SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

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

REGULAR MEETING
September 24, 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
Gary Pickavet, Vice Chair
Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff and guests present:
Gina Branum, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Wendy Garcia, Certificated Human Resources Technician
Tracie Cordero, Classified Human Resources Specialist
Nicole Leick, Classified Human Resources Analyst
Jill Stevens, Director, Engagement and Support
Holly Warrick, Manager, Engagement and Support

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held August 27, 2026

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

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized a media release about the upcoming Salute to Teachers event, an annual celebration recognizing both veteran and new educators in our county. The event will take place on Saturday, November 7, at the Music Academy of the West.

b. Legislative Update

The Director, Human Resources reported on SB 1083, which is additional proposed legislation related to AB 2534 (“egregious misconduct” for certificated) and SB 848 (mandatory employment disclosure for classified).

It would:

- Narrow obligation to “credible complaints of, investigations into, or discipline for egregious misconduct,” instead of only those complaints, investigations, or discipline used to support a substantiated investigation
- Expand procedures for credible complaint investigations
- Modify investigation status in the database to address if employees leave mid-investigation
- Statewide database (if funded)
- Expand to contractors.

If it is passed, SBCEO will need to review the procedures we have implemented for compliance with the first two laws as well as modify our procedures for engaging independent contractors.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated October 8, 2026

c. Position Announcement

i. Manager (Operations), Information Technology Services (Dual – Santa Barbara)

11. Action Items

a. Ratification of Eligibility Lists

i. Administrative Assistant (Dual – Santa Barbara)

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

iii. Maintenance and Operations Supervisor (Open and Promotional – Santa Maria)

iv. Paraeducator (Dual – Various Locations)

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

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Discussion: Public Comment Procedures

After further discussion, there was a motion to approve the revised public comment request form, as amended, and the revised agenda language as presented.

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

NEW BUSINESS

13. Discussion: Classified Personnel Report

The Director, Human Resources sought guidance from the Personnel Commission about the reporting of certain transactions on the Classified Personnel Report. It has been a long-standing practice that transactions involving integrated workers, student workers, apprentices, and substitutes have been reported on the Classified Personnel Report even though individuals in those roles are exempt from the classified service pursuant to the Education Code.

After discussion, there was a motion that such transactions continue to be reported on the Classified Personnel Report, with the notation “Exempt from the classified service by Education Code.”

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

14. Discussion: Annual Report

The Director, Human Resources sought guidance from the Personnel Commission about reporting examination data on the annual report. Historically, examinations with a fixed application deadline and continuous examinations have been reported separately in the annual report. The Director asked for the Commissioners’ views on the value of continuing the long-standing practice of reporting the exams separately.

After discussion, there was a consensus that the purpose of the annual report was to report the data as a whole. There was a motion that the annual report be modified to consolidate the examination data into a single category.

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

REPORTS

15. PERSONNEL COMMISSIONER REPORTS

The Commissioners had no PC-related items to report.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that she had attended on September 9 the first session of the Central Coast EdLab, which is a new partnership of SBCEO HR and the law firm Dannis Woliver Kelley. The EdLab format provides for legal updates and roundtable discussions on topics related to public K-12 HR. The first session (of seven scheduled for 26-27) was well attended by representatives from districts in both Santa Barbara and San Luis Obispo counties, as well as the two COEs.

The Director also reported that she and Tracie Cordero have started attending trainings on the new paid pregnancy disability leave and identified one area of conflicting advice from different law firms.

She further reported that she and Nicole Leick were in the midst of some significant exam development for management classifications.

The Director concluded by sharing that CSEA had voted to reappoint Mike Ostini to a new term as commissioner in the CSEA seat. The Board will vote at their October 8 meeting to reappoint him.

17. 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: Gary Pickavet VOTE: 3-0

The meeting was adjourned at 1:46 p.m. The next regular meeting will be held on Friday, October 23, 2026, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.

Amy R. Ramos

_____ _____

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

Mike Ostini
Chair, Personnel Commission

SANTA BARBARA
County Education Office
Service & Leadership

Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

October 9, 2026

TO: Personnel Commission
Amy Ramos

FROM: Susan Salcido

RE: Reappointment of Michael Ostini to Personnel Commission

I'm pleased to inform you that at the October 8, 2026 County Board of Education meeting, Michael Ostini was reappointed to a three-year term as the CSEA appointment to the Personnel Commission.

The board and I thank Michael for his continued service, and we value his important work and that of the whole Personnel Commission.

SS:af

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Susan C. Salcido, Superintendent of Schools

Sept 21, 2026 through Oct 19, 2026

Position #	Position Information
2831	Early Care and Education Case Worker • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months
2832	Early Care and Education Case Worker • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months
2833	Office Assistant • Early Care and Education - Lompoc • North County 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

November 12, 2026

Appointments

Probationary

Dewey, Natalie — October 13, 2026
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Diaz, Magali — October 13, 2026
Paraeducator • Special Education • Martha Negus 2
81.25% • 10 months

Duran, Veronica — October 19, 2026
Paraeducator • Special Education • Oak Valley Preschool
37.5% • 10 months

Murphy, Olga — October 5, 2026
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

Reemployment

Coronado, Lissandra — October 5, 2026
Teaching Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School
87.5% • 10 months

Changes

Anniversary Increase

Aguilar, Manuel — October 1, 2026
Lead Custodian/Maintenance Worker • Internal Services • Operations North
62.5% • 12 months

Carrillo, Heracio — October 1, 2026
Custodian • Internal Services • Operations North
62.5% • 12 months

Contreras, Nancy — October 1, 2026
Alternative Payment Program Supervisor • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

De Filippi, Ana — October 1, 2026
Accounting Technician, Senior • Internal Services • Accounting
100% • 12 months

Gonzalez, Bertha — October 1, 2026
Paraeducator • Special Education • Infant Services, Santa Maria
50% • 12 months

Hallberg, Jessica — October 1, 2026
Manager, Fiscal Services • Internal Services • Accounting
100% • 12 months

Hart, Jordan — October 1, 2026
Educational Interpreter, American Sign Language, Certified • Special Education • Righetti High School DHOH
65% • 10 months

Kim, Kyoungyoon — October 1, 2026
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months

Lee, Melissa — October 1, 2026
Accounting Supervisor • Internal Services • Accounting
100% • 12 months

Lemos, Frank — October 1, 2026
Delivery Specialist II • Internal Services • Operations South 2
100% • 12 months

Leonard, Julie — October 1, 2026
Paraeducator • Special Education • Preschool Plus Santa Maria
87.5% • 10 months

Lopez, Olga — October 1, 2026
Student Information Specialist • Special Education • Special Education Support Staff North
100% • 12 months

Ramirez Nolasco, Raul — October 1, 2026
Custodian/Maintenance Worker • Internal Services • Operations North
100% • 12 months

Rodriguez, Alyssa — October 1, 2026
Paraeducator • Special Education • Taylor Preschool
87.5% • 10 months

Sanchez-Corona, Nancy — October 1, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months

Scozzari, Staci — October 1, 2026
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
100% • 12 months

Takeuchi, Sheila — October 1, 2026
Training and Development Assistant • Teacher Induction Program • Teacher Induction Program
100% • 12 months

Valadez, Patricia — October 1, 2026
Financial Services Manager, Special Education • Special Education • Special Education Administration South-2
100% • 12 months

Valentin Contreras, Jose — October 1, 2026
Teaching Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School
87.5% • 10 months

Walker, Kristen — October 1, 2026
Digital Media Resources Developer • Educational Technology Services • Educational Technology Services
72.5% • 12 months

Wallan, Jennifer — October 1, 2026
Paraeducator • Special Education • Martha Negus 1
81.25% • 10 months

Walsh, Heather — October 1, 2026
Computer/Network Technician II • ITS • Network and Microcomputer Support - Valley
100% • 12 months

Weger, Richard — October 1, 2026
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
100% • 12 months

Differential - Add

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

Mendez, Luz — September 16, 2026
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months
Specialized Health Care

Differential - Remove

Ramirez De Santiago, Leticia — October 20, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months
Bilingual and Mixteco

Longevity Increment

Padilla, Leticia — October 1, 2026
Paraeducator • Special Education • Preschool Assessment Team, Santa Maria
87.5% • 10 months
35 years

Other

Lopez, Lorena — October 19, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months
Lateral move to different classification and 1 step increase

Valentin Contreras, Jose — October 5, 2026
Paraeducator • Special Education • Dos Puertas School
87.5% • 12 months
Lateral move to different classification and 1 step increase

Probation to Permanent

Mervin, Katie — October 1, 2026
Manager, Early Care and Education Services • Early Care and Education • Early Care and Education Services
100% • 12 months

Promotion

Coracero, Antonio — October 1, 2026
Educational Interpreter, American Sign Language, Waiver • Special Education • Righetti High School DHOH
81.25% • 10 months
From Paraeducator

Separation

Released

Enrriquez, Jocelyn — October 12, 2026
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
Non completion of probation

Resignation

Alvarado-Luna, Gabriela — September 22, 2026
Paraeducator • Special Education • Ralph Dunlap School DHOH
42.5% • 10 months

Barthel, Justin — October 16, 2026
Computer/Network Technician, ITS • Information Technology Services • Cathedral Oaks
100% • 12 months

Estrada, Jacqueline — October 1, 2026
Accounting Technician • Special Education • Cathedral Oaks
100% • 12 months

Walling, Elizabeth — September 22, 2026
Early Care and Education Case Worker • Early Care and Education • Santa Maria 2
100% • 12 months

Retirement

Carrillo, Heracio — November 29, 2026
Custodian • Internal Services • Operations North
62.5% • 12 months

Padilla, Leticia — December 18, 2026
Paraeducator • Special Education • Preschool Assessment Team, Santa Maria
87.5% • 10 months

AGENDA ITEM 10c(i)

Santa Barbara County Education Office

Accounting Technician

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**	2026-00200
DIVISION	Special Education	**DEPARTMENT**	Special Education
OPENING DATE	10/09/2026	**CLOSING DATE**	10/26/2026 9:00 AM Pacific
SPECIFIC LOCATION	Santa Barbara, California		

General Description

Our ideal candidate

You are a dependable professional with well-developed communication skills. You work efficiently, with strong attention to detail and accuracy, and can prioritize tasks in order to meet established deadlines. You are a problem-solver with a "can-do" attitude, and have the ability to work independently as well as collaboratively on teams. You adapt to evolving work methods and activities, incorporate new and effective ways to achieve better results, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service possible to the Santa Barbara County Education Office, school districts, and employees.

General description

Under general supervision, perform a variety of complex and technical budget and accounting duties in support of an assigned program or centralized function; maintain, review, audit, and adjust assigned accounts; process, record, and audit various transactions; prepare, reconcile, and maintain a variety of financial records, reports, and statements.

Specific Duties and Responsibilities

- Perform a variety of complex and technical budget and accounting work in support of an assigned program or centralized function; provide technical accounting support for various programs, accounts, funds, grants, or functions.
- Maintain, verify, and audit assigned accounts, and make appropriate adjustments; match, sort, check, code, and post a variety of financial data such as income, expenditures, and transfers; review, adjust, and assure accuracy of ledgers andjournal entries; balance, adjust, and reconcile accounts.
- Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents such as purchase orders, reimbursements, deposits, claims, requisitions, credit memos, warrants, and invoices; calculate, prepare, and assure accuracy of incoming and outgoing payments; assist in assuring transactions comply with established standards and requirements.

- Provide accounting support to assigned program by responding to inquiries and providing technical information related to accounts, budgets, transactions, records, laws, regulations, policies, and procedures; communicate with staff of SBCEO and outside agencies to exchange needed information and resolve issues or concerns.
- Research, compile, prepare, verify and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, statements and files related to accounts, income, expenditures, funds, budgets and assigned activities.
- Distribute, receive, process, audit, and evaluate a variety of forms, such as time sheets, invoices, and reimbursement claims; compare and reconcile forms, statements, records, reports and other financial documents; identify errors, make corrections, and resolve discrepancies.
- Process accounts payable as assigned; prepare, audit, and code invoices for payments; assure accuracy and completeness of invoices; verify invoices and match with purchase orders and other documents; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
- Perform a variety of duties related to purchasing materials, equipment, and supplies for an assigned program as required, including researching cost and availability of items; ordering, receiving, storing, and distributing supplies and equipment; coordinating with vendors on item specifications, delivery issues, price, and returns; and monitoring and maintaining adequate inventory levels of supplies and equipment.
- Use a variety of software programs and databases to: establish and maintain records and files; initiate queries, develop spreadsheets, and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Calculate, prepare, and revise budgetary data as directed; monitor funds for income and expenditures; assist in assuring expenditures comply with established requirements; provide recommendations concerning budget preparation, development, revisions, and amendments; prepare and review budget actions; assure availability of funds.
- Maintain fiscal calendars and timelines as required; assist in assuring mandated reports, records and data are completed and submitted to appropriate agency or staff according to established timelines; provide technical support with year-end closing, new fiscal year and related financial functions.
- May serve as leadworker over Accounting Assistants.
- Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is preferred.

Knowledge of:

- Methods, procedures and terminology used in technical accounting
- Financial record-keeping practices
- General accounting and business functions of an educational organization
- Policies and objectives of assigned programs and activities
- Arithmetic, including percentages and fractions
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Databases and enterprise financial systems
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette

Ability to:

- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
- Learn methods, procedures, and terminology used in grant accounting

- Work with speed and accuracy
- Make accurate arithmetical computations
- Use and achieve proficiency with a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive materials

Licenses and certificates
Some positions in this classification may require possession of a valid California driver's license. Occasional local travel may be required.

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.

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

Accounting Technician Supplemental Questionnaire

*QUESTION 1

Describe how you meet the minimum qualifications for this position. In your response, please include (A) Your total years of experience performing clerical accounting or book keeping duties, and where you gained it; (B) The main accounting duties you performed in those roles; and (C) Your education, if applicable. (300 words or fewer)

*QUESTION 2

Describe your experience in accounts payable, including the types of invoices you have processed (e.g., purchase orders, reimbursements, claims) and your experience working with databases and enterprise financial systems. If you have no work experience in any of these areas, please respond “N/A.” (300 words or fewer)

*QUESTION 3

I understand that SBCEO has an in-person work culture, and this position is designated as fully in-person at the site listed on the position announcement and may require travel throughout the county. I also understand that any request for a remote work arrangement will be reviewed in accordance with applicable laws and SBCEO’s remote work policy and procedure. Remote work arrangements are granted at SBCEO’s sole discretion.

- ◯ Yes
- ◯ No

*QUESTION 4

SBCEO operates under the California Merit System, meaning that promotions are achieved only through competitive examination, not automatic progression or supervisory discretion. Do you acknowledge and understand that advancement occurs only through the Merit System competitive process?

- ◯ Yes
- ◯ No

*QUESTION 5

Initial placement will occur within the salary range $5,867 - $6,761 per month based on experience, education, and internal alignment. Do you acknowledge and understand the salary range and initial placement process?

- ◯ Yes
- ◯ No

* Required Question

Santa Barbara County Education Office

Custodian/Maintenance Worker

SALARY	$27.03 - $31.13 Hourly $4,704.00 - $5,417.00 Monthly $56,448.00 - $65,004.00 Annually	**LOCATION**	Santa Maria - Orcutt
JOB TYPE	Full-Time	**JOB NUMBER**	2026-00201
DIVISION	Administrative Services	**DEPARTMENT**	Internal Services
OPENING DATE	10/09/2026	**CLOSING DATE**	10/26/2026 9:00 AM Pacific
SPECIFIC LOCATION	Santa Maria, CA		

General Description

Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

General description

Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.
- Wash and dust screens, doors, desks, counters, table tops, walls, and telephone handsets.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
- Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed.
- Perform semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
- Perform building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; assist in the maintenance of heating systems.
- Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.

- As directed, assist with preventative maintenance and minor repairs of county vehicles.
- Set up rooms for meetings and special events.
- Move materials, equipment, and furniture between various rooms and buildings; deliver mail and other documents as needed.
- Perform other job-related duties as assigned

Requirements

Education: High school diploma or equivalent

Experience: Two years of experience in custodial and maintenance duties, preferably working in a school setting

Knowledge of:

- Principles and methods of custodial and semi-skilled maintenance.
- Proper use of tools and equipment used in custodial and building maintenance.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Clean buildings and related fixtures and equipment.
- Perform maintenance and repairs to assigned buildings, including general carpentry, plumbing, and painting.
- Understand and follow oral and written directions.
- Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

Licenses and certificates:

- Requires a 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 is required as a condition of employment in this classification.

Working conditions:
Work includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

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
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Santa Barbara, California, 93110

Phone
8059644711

Website
http://www.sbceo.org

Custodian/Maintenance Worker Supplemental Questionnaire

*QUESTION 1

Do you have a High School diploma or GED?

- ◯ Yes
- ◯ No

*QUESTION 2

How many years of experience do you have performing custodial and maintenance tasks? Please provide details about the types of duties you have performed. (Please limit your response to 100 words.)

Santa Barbara County Education Office

Early Care and Education Case Worker

SALARY	$26.41 - $30.45 Hourly $4,595.00 - $5,299.00 Monthly $55,140.00 - $63,588.00 Annually	**LOCATION**	Santa Maria - Orcutt
JOB TYPE	Full-Time	**JOB NUMBER**	2026-00202
DIVISION	Student and Community Services	**DEPARTMENT**	Early Care and Education
OPENING DATE	10/12/2026	**CLOSING DATE**	10/28/2026 9:00 AM Pacific
SPECIFIC LOCATION	Santa Maria, CA		

General Description

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

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

Specific Duties and Responsibilities

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

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

Requirements

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

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

Knowledge of:

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

Ability to:

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

Physical Abilities

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

conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

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

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

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

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

Supplemental Information

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

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

RECRUITMENT INFORMATION:

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

Non-Discrimination Policy Statement
For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.
No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or

perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.
SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.
SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Employer
Santa Barbara County Education Office

Address
4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone
8059644711

Website
http://www.sbceo.org

Early Care and Education Case Worker Supplemental Questionnaire

*QUESTION 1

Do you have a High School diploma or GED?

- ◯ Yes
- ◯ No

*QUESTION 2

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

- ◯ Business
- ◯ Public or Non-Profit Administration
- ◯ Social Sciences or Human Services
- ◯ Related Field
- ◯ No

*QUESTION 3

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

- ◯ Yes
- ◯ No

*QUESTION 4

We currently have three openings for the Bilingual (Spanish) Case Worker position and one opening for the English-only Case Worker position. Please note that availability is subject to change. Select the vacancies you are interested in below.

◯ I wish to be considered for the Bilingual position AND the English-only position. By selecting this option, I confirm that I am fluent in both Spanish and English.

◯ I wish to be considered for the Bilingual position. By selecting this option, I confirm that I am fluent in both Spanish and English.

◯ I wish to be considered for the English-only position.

*QUESTION 5

Candidates who successfully complete the recruitment process will be placed on an eligibility list that will be valid for six months. This list will be used to fill future vacancies as they become available. Please select the geographic locations or cities where you would be willing to accept employment.

◯ Santa Barbara / Goleta

◯ Santa Maria / Orcutt

◯ Lompoc

*QUESTION 6

How many years of experience do you have performing clerical or direct service experience in human or social services? (100 words max.)

* Required Question

Santa Barbara County Education Office

Office Assistant (Bilingual)

SALARY	$30.21 - $34.84 Hourly $5,257.00 - $6,063.00 Monthly $63,084.00 - $72,756.00 Annually	**LOCATION**	Santa Barbara/Santa Maria
JOB TYPE	Full-Time	**JOB NUMBER**	2026-00203
DIVISION	Student and Community Services	**DEPARTMENT**	Early Care and Education
OPENING DATE	10/12/2026	**CLOSING DATE**	10/27/2026 9:00 AM Pacific
SPECIFIC LOCATION	Santa Maria, CA; Lompoc, CA		

General Description

Our ideal candidate
You are a dependable, punctual, caring professional, with well-developed communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You are a hard-working professional able to undertake a variey of office support tasks and work diligently under pressure. You can prioritize tasks and are motiviated to complete work with minimal supervision. You are comfortable working with a high degree of attention to detail as well as incorporating new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

General description
Provide office support and administrative assistance requiring knowledge of County Education Office policies, rules, regulations and procedures, programs, organizations and functions.

Specific Duties and Responsibilities

ssist in the organization of the assigned office assuring efficiency of operations and work production
ompose independently or from oral instructions letters and materials requesting or providing information, including aterial of a confidential nature
repare correspondence, memorandums and other written materials from rough draft, clear copy or verbal instructions
ollect statistical and financial data and back-up material in order to consolidate data and prepare statistical, financial and dministrative reports for review by management
lay include registrar, student transition, and database entry as assigned
nterview callers both in person and on the telephone, screen and refer to other individuals as appropriate

rovide information to a variety of individuals and groups as requested while interpreting and explaining program policies, ules and procedures
rocess office and administrative support details not requiring the immediate attention of management
chedule appointments and coordinate arrangements for meetings, workshops or conferences
repare agendas and minutes, attending meetings and recording actions
riginate and independently prepare material for the manager's approval
aintain confidential information, records and files
rain and provide work direction to clerical assistants as assigned
ssist the program manager in the revision, preparation and distribution of a variety of documents related to the assigned reas of the program or office
ay prepare and assist in the preparation of information and other documents for submission to the County Board of ducation for action
onitor and audit budget expenditures, maintaining a variety of records, reports and files
pen, sort and route mail, responding to mail requiring routine response and composing other responses for the review nd signature of management
ay prepare and assist in grant preparation and contract management
aintain calendars for management as assigned, including scheduling appointments and arranging travel ccommodations
versee the ordering, inventory and distribution of office supplies and forms for the assigned program including preparing urchase orders, invoices, travel claims and other related documents
perate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, opier and other specialized equipment
erform other job-related duties as assigned

Requirements

Education: graduation from high school including or supplemented by business or administrative support courses
Experience: three years of increasingly responsible office experience; experience working in a public education setting preferred

Knowledge and skills

- Knowledge of modern office practices, procedures and equipment
- Knowledge of personal computers and software applications such as Microsoft Office, Excel, and Escape financial system
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of telephone techniques and etiquette that promote a strong sense of service to others
- Knowledge of financial and statistical record keeping including making arithmetic calculations quickly and accurately
- Knowledge of digital and paper record keeping techniques
- Principles of providing work direction that promotes efficiency and production
- Effective oral and written communication skills
- Interpersonal relation skills using tact, patience and courtesy that promote a positive and respectful work environment

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs
- 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 skills and speed as required by the assignment
- Operate a computer to enter data, maintain records and generate reports
- Establish and maintain effective working relationships with others
- Meet schedules and timelines
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and Certificates

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

Working Conditions

Work is performed indoors with minimal exposure to health and safety hazards.

Supplemental Information

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• This recruitment is Open and Promotional, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Open and Promotional recruitments results in internal applicants receiving preference over external applicants.
• Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
• If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
• Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

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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

Office Assistant (Bilingual) Supplemental Questionnaire

*QUESTION 1

This position is Bilingual (Spanish) required. Can you read, write and speak both Spanish and English fluently?

- ◯ Yes
- ◯ No

*QUESTION 2

Candidates who successfully complete the recruitment process will be placed on an eligibility list that will be valid for six months. This list will be used to fill future vacancies as they become available. Please select the geographic locations or cities where you would be willing to accept employment.

- ◯ Santa Barbara / Goleta
- ◯ Santa Maria / Orcutt
- ◯ Lompoc

*QUESTION 3

Describe how you meet the minimum qualifications for this position. In your response, please include (A) Your total years of experience of increasingly responsible office experience, and where you gained it; (B) The main duties you performed in those roles; and (C) Your educational background, if applicable. (300 words or fewer)

* Required Question

SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Dual Certification Eligibility List
Manager (Operations), Information Technology Services

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	61816424	04/20/2027	Eligible	Full-time	1.0	40hours/week
2	61855925	04/20/2027	Eligible	Full-time	1.0	40hours/week
3	46001599	04/20/2027	Eligible	Full-time	1.0	40hours/week
4	68446975	04/20/2027	Eligible	Full-time	1.0	40hours/week
5	13530144	04/20/2027	Eligible	Full-time	1.0	40hours/week
6	67586307	04/20/2027	Eligible	Full-time	1.0	40hours/week

Number of applicants:	35
Number of applicants:	25
Number of written exam attendees:	19
Number of oral exam attendees:	6

Fiscal06a

Comparative Object Summary

Account Object Code		2026/27 Adopted Budget	2026/27 Revised Budget	2026/27 Actuals with Encum	2026/27 Rev Budget -Actuals	2026/27 Actuals/ Revised
Management **1490 - PERSONNEL COMMISSION**						
Expense						
2300	Class Admin Sal	208,728	208,728	208,726	2.04	100.00 %
2400	Cler/Office Sal	204,326	204,326	210,281	5,955.18-	102.91 %
2430	Extra Hours/OT	3,000	3,000		3,000.00	
2440	Substitutes	8,350	8,350		8,350.00	
	Total for Object 2000	**424,404**	**424,404**	**419,007**	**5,396.86**	
3202	PERS2	109,047	109,047	107,707	1,340.10	98.77 %
3302	OasdMed2	614	614	111	502.53	18.15 %
3304	Medi Class	6,101	6,101	6,025	76.13	98.75 %
3402	H&W2 Class	139,278	139,278	138,347	930.65	99.33 %
3502	Unempl2 Class	210	210	207	3.24	98.46 %
3602	WrkComp2 Class	6,412	6,412	6,270	142.02	97.79 %
	Total for Object 3000	**261,662**	**261,662**	**258,667**	**2,994.67**	
4300	Supplies	100	100	40	60.00	40.00 %
4340	Tangible Dev	400	400	100	300.00	25.00 %
4350	Office Supply	3,100	2,780	1,516	1,264.01	54.53 %
	Total for Object 4000	**3,600**	**3,280**	**1,656**	**1,624.01**	
5200	Travel	2,100	2,100	1,813	287.00	86.33 %
5201	Out of Cnty Trv	4,000	4,000	2,088	1,912.00	52.20 %
5300	Dues/Membership	3,336	3,336	2,185	1,151.00	65.50 %
5610	Rntl Les w/o Op	1,675	1,675	950	725.00	56.72 %
5640	Computer Repr	200	200		200.00	
5650	Maint Agreemnts	1,249	1,249	750	499.00	60.05 %
5715	PhotoCopies	100	100		100.00	
5720	Postage	50	50		50.00	
5730	Printing/Dupl	1,025	1,025	934	91.00	91.12 %
5745	Vehicle Use	300	300		300.00	
5800	Prof Consulting	13,574	3,554	799	2,755.00	22.48 %
5830	Advertisement	10,301	10,301	3,050	7,251.00	29.61 %

Account Object Code		2026/27 Adopted Budget	2026/27 Revised Budget	2026/27 Actuals with Encum	2026/27 Rev Budget -Actuals	2026/27 Actuals/ Revised
Management **1490 - PERSONNEL COMMISSION (continued)**						
Expense (continued)						
5840	Cpu/Tech Servs		10,340	10,340	.20	100.00 %
5930	Postge,Rfl Mtrs	40	40		40.00	
	Total for Object 5000	**37,950**	**38,270**	**22,909**	**15,361.20**	
	Total for Org 061, Management 1490 and Expense accounts	**727,616**	**727,616**	**702,239**	**25,376.74**	