	**251,037**	**234,712**	**261,662**		**10,625**	
4300	Supplies	100	100	120	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**	**1,620**	**3,600**		**0**	
5200	Travel	2,100	2,100	1,119	2,100	100.00 %		
5201	Out of Cnty Trv	4,000	4,000	2,452	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	98	1,025	100.00 %		
5745	Vehicle Use	300	300	107	300	100.00 %		
5800	Prof Consulting	13,574	13,574	13,120	13,574	100.00 %		
5830	Advertisement	10,301	10,301	2,210	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 = 1490, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

ESCAPE ONLINE

061 - Santa Barbara County Education Office

Generated for Araceli Vasquez (61VASQUEZA), May 20 2026 1:38PM

Account Object Code		2025/26 Adopted Budget	2025/26 Estimated Actuals	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**	**23,489**	**37,950**		**0**	
	Total for Org 061, Management 1490 and Expense accounts	**697,743**	**689,973**	**651,807**	**727,616**		**37,643**	

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

4494.1 Workday and Workweek

A. The workday shall normally be no more than eight hours and the workweek shall normally be no more than 40 hours for a non-management classified employee. The workweek shall consist of no more than five consecutive working days for any employee having an average workday of four hours or more.

B. The County Superintendent or designee may extend a regular workday or workweek when such overtime is necessary to carry out the business of the County Education Office.

C. The County Superintendent or designee may establish a workday of less than eight hours per day and a workweek of less than 40 hours for some or all of SBCEO's classified positions.

D. The County Superintendent or designee may establish work schedules longer than eight hours per day, pursuant to Education Code 45132 or 45133. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek and applicable overtime rules.

Reference:
Education Code Section 45127, 45131-45133 and 45260-45261

Date Approved: January 12, 1976
Date(s) Revised: May 26, 1994
October 26, 2017
September 28, 2023

AGENDA ITEM 14a - proposed revision, changes tracked

PERSONNEL – Series 4000

4400 ~~THE MERIT SYSTEM~~The Merit System

4490 ~~WAGE AND SALARY PROVISIONS~~Wage and Salary Provisions

4494 ~~WORK PERIODS AND OVERTIME~~Work Periods and Overtime

4494.1 Workday and Workweek

A. The workday shall normally be no more than eight hours and the workweek shall normally be no more than 40 hours for a non-management classified employee. The workweek shall consist of no more than five consecutive working days for any employee having an average workday of four hours or more. The SBCEO workweek is defined as starting at 12:01 a.m. on Sunday and ending at midnight on the succeeding Saturday.

B. The County Superintendent or designee may extend a regular workday or workweek when such overtime is necessary to carry out the business of the County Education Office.

C. The County Superintendent or designee may establish a workday of ~~less~~ fewer than eight hours per day and a workweek of ~~less~~ fewer than 40 hours for some or all of SBCEO's classified positions.

D. The County Superintendent or designee may establish work schedules longer than eight hours per day, pursuant to Education Code 45132 or 45133. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek and applicable overtime rules.

Reference:
Education Code Section 45127, 45131-45133 and 45260-45261

Date Approved: January 12, 1976
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AGENDA ITEM 14a - proposed revision, changes saved

PERSONNEL – Series 4000

4400 The Merit System

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4494 Work Periods and Overtime

4494.1 Workday and Workweek

A. The workday shall normally be no more than eight hours and the workweek shall normally be no more than 40 hours for a non-management classified employee. The workweek shall consist of no more than five consecutive working days for any employee having an average workday of four hours or more. The SBCEO workweek is defined as starting at 12:01 a.m. on Sunday and ending at midnight on the succeeding Saturday.

B. The County Superintendent or designee may extend a regular workday or workweek when such overtime is necessary to carry out the business of the County Education Office.

C. The County Superintendent or designee may establish a workday of fewer than eight hours per day and a workweek of fewer than 40 hours for some or all of SBCEO's classified positions.

D. The County Superintendent or designee may establish work schedules longer than eight hours per day, pursuant to Education Code 45132 or 45133. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek and applicable overtime rules.

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June 25, 2026 (pending approval)

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4494 WORK PERIODS AND OVERTIME

4494.4 Overtime

A. Overtime is defined as hours worked in any of the following circumstances:

1. in excess of eight hours in a workday
2. in excess of 40 hours in a workweek
3. on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more
4. on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours
5. on a holiday, as defined in Personnel Commission Rule 4493.1.

Overtime work and the method of compensation must be authorized in advance by the employee's supervisor and approved by the appropriate associate superintendent. The overtime hours worked, the method of compensation, and the required approvals must be recorded on the prescribed SBCEO form.

B. An employee who performs authorized overtime work shall receive compensation at the rate of one and one-half (1.5) times the employee's regular rate of pay, including any differential compensation to which the employee is entitled in their current assignment. Alternatively, upon the request of the employee and with the approval of the supervisor and appropriate associate superintendent, the employee may accrue compensatory time off at the rate of one and one-half (1.5) times the number of overtime hours the employee worked.

Payment shall be in cash unless compensatory time off is requested and approved. Payment for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked.

Accrued compensatory time will be recorded in the employee's leave balances maintained by SBCEO. Compensatory time may be taken within 12 calendar months following the month in which the overtime was worked. Compensatory time off must be requested according to the same procedures as other leave requests, and shall be taken at a time that is mutually agreed upon by the employee and the supervisor. If the employee fails to take (or is not granted) compensatory time within 12 calendar months following the month in which it was earned, SBCEO shall pay out the value of the compensatory time, in accordance with established SBCEO policy.

C. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence shall be considered as time worked by the employee. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.

D. If a combination of assignments meets any of the definitions of overtime in Paragraph A, the excess time worked shall be considered overtime.

E. Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

Reference:
Education Code Sections 45127-45133 and 45260-45261

Date Approved:	January 12, 1976
Date(s) Revised:	May 26, 1994
	October 26, 2017
	September 28, 2023

4400 ~~THE MERIT SYSTEM~~The Merit System

4490 ~~WAGE AND SALARY PROVISIONS~~Wage and Salary Provisions

4494 ~~WORK PERIODS AND OVERTIME~~Work Periods and Overtime

4494.4 Overtime

A. Overtime is defined as hours worked in any of the following circumstances:

1. in excess of eight hours in a workday
2. in excess of 40 hours in a workweek
3. on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more
4. on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours
5. on a holiday, as defined in Personnel Commission Rule 4493.1.

Overtime work and the method of compensation must be authorized in advance by the employee's supervisor and approved by the appropriate associate superintendent. The overtime hours worked, the method of compensation, and the required approvals must be recorded on the prescribed SBCEO form.

B. For purposes of calculating overtime compensation and compensatory time, the SBCEO workweek is defined as starting at 12:01 a.m. on Sunday and ending at midnight on the succeeding Saturday.

C. An employee who performs authorized overtime work shall receive compensation at the rate of one and one-half (1.5) times the employee's regular rate of pay, including any differential compensation to which the employee is entitled in their current assignment. Alternatively, upon the request of the employee and with the approval of the supervisor and appropriate associate superintendent, the employee may accrue compensatory time off at the rate of one and one-half (1.5) times the number of overtime hours the employee worked.

Payment shall be in cash unless compensatory time off is requested and approved. Payment for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked.

Accrued compensatory time will be recorded in the employee's leave balances maintained by SBCEO. Compensatory time may be taken within 12 calendar months following the month in which the overtime was worked. Compensatory time off must be requested according to the same procedures as other leave requests, and shall be taken at a time that is mutually agreed upon by the employee and the supervisor. If the employee fails to take (or is not granted) compensatory time within 12 calendar months following the month in which it was earned, SBCEO shall pay out the value of the compensatory time, in accordance with established SBCEO policy.

~~C~~D. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence shall be considered as time worked by the employee. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.

~~D~~E. If a combination of assignments meets any of the definitions of overtime in Paragraph A, the excess time worked shall be considered overtime.

~~E~~F. Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

Reference:
Education Code Sections 45127-45133 and 45260-45261

Date Approved: January 12, 1976
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October 26, 2017
September 28, 2023
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4400 The Merit System

4490 Wage and Salary Provisions

4494 Work Periods and Overtime

4494.4 Overtime

A. Overtime is defined as hours worked in any of the following circumstances:

1. in excess of eight hours in a workday
2. in excess of 40 hours in a workweek
3. on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more
4. on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours
5. on a holiday, as defined in Personnel Commission Rule 4493.1.

Overtime work and the method of compensation must be authorized in advance by the employee's supervisor and approved by the appropriate associate superintendent. The overtime hours worked, the method of compensation, and the required approvals must be recorded on the prescribed SBCEO form.

B. For purposes of calculating overtime compensation and compensatory time, the SBCEO workweek is defined as starting at 12:01 a.m. on Sunday and ending at midnight on the succeeding Saturday.

C. An employee who performs authorized overtime work shall receive compensation at the rate of one and one-half (1.5) times the employee's regular rate of pay, including any differential compensation to which the employee is entitled in their current assignment. Alternatively, upon the request of the employee and with the approval of the supervisor and appropriate associate superintendent, the employee may accrue compensatory time off at the rate of one and one-half (1.5) times the number of overtime hours the employee worked.

Payment shall be in cash unless compensatory time off is requested and approved. Payment for overtime worked shall be provided as soon as possible following the pay period in which the overtime is worked.

Accrued compensatory time will be recorded in the employee's leave balances maintained by SBCEO. Compensatory time may be taken within 12 calendar months following the month in which the overtime was worked. Compensatory time off must be requested according to the same procedures as other leave requests, and shall be taken at a time that is mutually agreed upon by the employee and the supervisor. If the employee fails to take (or is not granted) compensatory time within 12 calendar months following the month in which it was earned, SBCEO shall pay out the value of the compensatory time, in accordance with established SBCEO policy.

D. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence shall be considered as time worked by the employee. Overtime shall be calculated to the nearest one quarter-hour of overtime worked.

E. If a combination of assignments meets any of the definitions of overtime in Paragraph A, the excess time worked shall be considered overtime.

F. Notwithstanding the provisions of this Rule, the Personnel Commission may specify certain positions or classes of positions as supervisory, administrative or executive and exclude the employees serving in such positions and the positions from the overtime provisions. Such exclusion shall be according to the provisions of Section 45130 of the Education Code.

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