SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

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

REGULAR MEETING
July 23, 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

a. Minutes of Regular Meeting Held June 26, 2026
(Attachment)

MOVED: SECONDED: VOTE:

b. Minutes of Special Meeting Held July 2, 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 August 13, 2026
(Attachment)

c. Position Announcements
(Attachments)

i. Early Care and Education Lead (Promotional – Santa Barbara/Santa Maria)

ii. Alternative Payment Program Supervisor (Open and Promotional – Santa Maria)

11. Action Items

a. Ratification of Eligibility Lists
(Attachments)

i. Software Engineer (Dual – Santa Barbara)

ii. Classified Human Resources Analyst (Dual – Santa Barbara)

iii. Manager, Fiscal Services (Dual – Santa Barbara)

MOVED: SECONDED: VOTE:

b. Classification of Positions
(Attachment)

The Director, Human Resources recommends establishing a new management classification of Manager, Finance and Payroll Services at management salary range 21 (draft job description attached). This recommendation has the support of the Associate Superintendent, Administrative Services.

MOVED: SECONDED: VOTE:

c. Job Descriptions — None

UNFINISHED BUSINESS

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

4464.4 Bereavement Leave

MOVED: SECONDED: VOTE:

NEW BUSINESS

13. Quarterly Review of Personnel Commission Budget
(Attachment)

Statement of expenditures through the fourth quarter of the 2025-26 fiscal year, from April 1, 2026 through June 30, 2026. This is an information item.

14. Discussion: Lateral Transfers

Proposed time limits, eligibility criteria, authority, and appeal rights for movement between classifications at the same salary range without examination

15. Discussion: Public Comment Procedures
(Attachments)

REPORTS

16. PERSONNEL COMMISSIONER REPORTS

17. DIRECTOR, HUMAN RESOURCES REPORT

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, August 27, 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: