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.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:30 p.m.

2. Roll Call

Members present:
Mike Ostini, Chair
Carmen Jaramillo, Commissioner

Vice Chair Gary Pickavet was absent.

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda

5. Introduction of Staff and Guests

Staff and guests present:
Gina Branum, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Gabriel Purvis, Classified Human Resources Analyst
Tracie Cordero, Classified Human Resources Specialist
Wendy Garcia, Certificated Human Resources Technician
Brandon Weber, Chief Technology Officer
Myron Porter, Payroll Systems Supervisor
Daisy Lazaer, Financial Analyst

6. Public Comment

A member of the public commented on item 13, the proposed revision of Personnel Commission Rule 4464.4, Bereavement Leave.

7. Approval of Minutes of Regular Meeting Held May 28, 2026

MOVED: Carmen Jaramillo SECONDED: Mike Ostini VOTE: 2-0

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized media releases about:

i. The 41st annual Math Super Bowl that was held on May 27. This was the competition for 4th-6th graders in public and private schools in southern and mid Santa Barbara County – the North County Math Super Bowl took place in March. More than 330 students representing 30 schools competed in individual assessments and a team challenge. Individual and grade-level winners were dominated by Washington Elementary School (public), Laguna Blanca (private), and Peabody School (public charter).

ii. SBCEO hosted the annual Education Celebration on May 21 in Solvang. More than 100 awards and grants were presented to education professionals throughout the county. The awards presented included the Crystal Apple Educator Awards, Bill Cirone Heart of Education Award, and the Marvin Melvin Career Technical Educator Awards. Recipients were selected by SBCEO's Teachers Network.

b. Legislative Update

The Director, Human Resources reported that school HR practitioners continue to follow the progress of Assembly Bill 65 (AB 65), known as the Pregnancy Leave for Educators Act, and are trying to prepare for its expected passage. It would mandate up to 14 weeks of fully paid leave for public school and community college employees disabled by pregnancy, childbirth, or related medical conditions.

The Director also reported on a reorganization of state-level education operations being proposed by the governor, and an alternate version of the reorganization being proposed in AB 2117. The governor is proposing to shift oversight of the state Department of Education to an education commissioner appointed by the governor. Under the governor's vision, the role of the elected State Superintendent of Public Instruction would shift to being a coordinator of education, from early to higher education. The position would become a voting member of the State Board of Education and the community colleges' Board of Governors, in addition to existing roles as a UC regent and CSU trustee. Under AB 2117, the SSPI would be redefined as an independent evaluator of the effectiveness and

efficiency of state education programs. Both proposals seek to address an education governance structure that has been described as cumbersome and fractured. SBCEO is monitoring these proposals closely, because a change that significantly impacts the CDE also impacts SBCEO.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated July 9, 2026

c. Position Announcements — None

11. Action Items

a. Ratification of Eligibility Lists

i. Food Service Worker (Dual – Lompoc)

It was noted that the expiration date for first eligible #1 (ID #67579054) should read 12/15/26.

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

There was a motion to ratify the lists as corrected.

MOVED: Carmen Jaramillo SECONDED: Mike Ostini VOTE: 2-0

b. Classification/Allocation of Positions

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

The Director recommended 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 was based on a job analysis, and had the support of the Associate Superintendent, Student and Community Services.

MOVED: Carmen Jaramillo SECONDED: Mike Ostini VOTE: 2-0

ii. Director, Facilities

The Director, Human Resources recommended 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 was based on a review of both internal and external salary data, and had the support of the County Superintendent of Schools and Associate Superintendent, Administrative Services.

MOVED: Carmen Jaramillo SECONDED: Mike Ostini VOTE: 2-0

c. Job Description

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

MOVED: Carmen Jaramillo SECONDED: Mike Ostini VOTE: 2-0

UNFINISHED BUSINESS

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

a. 4494.1 Workday and Workweek
b. 4494.4 Overtime

MOVED: Carmen Jaramillo SECONDED: Mike Ostini VOTE: 2-0

NEW BUSINESS

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

4464.4 Bereavement Leave

It was suggested that reproductive loss may need to be added to the language of the rule.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioners Jaramillo and Ostini had no PC-related items to report.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources noted that Mari Minjarez, former Director of Human Resources and former Associate Superintendent of Human Resources, had her last official day with SBCEO on June 18. The Director wished her the very best and thanked her for her 20 years of dedicated service to SBCEO.

The Director asked for Commissioners' feedback about the proposed addition of their photos to the Personnel Commission page on the SBCEO website. The Commissioners were amenable to this change; Commissioner Ostini requested that Commissioners' terms be posted on the page as well.

The Director proposed July 2 as the date for the special meeting to interview candidates for the Classified Human Resources Analyst.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report.

CLOSED SESSION — None scheduled

ADJOURNMENT

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

MOVED: Carmen Jaramillo SECONDED: Mike Ostini VOTE: 2-0

The meeting was adjourned at 1:21 p.m.

It was announced there would be a special meeting on July 2 at 10:30 a.m. in the Santa Barbara County Education Office Board Room, Santa Barbara.

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.

Amy R. Ramos

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

SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

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

SPECIAL MEETING
July 2, 2026 – 10:30 a.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 10:34 a.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

Gina Branum, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Nicole Leick (member of the public)

6. Public Comment — None

CLOSED SESSION

The Commission went into closed session at 10:36 a.m. with the Director, Human Resources and Associate Superintendent, Human Resources to conduct interviews of two candidates for the position of Classified Human Resources Analyst. Afterwards, the participants shared observations and impressions. No hiring decision was made. The Commissioners authorized the Director to conduct reference checks and make a final selection. The closed session ended at 12:58 p.m.

ADJOURNMENT

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

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

The meeting was adjourned at 1:00 p.m. The next regularly scheduled meeting will be held on Thursday, July 23, 2026 at 12:30 p.m.



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

June 19, 2026 through July 17, 2026

Position #	Position Information
2824	Maintenance and Operations Supervisor • Operations North • North County 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

August 13, 2026

Appointments

Limited Term/Substitute

Andrews, Kavitha — July 6, 2026
Student Worker • Special Education • Cathedral Oaks
• Hourly as needed

Probationary

DeLeon, Angelica — July 6, 2026
Food Service Worker • Early Care and Education • Early Steps to Learning
75% • 12 months

Changes

Anniversary Increase

Borchers, Berthold — July 1, 2026
Instructional Materials and Mail Clerk • Educational Technology Services • Educational Technology Services
100% • 12 months

Cuevas, Ivett — July 1, 2026
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Hansen, Janelle — July 1, 2026
Student Information Specialist • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
50% • 12 months

Hauber, Vanetta — July 1, 2026
Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Santa Maria
75% • 10 months

Medina, Luis — July 1, 2026
Mixed Media Specialist • Communications • Communications
100% • 12 months

Moore, Nicholas — July 1, 2026
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months

Peacock, Kayla — July 1, 2026
Human Resources Specialist • Human Resources • Certificated Human Resources Staff
100% • 12 months

Santiago, Noelia — July 1, 2026
Paraeducator • Special Education • Speech/Language Services, McClelland 1
87.5% • 10 months

Shiroma, Sachi — July 1, 2026
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Tremblay, Bryan — July 1, 2026
Data Entry Clerk • Partners in Education • Partners in Education - Program Services
20% • 12 months

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

Velazquez, Ricardo — July 1, 2026
Paraeducator • Special Education • Infant Services, Santa Maria
50% • 10 months

Decreased Time in lieu of layoff

Amegatcher, Amy — August 7, 2026
Program Associate • Transitional Youth Services • Transitional Youth South
100% • 10 months
Going from 12 months to 10 months

Vazquez, Magaly — August 10, 2026
Program Associate • Transitional Youth Services • Transitional Youth - North
100% • 10 months
Going from 12 months to 10 months

Professional Growth

Wheeler, William — July 1, 2026
Computer/Network Technician, Information Technology Services • ITS • ITS - North County
100% • 12 months
Professional Growth x 8

Reallocation

Cunningham, Marc — July 1, 2026
Director, Facilities • Internal Services • Operations Administration
100% • 12 months
From range 24 to 26

Reclassification

Montero, Lupe — July 1, 2026
Administrative Assistant • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months
From Clerical Assistant

Transfer

Huitron, Alejandra — July 1, 2026
Health Advocate - Bilingual • Health Linkages • Health Linkages - ECE (Main St.)
100% • 12 months
Going from 10 months to 12 months

Meers, Julie — August 18, 2026

School Occupational Therapist • Special Education • Peabody Charter School
40% • 10 months
From Infant Services, Santa Maria

Separation

Resignation

Shiroma, Sachi — July 10, 2026

Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Santa Barbara County Education Office

Early Care and Education Lead (Internal Applicants Only)

SALARY	$5,623.00 - $6,480.00 Monthly $67,476.00 - $77,760.00 Annually	**LOCATION**	Santa Barbara/Santa Maria
JOB TYPE	Full-Time	**JOB NUMBER**	2026-00187
DIVISION	Student and Community Services	**DEPARTMENT**	Early Care and Education
OPENING DATE	07/07/2026	**CLOSING DATE**	7/21/2026 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara or Santa Maria		

General Description

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are detail-oriented and accurate. You are adept at following rules and regulations and working within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance the department goals. You are a team player who thrives on meeting and setting new goals. You are committed to excellence in providing the best service possible.

General description

Under general direction, serve as a team leader for a group of staff in the Alternative Payment Program. Depending on assignment, emphasis of duties may be supporting service providers or providing guidance to staff engaged in making eligibility determinations, enrolling eligible families, and providing resource and referral services.

Specific Duties and Responsibilities

- Provide support to supervisor in leading a team by: participating in the interview and selection process; onboarding and training new staff; assigning and reviewing work in progress or upon completion; monitoring employee caseloads; providing ongoing training and guidance for staff in program regulations, procedures, and software; participating in the development and presentation of training on program policy changes; and assisting staff in managing complex cases and resolving problems or errors.
- Support the management team in establishing and reinforcing standards and expectations for employee performance, conduct, professional workplace, consistency in applying program rules and following procedures, and customer service; provide performance feedback and needed guidance or correction to staff; provide input to supervisor on employee performance evaluations and disciplinary matters; communicate with supervisor about employee performance issues as well as exceptional employee performance.
- Collaborate with supervisor to modify and document program procedures to align with new and revised policies and practices; design and update forms to reflect new and revised program requirements.

- Organize and conduct periodic audits of case files, contracted providers, and eligibility compliance in preparation for annual program evaluations.
- Review and provide feedback on a variety of written communications, including policies, provider correspondence, and handbooks.
- Conduct trainings for program participants; develop resources in the community and educate program staff about their availability in order to enhance support for program participants.
- Generate or compile required periodic reports for submission to state agencies.
- Make eligibility determinations, enroll eligible children and families, and provide resource and referral services for a small number of difficult or sensitive cases.
- Respond to program participants who express customer service concerns; take or recommend corrective action as appropriate.
- Represents SBCEO during community outreach events to promote services for families.
- May maintain and update staff calendar to ensure sufficient coverage.
- Support supervisor and program management with special projects.
- Perform other duties as assigned that support the overall objective of the position.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a high school diploma is required. Completion of 24 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 experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments.

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

Knowledge of:

- Policies and procedures related to Alternative Payment Program
- Fee and reimbursement schedules
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices and APP file and documentation requirements
- Standard office productivity software applications
- Arithmetic, including percentages and fractions

Ability to:

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including enrollment, eligibility, and compliance
    - Learn principles and practices of supervision and training
    - Analyze situations accurately and adopt an effective course of action
    - Plan and organize work of self and others
    - Learn and apply policies and regulations relating to other assigned programs
    - Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
    - Demonstrate tact and diplomacy
    - Communicate effectively both orally and in writing
    - Work independently and as member or leader of a team
    - Make accurate arithmetical computations
    - Work with speed and accuracy
    - Use a variety of computerized accounting, enterprise, and other software programs

- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates
May require a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

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 or weekend work may be required. Occasional lifting and carrying 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 Promotional, meaning it is only open to current SBCEO employees.
• 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 Lead (Internal Applicants Only) Supplemental Questionnaire

*QUESTION 1

This is a promotional only opportunity. Are you currently an SBCEO employee?

- ◯ Yes
- ◯ No

*QUESTION 2

Please describe your experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments. Please limit your response to approximately 350 words.

* Required Question

Santa Barbara County Education Office

Alternative Payment Program Supervisor

SALARY	$40.37 - $46.56 Hourly $7,024.00 - $8,101.00 Monthly $84,288.00 - $97,212.00 Annually	**LOCATION**	Santa Maria - Orcutt
JOB TYPE	Full-Time	**JOB NUMBER**	2026-00190
DIVISION	Student and Community Services	**DEPARTMENT**	Early Care and Education
OPENING DATE	07/16/2026	**CLOSING DATE**	7/30/2026 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our ideal candidate

You are an effective leader who creates a supportive environment for your team, enabling them to set and achieve goals and provide the best service possible. You are detail-oriented and accurate. You are adept at navigating constantly-evolving rules and regulations and helping your team work within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance departmental goals.

General description

Under general direction, perform a variety of supervisory and administrative duties to ensure that SBCEO fulfills its annual contract for the Alternative Payment Program (APP). Supervise and coordinate the work of staff engaged in determining eligibility of families for Alternative Payment Program, enrolling families and providers in the program, providing resource and referral services for enrolled families, and collaborating with fiscal staff to facilitate payment of providers. Revise program procedures and train staff on evolving requirements.

Specific Duties and Responsibilities

- Participate in interviewing and selecting staff; provide training and professional development to staff; make assignments, balance caseloads among staff, review work in progress or upon completion, and assist staff in resolving problems or errors.
- Set performance standards, provide performance feedback to staff, and prepare performance evaluations; provide counseling to employees and initiate corrective action or progressive discipline process as needed.
- Develop, maintain, and revise APP procedures as policies and practices evolve; train staff on new and revised policies and procedures and maintain training records.

- Conduct periodic file audits to evaluate consistency among ECE offices in applying program rules and following procedures; collaborate with other program supervisors and leadworkers to promote consistency.
- Attend trainings to maintain knowledge of APP requirements.
- Review required reports generated by staff for accuracy; may prepare required reports in a backup capacity; may modify report design to capture information necessary for required reports.
- Support ECE centers with audits of their enrollment files; with appropriate leadworker, conduct external and internal audits of provider and family documentation and fiscal payments.
- Support program manager with the completion of annual program evaluations and required documentation.
- Support program management with special projects.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of an associate's degree in business, public, or nonprofit administration; social sciences, human services, or other related field preferred.

Experience: Two years of experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments, including or in addition to at least one year of lead worker experience in a social service program.

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

Knowledge of:

- Policies and procedures related to Alternative Payment Program
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Fee and reimbursement schedules
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette
- General record-keeping practices and APP file and documentation requirements

Ability to:

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including enrollment, eligibility, and compliance
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- Learn and apply policies and regulations relating to assigned program
- Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- Communicate effectively both orally and in writing
- Draft a variety of written materials, including policies, procedures, correspondence, and web content
- Work independently and as member or leader of a team
- Make accurate arithmetical computations
- Work with speed and accuracy

- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates
May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

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 or weekend work may be required. Occasional lifting and carrying 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 applications are accepted from current SBCEO employees and those from the general public, with preference given to current SBCEO employees.
• 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

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Website
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Santa Barbara County Education Office
Susan C. Salcido, Superintendent

Dual Certification Eligibility List
Software Engineer

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	66296666	12/22/2026	Eligible	Full-Time	1.0	40 hours/week
2	61117506	12/22/2026	Offered	Full-Time	1.0	40 hours/week
3	66288171	12/22/2026	Eligible	Full-Time	1.0	40 hours/week
4	63985391	12/22/2026	Eligible	Full-Time	1.0	40 hours/week
5	60716789	12/22/2026	Eligible	Full-Time	1.0	40 hours/week
6	66299311	12/22/2026	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 281
Number of applicants passed screening: 120
Number of performance/written exam attendees: 76
Number of oral exam attendees: 6

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Dual Certification Eligibility List
Classified Human Resources Analyst

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	57160640	12/28/2026	Eligible	Full-Time	1.0	40 hours/week
2	54327491	12/28/2026	Declined Offer	Full-Time	1.0	40 hours/week

Number of applicants: 33
Number of applicants passed screening: 18
Number of performance/written exam attendees: 11
Number of oral exam attendees: 3

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Dual Certification Eligibility List
Manager, Fiscal Services

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	1439014	01/13/2027	Eligible	Full-Time	1.0	40 hours/week
2	28451219	01/13/2027	Eligible	Full-Time	1.0	40 hours/week
3	58691231	01/13/2027	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 14
Number of applicants passed screening: 13
Number of performance/written exam attendees: 9
Number of oral exam attendees: 5

Santa Barbara County Education Office
Susan C. Salcido, Superintendent

Personnel Commission

JOB DESCRIPTION

MANAGER, FINANCE AND PAYROLL SERVICES - DRAFT

Reports to: Administrator, School Business Advisory Services
Division: Administrative Services

Our ideal candidate
You are a proactive, solutions-oriented professional who takes the initiative to elevate the leadership and service this office provides to our districts. You earn the trust of colleagues and inspire others through your effective leadership and professional expertise. You use professional judgment and creativity to solve problems. You understand politically sensitive issues, communicate effectively, and handle yourself in a diplomatic and confidential manner. You advise, mentor, train, and collaborate with others to advance the organization and help districts operate effectively. You lead by example and foster a productive team environment.

General description
Under administrative direction, plans, organizes, coordinates, and manages the work of staff engaged in fiscal services, payroll administration, accounting operations, and related business functions for school districts served to ensure accurate financial reporting, payroll processing, compliance with applicable laws and regulations, and effective support of organizational operations.

Specific duties and responsibilities
1. Coordinate and oversee payroll processing, accounting functions, budgeting support, financial reporting, audits, and related fiscal operations for school districts in the county.
2. Develop, implement, maintain, and monitor fiscal and payroll procedures, internal controls, and operational workflows to ensure efficiency, accuracy, and compliance with federal, state, and local regulations.
3. Oversee the preparation, maintenance, and reconciliation of financial, payroll, tax, retirement, and benefit records, correspondence, and reports.
4. Monitor and analyze fiscal and payroll data to identify discrepancies, recommend corrective actions, and support informed decision-making.
5. Ensure timely preparation, review, and submission of financial statements, payroll reports, tax filings, retirement reporting, audits, and mandated reports by school districts.
6. Coordinate implementation, upgrades, testing, maintenance, and troubleshooting for financial and payroll systems; serve as liaison between school districts and SBCEO Information Technology Services for issues that cannot be resolved by SBAS staff.
7. Serve as a technical resource to administrators, employees, school districts, agencies, and staff regarding fiscal services, payroll procedures, accounting regulations, retirement systems, taxes, and reporting requirements.
8. Develop and conduct training related to fiscal procedures, payroll systems, accounting practices, and regulatory compliance.
9. Interpret and apply laws, regulations, policies, contracts, and collective bargaining agreements related to payroll and fiscal operations.
10. Collaborate with internal departments, external agencies, auditors, software vendors, other county offices of education, and regulators regarding fiscal and payroll matters.

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11. Recommend appropriate staffing levels for team; review recommendations from supervisors with regard to employee selection, evaluation, and discipline.
12. Oversee the training and professional development of staff; lead or participate in regular staff meetings.
13. Assist supervisors and/or staff in resolving the most complex or sensitive issues or errors.
14. Assist in the development and administration of SBAS budgets and monitor expenditures for compliance and fiscal accountability.
15. Oversee the research, analysis, and continuous improvement of fiscal and payroll processes, systems, and services; lead project teams to implement improvements.
16. Lead strategic planning, special projects, audits, and system initiatives related to business and fiscal services.
17. Attend and participate in meetings, workshops, conferences, and professional development activities as assigned.
18. Perform related duties as assigned.

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

Education: Possession of a bachelor's degree in business, public, or non-profit administration, accounting, finance, or related field.

Experience: Four years of experience performing professional accounting or payroll duties, preferably in a public K-12 education setting. Two years of experience as a supervisor of accounting or payroll staff are also required (in addition to, or as part of, the professional accounting or payroll experience).

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

Knowledge of:
- Generally Accepted Accounting Principles (GAAP), Generally Accepted Audit Standards (GAAS), and Governmental Accounting Standards (GAS)
- Principles, practices, and procedures of governmental accounting, payroll administration, budgeting, auditing, and financial reporting
- Applicable federal, state, and local laws, regulations, codes, and reporting requirements related to payroll and fiscal services
- Payroll systems, financial software applications, database systems, and automated reporting tools
- Internal control practices and audit procedures
- Principles of budget development and management
- Data collection and management methods
- Strategic planning
- Principles of supervision, training and professional development, and performance

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

Knowledge of the California School Accounting Manual (CSAM) is desirable.

Ability to:
- Learn the operations, policies, practices, and objectives of the County Education Office
- Plan, organize, and prioritize work of self and others
- Interpret, apply, and explain laws, regulations, policies, contracts, and technical procedures
- Analyze situations and data accurately, exercise sound judgment, and adopt an effective course of action
- Identify problems, evaluate alternatives, and implement effective solutions
- Coordinate and execute multiple projects, timelines, and reporting requirements
- Communicate effectively both orally and in writing
- Draft a variety of written materials, including policies, procedures, correspondence, and reports
- Establish and maintain effective working relationships with those supervised, individuals at all levels of districts served, and other stakeholders
- Work independently and as member or leader of a team
- Lead and work effectively with groups to accomplish goals and consistently meet timelines
- Train and provide technical guidance to staff and stakeholders
- Make accurate arithmetical computations
- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of sensitive financial and personnel information

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

Working conditions
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 will be frequent.

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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 or weekend work may be required. Occasional lifting and carrying of objects weighing up to 20 lbs.

Management salary range 21

Approved by the Personnel Commission: July 23, 2026 (pending approval)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.4 Bereavement Leave

A. All regular employees in the classified service shall be entitled to a leave of absence, as necessary, not to exceed three days or five days if travel of 350 miles or more or out-of-state travel is required, on account of the death of any member of the employee's immediate family. No deduction shall be made from the salary of the employer nor shall such leave be deducted from other granted leaves by the County Superintendent or these rules.

B. Member of the "immediate family" shall mean the mother, father, stepmother, stepfather, grandmother, grandfather, or a grandchild of the employee or of the spouse or domestic partner of the employee; and the spouse or domestic partner, son, son-in-law, daughter, daughter-in-law, stepchild, brother, sister, brother-in-law, or sister-in-law, of the employee or any relative living in the immediate household of the employee.

C. Additional bereavement leave may be paid as provided under Personal Necessity Leave, Rule No. 4464.5.

D. The employee shall be required to sign, on a prescribed from, a statement that such absence was due to a bereavement leave as defined above.

Reference:
Education Code Sections 45101 and 45207

Approved: April 22, 1993
Revised: May 27, 1993
Oct. 27, 2005
March 23, 2017
October 26, 2017
June 28, 2018

AGENDA ITEM 12 - proposed revision, changes tracked

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.4 Bereavement Leave

A. All regular employees in the classified service shall be granted leave with pay if they experience the death of a family member, as defined in paragraph B of this Rule. Employees are eligible ~~entitled to a leave of absence, as necessary, not to exceed~~for up to three days of paid bereavement leave. ~~or five days i~~If travel of 350 miles or more (or out-of- state travel of any distance) is required, ~~on account of the death of any member of the employee's immediate family~~the employee is eligible for up to five total days of paid bereavement leave. No deduction shall be made from the salary of the employe~~e, r~~ nor shall such leave be deducted from other ~~granted~~ leaves granted by the County Superintendent or these rules. Bereavement leave is not part of the employee's annual leave grant and shall not be accumulated from year to year.

B. Member of the ~~"immediate~~ family~~"~~ shall mean the employee's spouse or registered domestic partner; a child, child-in-law, parent, grandparent, grandchild, or sibling of the employee or of the employee's spouse or registered domestic partner; or any other relative living in the immediate household of the employee.

A child is defined as a biological, adopted, or foster child, stepchild, or legal ward of the employee or of the employee's spouse or registered domestic partner; or a person to whom the employee stands in loco parentis – all definitions applicable regardless of age or dependency status. A child-in-law is defined as the spouse or registered domestic partner of a child, as defined here.

A parent is defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or employee's spouse or registered domestic partner; or a person who stood in loco parentis when the employee was a minor child.

~~B. the mother, father, stepmother, stepfather, grandmother, grandfather, or a grandchild of the employee or of the spouse or domestic partner of the employee; and the spouse or domestic partner, son, son-in-law, daughter, daughter-in-law, stepchild, brother, sister, brother-in-law, or sister-in-law, of the employee or any relative living in the immediate household of the employee.~~

C. Personnel Necessity leave may be used for additional days' absence that exceed these provisions. ~~Additional bereavement leave may be paid~~ as provided under Personal Necessity Leave, Rule No. 4464.5.

D. If no additional paid leave is available, the employee may request leave without pay.

~~D. The employee shall be required to sign, on a prescribed from, a statement that such absence was due to a bereavement leave as defined above.~~

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4464 LEAVES OF ABSENCE

4464.4 Bereavement Leave

A. All regular employees in the classified service shall be granted leave with pay if they experience the death of a family member, as defined in paragraph B of this Rule. Employees are eligible for up to three days of paid bereavement leave. If travel of 350 miles or more (or out-of- state travel of any distance) is required, the employee is eligible for up to five total days of paid bereavement leave. No deduction shall be made from the salary of the employee nor shall such leave be deducted from other leaves granted by the County Superintendent or these rules. Bereavement leave is not part of the employee's annual leave grant and shall not be accumulated from year to year.

B. Member of the family shall mean the employee's spouse or registered domestic partner; a child, child-in-law, parent, grandparent, grandchild, or sibling of the employee or of the employee's spouse or registered domestic partner; or any other relative living in the immediate household of the employee.

A child is defined as a biological, adopted, or foster child, stepchild, or legal ward of the employee or of the employee's spouse or registered domestic partner; or a person to whom the employee stands in loco parentis – all definitions applicable regardless of age or dependency status. A child-in-law is defined as the spouse or registered domestic partner of a child, as defined here.

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C. Personnel Necessity leave may be used for additional days' absence that exceed these provisions, as provided under Personal Necessity Leave, Rule No. 4464.5.

D. If no additional paid leave is available, the employee may request leave without pay.

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Account Object Code		2025/26 Adopted Budget	2025/26 Revised Budget	2025/26 Actuals with Encum	2025/26 Rev Budget -Actuals	2025/26 Actuals/ Revised
Management **1490 - PERSONNEL COMMISSION**						
Expense						
2300	Class Admin Sal	195,804	195,804	195,804		100.00 %
2400	Cler/Office Sal	195,022	195,582	196,358	776.06-	100.40 %
2430	Extra Hours/OT	3,000	3,000		3,000.00	
2440	Substitutes	3,000	3,000		3,000.00	
	Total for Object 2000	**396,826**	**397,386**	**392,162**	**5,223.94**	
3202	PERS2	108,731	106,390	103,796	2,593.60	97.56 %
3302	OasdMed2	90	107	124	16.72-	115.63 %
3304	Medi Class	5,721	5,730	5,630	99.69	98.26 %
3402	H&W2 Class	137,861	132,590	117,814	14,776.44	88.86 %
3502	Unempl2 Class	197	197	193	4.27	97.83 %
3602	WrkComp2 Class	6,767	6,023	5,918	105.39	98.25 %
	Total for Object 3000	**259,367**	**251,037**	**233,474**	**17,562.67**	
4300	Supplies	100	100	95	5.24	94.76 %
4340	Tangible Dev	400	400		400.00	
4350	Office Supply	3,100	3,100	729	2,370.54	23.53 %
	Total for Object 4000	**3,600**	**3,600**	**824**	**2,775.78**	
5200	Travel	2,100	2,100	1,119	981.25	53.27 %
5201	Out of Cnty Trv	4,000	4,000	3,343	657.17	83.57 %
5300	Dues/Membership	3,336	3,336	2,060	1,276.00	61.75 %
5610	Rntl Les w/o Op	1,675	1,675	1,373	301.86	81.98 %
5640	Computer Repr	200	200		200.00	
5650	Maint Agreemnts	1,249	1,249	944	305.25	75.56 %
5715	PhotoCopies	100	100		100.00	
5720	Postage	50	50		50.00	
5730	Printing/Dupl	1,025	1,025	128	897.40	12.45 %
5745	Vehicle Use	300	300	401	100.94-	133.65 %
5800	Prof Consulting	13,574	13,574	13,222	352.03	97.41 %
5830	Advertisement	10,301	10,301	2,210	8,091.45	21.45 %

Account Object Code		2025/26 Adopted Budget	2025/26 Revised Budget	2025/26 Actuals with Encum	2025/26 Rev Budget -Actuals	2025/26 Actuals/ Revised
Management **1490 - PERSONNEL COMMISSION (continued)**						
Expense (continued)						
5930	Postge,Rfl Mtrs	40	40		40.00	
	Total for Object 5000	**37,950**	**37,950**	**24,799**	**13,151.47**	
	Total for Org 061, Management 1490 and Expense accounts	**697,743**	**689,973**	**651,259**	**38,713.86**	

SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

P.O. Box 6307
Santa Barbara, CA 93160-6307

REQUEST TO ADDRESS COMMISSION REGULAR MEETING

[DATE] – 12:30 p.m.

Submit form to the Personnel Commission Chair **before** the meeting is called to order.

Name: _____

Telephone: _____

Address: _____

I wish to address the board under "Public Comments"

Outline of remarks:

_____
_____
_____
_____
_____
_____
_____
_____

DRAFT REVISION

SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

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

REGULAR MEETING
[Meeting Date] – [Meeting Time]

REQUEST TO ADDRESS PERSONNEL COMMISSION

Optional Form

A member of the public may provide public comment at the Personnel Commission meeting without providing their name or other identifying information. This form is optional, as are all the fields listed below. The purpose for requesting the information is to help us organize public comments.

Members of the public are asked to submit this form to a member of the Personnel Commission staff **before** the meeting is called to order.

Name: _____

Telephone: _____

I wish to address the Commission under "Public Comments."

Outline of remarks:

_____

_____

_____

_____

_____

_____

Rev. July 2026

Current agenda language regarding public comment procedures

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.

Proposed revision to agenda language regarding public comment procedures

Public comment may be made in person at the Personnel Commission meeting or by video link at a designated meeting location. Persons wishing to address the Personnel Commission ~~may~~ are asked to complete an optional "Request to Address Personnel Commission" form, available at the meeting room entrance, and present it to a member of the ~~Human Resources Department~~Personnel Commission staff ~~prior to the end of the public comment period~~before the meeting is called to order. Members of the public will also have the opportunity to address the Personnel Commission in real time during the public comment period, 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~~. The time limit for an individual speaker is typically five minutes but may be adjusted upon consent of the Commission, depending on the total number of persons seeking to make a comment. Speakers who need more time may submit written comments.