



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
June 25, 2026 – 12:30 p.m.

AGENDA

If you need special assistance to participate in the meeting or need this agenda provided in an accessible alternative format, please contact the Human Resources office to help us comply with the Americans with Disabilities Act. Notification at least 48 hours prior to the meeting will assist the Director, Human Resources in making suitable arrangements.

Persons wishing to address the Personnel Commission may complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the end of the public comment period. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. Speakers who need more time may submit written comments.

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**
- 7. Approval of Minutes of Regular Meeting Held May 28, 2026
(Attachment)**

MOVED:

SECONDED:

VOTE:

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

Available for review from the County Superintendent of Schools.

b. Legislative Updates

Available for review from the Director, Human Resources.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

(Attachment)

b. Classified Personnel Report dated July 9, 2026

(Attachment)

c. Position Announcements — None

11. Action Items

a. Ratification of Eligibility Lists

(Attachments)

i. Food Service Worker (Dual – Lompoc)

ii. School Occupational Therapist (Open Continuous – Various Locations)

MOVED:

SECONDED:

VOTE:

b. Classification/Allocation of Positions

- i. Proposed reclassification of one position identified in the Clerical Series

The Director recommends that a single position currently classified as Clerical Assistant be reclassified to Administrative Assistant, with an effective date of 7/1/2026. This study was undertaken by Human Resources at the request of the Student and Community Services Division and with the approval of the County Superintendent of Schools, as part of Classified HR's annual work plan of classification and compensation studies. The recommendation is based on a job analysis, and has the support of the Associate Superintendent, Student and Community Services.

MOVED:

SECONDED:

VOTE:

- ii. Director, Facilities

The Director, Human Resources recommends a reallocation of the classified management position listed above, with a proposed salary adjustment from management salary range 24 to range 26, with an effective date of 7/1/2026. This study was initiated by Human Resources with the approval of the County Superintendent, as part of Classified HR's annual work plan of classification and compensation studies. The recommendation is based on a review of both internal and external salary data, and has the support of the County Superintendent of Schools and Associate Superintendent, Administrative Services.

MOVED:

SECONDED:

VOTE:

c. Job Description
(Attachment)

The Director, Human Resources recommends the approval of minor revisions to the job description for Network Engineer. No change in salary range is proposed.

MOVED:

SECONDED:

VOTE:

UNFINISHED BUSINESS

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

- a. 4494.1 Workday and Workweek
- b. 4494.4 Overtime

MOVED:

SECONDED:

VOTE:

NEW BUSINESS

13. Revision of Merit System Rule – Presented for First Reading (Attachments)

4464.4 Bereavement Leave

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

15. DIRECTOR, HUMAN RESOURCES REPORT

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, July 23, 2026, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.

MOVED:

SECONDED:

VOTE: