



**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.

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

Carmen Jaramillo led the Pledge of Allegiance.

4. Changes to the Agenda

A correction was noted to item 7a. The minutes were for the meeting held on June 25.

5. Introduction of Staff and Guests

Staff and guests present:

Gina Branum, Associate Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Wendy Garcia, Certificated Human Resources Technician

Myron Porter, Payroll Systems Supervisor

Daisy Lazaer, Financial Analyst

Richard Weger, Payroll Specialist

6. Public Comment

Richard Weger commented on item 13, the proposed revision of Personnel Commission Rule 4464.4, Bereavement Leave, and on item 11b, the draft job description for the proposed new classification of Manager, Finance and Payroll Services.

7. Approval of Minutes**a. Minutes of Regular Meeting Held June 25, 2026**
(Attachment)

Motion to approve with corrected date.

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

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

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

8. Communications — None**9. Informational Items****a. Media Releases/Editorials**

The Director, Human Resources summarized a media release about this year's recipient of the Joe Howell Legacy Scholarship, which supports students and adults who are enrolled in or once attended one of SBCEO's juvenile court or community schools and who are pursuing college or career training.

This year's recipient, Juan Tello Salinas, graduated from Santa Maria High School with the support of staff at Dos Puertas School, which he briefly attended. He also expressed thanks to the Teaching Assistant at Dos Puertas who supported him and nominated him for the scholarship – an inspiring example of how our classified staff make a difference in the lives of students.

b. Legislative Update

The Director, Human Resources reported that Assembly Bill 65 (AB 65), known as the Pregnancy Leave for Educators Act, ended up going through not as legislation but as part of the state's 26-27 budget. The provision goes into effect on January 1 and mandates up to 14 weeks of fully paid leave for public school employees disabled by pregnancy, childbirth, or related medical conditions. Employees will be eligible for this

leave from their first day of employment and will not be required to exhaust their other paid leave balances before accessing this new leave. AALRR, the law firm that provides legal trainings every year for SBCEO and districts who are members of our consortium, will devote their October 8 session this year to this new leave entitlement.

The Director further reported that Tracie Cordero will be collecting a few years of data on employee leaves so we can develop projections of the cost to SBCEO of providing the new leave. In addition, SBCEO will be forming a working group to develop procedures for implementing the new leave.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated August 13, 2026

c. Position Announcements

- 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

- i. Software Engineer (Dual – Santa Barbara)
- ii. Classified Human Resources Analyst (Dual – Santa Barbara)
- iii. Manager, Fiscal Services (Dual – Santa Barbara)

MOVED: Carmen Jaramillo SECONDED: Mike Ostini

VOTE: 2-0

b. Classification of Positions

The Director, Human Resources recommended establishing a new management classification of Manager, Finance and Payroll Services at management salary range 21. This recommendation had the support of the Associate Superintendent, Administrative Services.

This item was tabled until the August meeting.

c. Job Descriptions — None**UNFINISHED BUSINESS****12. Revision of Merit System Rule – Presented for Second Reading and Approval**

4464.4 Bereavement Leave

There was a lengthy discussion of the wording of this rule. The Personnel Commission directed the Director, Human Resources to make additional revisions and bring it back for a third reading at the August meeting.

NEW BUSINESS**13. Quarterly Review of Personnel Commission Budget**

This was presented as an information item.

14. Discussion: Lateral Transfers

This item was tabled until the August meeting.

15. Discussion: Public Comment Procedures

There was a discussion of the proposed new public comment form and proposed new agenda language regarding public comment. The Personnel Commission directed the Director, Human Resources to bring these items back in August as an action item. There will also be a further discussion of public comment procedures.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioner Ostini inquired about the possibility of changing the date of the PC meeting currently scheduled for October 22. A final decision will be made at the August meeting after Commissioner Pickavet is able to give input.

Commissioner Jaramillo had no PC-related items to report.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director was pleased to announce that a major revision of the classified employee handbook is complete. Personnel Commissioners will each receive a copy.

The Director reported that on July 13, she, Gina, and Natalie Spevak met with two new coordinators in Special Education to give them a detailed overview for supervising classified and certificated staff. This was part of an ongoing effort by HR to help new managers with large teams get set up for success in their role. The session went very well, and they both expressed appreciation. They will also both attend the general orientation for all new hires.

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 1:52 p.m. 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.

A handwritten signature in black ink that reads "Amy R. Ramos". The signature is written in a cursive, flowing style.

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

Mike Ostini
Chair, Personnel Commission



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

July 18, 2026 through Aug 17, 2026

Position #	Position Information
2825	Early Care and Education Provider Specialist • Early Care and Education - Lompoc • North County 40.00 hours per week • 12.00 months
2826	Paraeducator • Oak Valley Preschool • Valley 15.00 hours per week • 10.00 months

Santa Barbara County Board of Education

Classified Personnel Report

September 10, 2026

Appointments***Limited Term/Substitute***

Alvarez, Sophia August 10, 2026
ECE Apprentice • Early Care and Education • Lompoc
• Hourly as needed

De La Cruz, Irene August 18, 2026
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald
• Hourly as needed

Gil Lucero, Julia July 20, 2026
Student Worker • Partners in Education • Hope
• Hourly as needed

Hernandez Arcos, Emily July 20, 2026
Student Worker • Partners in Education • Hope
• Hourly as needed

Marceno, Alyssa August 5, 2026
School Occupational Therapist • Special Education • Various Sites
• Hourly as needed

Zavala Alberto, Lizvet August 3, 2026
ECE Apprentice • Early Care and Education • Hope
• Hourly as needed

Probationary

Gilardone, Irene July 2, 2026
Integrated Worker • Special Education • Integrated Special Education North
12.5% • 12 months

Leick, Nicole August 24, 2026
Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff
100% • 12 months

Marceno, Alyssa August 24, 2026
School Occupational Therapist • Special Education • School Occupational Therapy Services
60% • 10 months

Marceno, Alyssa August 26, 2026
School Occupational Therapist • Special Education • Infant Services, Santa Maria
40% • 12 months

Morales Vega, William August 7, 2026
Paraeducator • Special Education • Los Olivos School
75% • 10 months

Nasika, Deepthi August 24, 2026
Software Engineer • Information Technology Services • Information Technology Services
100% • 12 months

Ortiz, Alejandro August 7, 2026
School Occupational Therapist • Special Education • School Occupational Therapy Valley
100% • 10 months

Peterson, Ashlyn August 7, 2026
Paraeducator • Special Education • Los Olivos School
75% • 10 months

Reemployment

Alvarado-Luna, Gabriela August 10, 2026
Paraeducator • Special Education • Ralph Dunlap School DHOH 2
42.5% • 10 months

Changes

Anniversary Increase

Boykin, Warren

August 1, 2026

Accounting Technician, Senior • Internal Services • Accounting
100% • 12 months

Hyland, Samantha

August 1, 2026

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

Lauridsen, Taylor

August 1, 2026

Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Lazaer, Daisy

August 1, 2026

Financial Analyst • School Business Advisory Services • School Business Advisory Services
100% • 12 months

Montero, Lupe

August 1, 2026

Administrative Assistant • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months

Noronha, Patricia

August 1, 2026

Administrative Support Supervisor • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Ore, Ailey

August 1, 2026

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

Porter, Myron

August 1, 2026

Payroll Systems Supervisor • School Business Advisory Services • School Business Advisory Services
100% • 12 months

Santillan-Gonsales, Stephanie

August 1, 2026

Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Sawyer, Erin

August 1, 2026

Program Associate • Children's Creative Project • Children's Creative Project
100% • 12 months

Vasquez Vasquez, Erick

August 1, 2026

Custodian/Maintenance Worker • Internal Services • Operations South 2
50% • 12 months

Decreased Time (Voluntary)

Baltazar, Cynthia

August 11, 2026

Health Advocate - Bilingual • Health Linkages • Health Linkages - Lompoc
50% • 10 months
From 1.0

Decreased Time in lieu of layoff

Snow, Crystal

August 7, 2026

Educational Interpreter, American Sign Language, Certified • Special Education • Righetti HS DHOH
81.25% • 10 months
From .8875

Differential - Add

Figueroa, Nelson

July 1, 2026

Office Assistant • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months
Bilingual

Guia, Citlalin

August 18, 2026

Paraeducator • Special Education • Taylor Preschool
87.5% • 10 months
Specialized Health Care

Perez Alonso, Jonathan August 11, 2026
Paraeducator • Special Education • Martha Negus 2
81.25% • 10 months
Specialized Health Care

Rodriguez, Alyssa August 18, 2026
Paraeducator • Special Education • Taylor Preschool
87.5% • 10 months
Specialized Health Care

Tapia, Ana July 1, 2026
Administrative Assistant • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 10 months
Bilingual

Differential - Remove

Bradford, Jimmie August 7, 2026
Paraeducator • Special Education • Ontiveros Preschool
87.5% • 10 months
Specialized Health Care

Bravo, Christina August 7, 2026
Paraeducator • Special Education • Chapel Head Start
43.75% • 10 months
Specialized Health Care

Delgadillo, Fabian August 7, 2026
Paraeducator • Special Education • Speech/Language Services, McClelland 1
87.5% • 10 months
Virtual Therapy

Earle, Rosangel August 7, 2026
Paraeducator • Special Education • Speech/Language Services, McClelland 1
87.5% • 10 months
Specialized Health Care

Estrada, Christopher Paraeducator • Special Education • Oakley Preschool 87.5% • 10 months Specialized Health Care	August 7, 2026
Gomez Chavez, Leticia Paraeducator • Special Education • Speech/Language Services, McClelland 1 87.5% • 10 months Specialized Health Care	August 7, 2026
Gomez Chavez, Leticia Paraeducator • Special Education • Speech/Language Services, McClelland 1 87.5% • 10 months Virtual Therapy	August 7, 2026
Gonzalez, Esther Paraeducator • Special Education • Speech/Language Services, Dunlap 87.5% • 10 months ELPAC	August 5, 2026
Hidalgo, Monique Paraeducator • Special Education • Los Padres Head Start 43.75% • 10 months Specialized Health Care	August 7, 2026
Jasso, Gabriela Paraeducator • Special Education • Speech/Language Services, McClelland 1 87.5% • 10 months Virtual Therapy	August 7, 2026
Lorenzano Barajas, Karla Paraeducator • Special Education • Martha Negus 2 81.25% • 10 months Specialized Health Care	August 7, 2026

Mendez, Luz Paraeducator • Special Education • Robert Bruce Preschool 87.5% • 10 months Specialized Health Care x 2	August 7, 2026
Nuno, Ellen Paraeducator • Special Education • Cuyama High School 81.25% • 10 months Specialized Health Care x 2	August 7, 2026
Robles, Esther Paraeducator • Special Education • Casmalia Preschool 1 87.5% • 10 months Specialized Health Care	August 1, 2026
Rubio, Paloma Paraeducator • Special Education • Oakley Preschool 87.5% • 10 months Specialized Health Care	August 7, 2026
Santiago, Noelia Paraeducator • Special Education • Speech/Language Services, McClelland 1 87.5% • 10 months Virtual Therapy	August 7, 2026
Torres, Brianda Paraeducator • Special Education • Martha Negus 1 81.25% • 10 months Specialized Health Care	August 7, 2026
Torres, Marianna Paraeducator • Special Education • Robert Bruce Preschool 87.5% • 10 months Specialized Health Care x 3	August 7, 2026

Uribe-Garcia, Elizabeth August 7, 2026
Paraeducator • Special Education • Martha Negus 1
81.25% • 10 months
Specialized Health Care

Wallan, Jennifer August 7, 2026
Paraeducator • Special Education • Martha Negus 1
81.25% • 10 months
Specialized Health Care

Increased Time (Voluntary)

Anderson, Michelle August 5, 2026
Paraeducator • Special Education • Ralph Dunlap School DHOH & Pre-K
87.5% • 10 months
From .75

Bradford, Jimmie August 7, 2026
Paraeducator • Special Education • Ontiveros Preschool
87.5% • 10 months
From .75

Gonzalez, Esther August 5, 2026
Paraeducator • Special Education • Speech/Language Services, Dunlap
87.5% • 10 months
From .75

Nunez, Norma August 7, 2026
Paraeducator • Special Education • Ontiveros Preschool
87.5% • 10 months
From .75

Other

Sanchez, Eva July 1, 2026
Office Assistant • Special Education • Speech/Language Services, McClelland 1
100% • 12 months
Going from 11 months to 12 months

Out of Classification/Return

Amezcuca Cornejo, Uriel

August 1, 2026

Custodian/Delivery Driver • Internal Services • Operations South 2

70% • 12 months

30% Delivery Specialist I - out of class, 70% Custodian/Delivery Driver

Probation to Permanent

Lopez-Prado, Bladimir

August 1, 2026

Coordinator, Educational Data • Curriculum and Instruction • Curriculum and Instruction 2

100% • 12 months

Lucas, Lauren

August 1, 2026

Administrative Assistant, Senior • Student and Community Services • Student and Community Services

100% • 12 months

Odle, Nicole

August 1, 2026

Accounting Technician • Early Care and Education • Early Care and Education - Hope Center 5

100% • 12 months

Robles, Violeta

August 1, 2026

Early Care and Education Lead • Early Care and Education • Early Care and Education - Santa Maria 2

100% • 12 months

Professional Growth

Bartolon, Mary

August 1, 2026

Office Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School

100% • 10 months

Professional Growth x 1

Reassignment

Devaux, Gabriela	August 7, 2026
Paraeducator • Special Education • Speech/Language Services, Miller	
87.5% • 10 months	
From Alice Shaw Preschool	
Larson, Ariella	August 7, 2026
Educational Interpreter, ASL, Certified • Special Education • Tommie Kunst Jr. High DHOH	
75% • 10 months	
From Orcutt Jr. High School	

Transfer

Olivas, Alleena	August 5, 2026
Paraeducator • Special Education • Ralph Dunlap School DHOH 2	
75% • 10 months	
From .425 - Ralph Dunlap DHOH	

Transfer in lieu of layoff

Munar, Desiree	August 7, 2026
Paraeducator • Special Education • Regency Preschool	
87.5% • 10 months	
From Alice Shaw Preschool	
Perez Alonso, Jonathan	August 7, 2026
Paraeducator • Special Education • Martha Negus 2	
81.25% • 10 months	
From Olga Reed Elementary	

Separation

Resignation

Devlin, Lux April	July 17, 2026
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 4	
100% • 12 months	

Ore, Ailey

August 31, 2026

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

Purvis, Gabriel

September 18, 2026

Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff
100% • 12 months

Retirement

Cronin, Diana

August 28, 2026

Health Advocate - Bilingual • Health Linkages • Health Linkages - North County
100% • 10 months



Santa Barbara County Education Office Administrative Assistant

SALARY	\$5,867.00 - \$6,761.00 Monthly \$70,404.00 - \$81,132.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2026-00193
DIVISION	Curriculum and Instruction	DEPARTMENT	Curriculum and Instruction
OPENING DATE	07/28/2026	CLOSING DATE	8/10/2026 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara		

General Description

Our ideal candidate

You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

General description

Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

Specific Duties and Responsibilities

- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors
- Provide information where independent judgement, knowledge and interpretations are utilized
- Research and compile background material such as statistical and financial data and supporting information
- Compile and prepare comprehensive reports, records, surveys and other documents

- Coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates
- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of meetings
- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records
- May assist with ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- May assist with setting up and processing of numerous contracts for contractors
- Prepare and maintain calendar of activities, meetings, and events
- Schedule appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages or information for web pages
- Assist with online registration for numerous department workshops and events
- Assist with event coordination and setup and provide administrative support as needed
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- Perform other job related duties as assigned

Requirements

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience

Experience: four years of increasingly responsible office experience

Knowledge and skills

- Modern office practices, procedures and equipment
- Basic administrative procedures
- Personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment
- Interpersonal skills using tact, patience and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Demonstrate keyboarding/typing skills and speed as required by the assignment
- Establish and maintain efficient office procedures, record keeping, and filing systems
- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative positive working relationships
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and certificates

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 primarily indoors with minimal exposure to health and safety hazards.

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>

Administrative Assistant Supplemental Questionnaire

*QUESTION 1

The Curriculum and Instruction division is hiring two Administrative Assistants to support two distinct program areas. Please review the program overviews below and select your preference(s): Student Events Team: Supports countywide academic events and competitions for students across Santa Barbara County (e.g. Spelling Bee, Battle of the Books, Author-Go-Round). Note: This role requires working one Saturday per year to provide on-site event support, which will be paid as overtime. School and District Support Team: Provides support to local education agencies in the areas of program implementation, continuous systems improvement, and accountability. The team hosts networks, customizes professional learning, and provides data, coaching, plan development support and review. Which program area(s) are you interested in being considered for?

- ☐ Student Events Team only
- ☐ School and District Support Team only
- ☐ Both

* Required Question



Santa Barbara County Education Office Alternative Payment Program Supervisor

SALARY	\$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	08/06/2026	CLOSING DATE	8/13/2026 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.

Employer

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>



Open and Promotional Eligibility List
Early Care and Education Case Worker (Bilingual)

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week	Areas Willing to Accept Employment
1	46875468	06/24/2027	Hired	FT	1.0	40 hours/week	SB/Goleta
2	46497988	06/24/2027	Eligible	FT	1.0	40 hours/week	SB/Goleta
3	52034583	12/24/2026	Declined Interview	FT	1.0	40 hours/week	SB/Goleta
4	43894112	12/24/2026	Eligible	FT	1.0	40 hours/week	SB/Goleta
5	67477630	12/24/2026	Eligible	FT	1.0	40 hours/week	SB/Goleta
6	25200791	12/24/2026	Eligible	FT	1.0	40 hours/week	SB/Goleta/SM /Orcutt
7	63279453	12/24/2026	Eligible	FT	1.0	40 hours/week	SB/Goleta

Number of applicants: 22

Number of applicants passed screening: 17

Number of performance/written exam attendees: 11

Number of oral exam attendees: 7



Promotional Eligibility List
Early Care and Education Lead

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	24559805	8/17/27	Eligible	Full-Time	1.0	40 hours/week
2	63593864	8/17/27	Eligible	Full-Time	1.0	40 hours/week
3	55380909	8/17/27	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 8

Number of applicants passed screening: 8

Number of performance/written exam attendees: 6

Number of oral exam attendees: N/A



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, provides overall management and direction of the finance and payroll functions; through subordinate supervisors, 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 ~~Provide support and oversight to finance and payroll supervisors to ensure that~~ payroll processing, accounting functions, budgeting support, financial reporting, audits, and related fiscal operations for school districts in the county are provided in alignment with SBAS standards.
2. Establish standards, approve new and revised ~~Develop, implement, maintain, and monitor~~ fiscal and payroll procedures, and ensure effective internal controls, and operational workflows to ensure efficiency, accuracy, and compliance with federal, state, and local regulations.
3. Oversee ~~Review the preparation, maintenance, and reconciliation of~~ financial, payroll, tax, retirement, and benefit records, correspondence, and reports prepared or maintained by the finance and payroll teams to ensure they meet professional standards and are submitted by applicable deadlines.
4. Review identified discrepancies in ~~Monitor and analyze~~ fiscal and payroll data to identify discrepancies ~~diagnose trends or systemic issues;~~ approve ~~recommend~~ corrective actions and needed operational improvements recommended by supervisors, and support informed decision-making.
5. Provide support and oversight to supervisors to ~~e~~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 ~~Oversee~~ cross-functional initiatives, set priorities, initiate escalations, and provide management-level coordination with SBCEO Information Technology Services for projects related to financial and payroll systems; serve as liaison between

MANAGER, FINANCE AND PAYROLL SERVICES - DRAFT

- school districts and SBCEO ~~ITS Information Technology Services~~ for issues that cannot be resolved by SBAS staff.
7. Serve as a ~~technical senior-level~~ resource ~~for complex, sensitive, precedent-setting, or cross-functional matters related 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~~ Oversee the development and provision of training for internal staff and external stakeholders on topics related to fiscal procedures, payroll systems, accounting practices, and regulatory compliance; may provide training directly to management and supervisory staff on complex or specialized topics.
 9. Provide management oversight and support to finance and payroll supervisors in the interpretation and application of laws, regulations, policies, contracts, and collective bargaining agreements related to payroll and fiscal operations, especially in situations that are complex or novel, have larger policy implications, or impact other functions.
 10. Collaborate with leaders of internal departments, external agencies, auditors, software vendors, other county offices of education, and regulators regarding fiscal and payroll matters representing SBAS on sensitive or high-level matters.
 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).

JOB DESCRIPTION

MANAGER, FINANCE AND PAYROLL SERVICES - DRAFT

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
- Public agency defined benefit retirement systems
- Internal control practices and audit procedures
- Principles of budget development and management
- Principles and practices of competitive bidding and public contracting
- Data collection and management methods
- Strategic planning
- Principles of supervision, training and professional development, and performance 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

JOB DESCRIPTION

MANAGER, FINANCE AND PAYROLL SERVICES - DRAFT

- 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.

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-August~~ 237, 2026 (pending approval)*



Personnel Commission

JOB DESCRIPTION

HEALTH ADVOCATE

Reports to: Manager, Health Linkages Programs

Division: Educational Services

Our ideal candidate

You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player who can communicate effectively with others including staff, partners, and families. You feel comfortable working in a fast-paced environment, are able to multi-task, and demonstrate flexibility. You are highly organized in record-keeping and data tracking.

General description

Under general supervision, participate in the coordination and implementation of health promotion, identification, and access-to-care programs; may be assigned to support children and families in one or more areas of health, such as behavioral wellness or oral health. Help prevent health and wellness issues from escalating to a severe level by performing health and wellness screenings; providing direct services such as fluoride varnish; providing children and their families with referrals to program and community resources and services; and supporting children and their families in overcoming obstacles to accessing care. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

Specific duties and responsibilities

- Assist in coordinating and implementing culturally appropriate health education programs for children and families.
- Assist in providing culturally appropriate training to individuals or groups for health education programs.
- Promote program services in the school community by attending school events, activities, and meetings (in person or virtually); educate students and families about resources available to help them overcome health and wellness challenges; advocate for students who are seeking or utilizing support services; respond to questions from parents, teachers, and community members relating to health issues, providing culturally appropriate relevant information and/or making appropriate referrals.
- Prepare and distribute written information to parents and students on health and safety topics.
- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.

HEALTH ADVOCATE

- With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services.
- Arrange health screenings and education for program participants with dental and medical practitioners.
- Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information; distributing information; and initiating contact for follow-up.
- Support health case management for children and families with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs and other services and resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations.
- Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs) and other groups.
- Perform other related duties as assigned.

Requirements

Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Possession of an associate's degree in a health-related field is desirable.

HEALTH ADVOCATE

Experience: One year of experience performing community health or related activities, such as health promotion or outreach, community resource and referral, or related field. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

Knowledge of

- Principles and practices of health education for children, youth, and families.
- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- Standard English grammar, spelling, and punctuation.
- Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.

Skill in

- Presenting information in group settings in a culturally appropriate manner.
- Cultural competency with populations served.

Ability to

- Learn, understand, and apply policies, procedures, and rules governing health and safety in assigned programs.
- Learn and understand basic medical terminology related to physical and behavioral health.
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.



HEALTH ADVOCATE

Licenses and certificates

- Possession of a valid California Class C driver's license and the use of a dependable automobile are required.
- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

Salary range 62

Series

Instructional

Approved by the Personnel Commission: June 30, 2022

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 form, a statement that such absence was due to a bereavement leave as defined above.

Reference:

Education Code Sections 45101 and 45207

Approved:

Revised:

April 22, 1993

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 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 employee; 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; son, daughter, son-in-law, daughter-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 son or daughter 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. Son-in-law and daughter-in-law are 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 form, a statement that such absence was due to a bereavement leave as defined above.

Reference:

Education Code Sections 45101 and 45207

Approved:

Revised:

April 22, 1993

May 27, 1993

Oct. 27, 2005

March 23, 2017

October 26, 2017

June 28, 2018

August 27, 2026 (pending approval)

AGENDA ITEM 12 - proposed revision, changes saved

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 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; son, daughter, son-in-law, daughter-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 son or daughter 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. Son-in-law and daughter-in-law are 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.

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.

Reference:

Education Code Sections 45101 and 45207

Approved:

Revised:

April 22, 1993

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June 28, 2018

August 27, 2026 (pending approval)

**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. The total amount of time for public comment will be 15 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.

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:

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 be 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.