

PERSONNEL COMMISSION

REGULAR MEETING
September 26, 2019 – 12:30 p.m.

MINUTES

Location:

SBCEO South
Cabinet Conference Room
4400 Cathedral Oaks Rd.
Santa Barbara, CA 93110

and via video conference at:

SBCEO North
Board Room
402 Farnel Rd.
Santa Maria, CA 93458

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Gary Pickavet called the meeting to order at 12:34 p.m.

1.2 Roll Call

Members Present
Gary Pickavet, Chairperson
Michael Ostini, Vice Chairperson
Jennie Batiste, Commissioner

1.3 Pledge of Allegiance

Mike Ostini led the pledge of allegiance.

1.4 Changes to the Agenda — None

1.5 Introduction of Guests

Present at Santa Barbara location
Mari Baptista, Assistant Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Erika Fox-Benito, Classified Human Resources Technician

In attendance via video conference

Toni Gutierrez, Office Assistant, Human Resources

1.6 Public Comment — None

1.7 Approval of Minutes

1.7.1 August 22, 2019

Moved: Mike Ostini

Seconded: Jennie Batiste

Passed: 3-0

1.8 Communications — None

1.9 Informational Items

1.9.1 Media Releases

Were made available for review from the County Superintendent of Schools.

1.9.2 Legislative Updates — None

1.9.3 List of New Positions

This was presented as an information item.

2.0 REGULAR BUSINESS

2.1 Classified Personnel Report dated October 3, 2019

This was presented as an information item.

2.2 Ratification of Eligibility Lists

2.2.1 Food Service Worker (Dual – North)

2.2.2 Paraprofessional (Dual – South)

2.2.3 Paraprofessional (Dual – North)

2.2.4 Program Associate (Dual – South)

2.2.5 Vocational Assistant (Dual – North)

Moved: Jennie Batiste

Seconded: Mike Ostini

Passed: 3-0

2.3 Classification of Positions — None

2.4 Job Description

2.4.1 Health Advocate — Bilingual

Proposed revision to job description (continued from August 22 meeting).

CSEA has had an opportunity to review the draft revision and has given their concurrence.

Moved: Mike Ostini

Seconded: Jennie Batiste

Passed: 3-0

2.4.2 Manager, Health Linkages Programs

Proposed new title and revision to job description for Oral Health Program Manager. No change to salary is proposed.

Moved: Jennie Batiste

Seconded: Mike Ostini

Passed: 3-0

Because the final page of the revised version with changes saved was inadvertently omitted from the agenda packet, the revision was approved with the stipulation that the language in the Licenses and Certifications, Working Conditions, and Salary Range sections would be approved as it appeared in the marked-up draft.

2.5 Position Announcements

- 2.5.1 Clerical Assistant (Dual – North (Lompoc))
 - 2.5.2 Health Advocate – Bilingual (Dual – North (Lompoc))
 - 2.5.3 Oral Health Program Manager (Dual – South)
- These were presented as information items.

3.0 UNFINISHED BUSINESS — None

4.0 NEW BUSINESS

4.1 Revision of Personnel Commission Rules (First Reading)

- 4.1.1 PC Rule 4461.1, Duration of Probation
 - 4.1.2 PC Rule 4491.2, Step Advancement
- The proposed revisions were reviewed and discussed.

5.0 PERSONNEL COMMISSIONER ITEMS

Jennie Batiste reported on the status of the CSPCA Executive Director recruitment, for which she is serving on the selection committee; she noted that three finalists had been identified and that the Board would be interviewing them on October 26. She also reported that she had sent in her out-of-county travel request for the CSPCA conference.

Mike Ostini and Gary Pickavet had no Personnel Commission-related items to report.

6.0 DIRECTOR, HUMAN RESOURCES ITEMS

The Director noted that her one-year anniversary with SBCEO had occurred since the Commission's previous meeting.

The Director reported on the SBCEO leadership retreat that took place on September 17, expressing her gratitude to Dr. Susan Salcido for organizing this event. She noted that it was inspiring to learn more about the innovative and impactful programs and services offered by SBCEO, as well as a pleasure to spend time with colleagues she doesn't see every day. HR also had an opportunity to talk to managers about some of the resources we have available for them and their employees, such as Coastal Housing Partnership, LinkedIn Learning, and Holman Group, our employee assistance program.

The Director reported that she had attended a meeting for SBCEO staff who would be affected by a program transfer being proposed by the Lompoc Unified School District. CSEA representatives from both SBCEO (regional operator) and LUSD (receiving district) were in attendance as well.

Finally, the Director reported that HR is organizing a series of meet-and-greet meetings between managers and both the certificated and classified unions. Special Education administrators met with CSEA, facilitated by Human Resources, met on September 9, and another meet and greet with Educational Services is being arranged.

7.0 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION ITEMS

No representative from CSEA was present.

8.0 CLOSED SESSION — None

9.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 1:32 p.m. to the next regularly scheduled meeting on October 24, 2019 at 12:30 p.m. in the Santa Barbara County Education Office North County Board Room.



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

Gary Pickavet
Chair, Personnel Commission

Santa Barbara County Board of Education

Classified Personnel Report

November 7, 2019

AGENDA ITEM 2.1

Appointments

Limited Term/Substitute

Jones, Jinai October 15, 2019
Health Advocate • Health Linkages • Hope
• Hourly as needed

Lam, Kit Man September 23, 2019
Student Worker • Partners In Education •
• Hourly as needed

Leao, Ivy September 19, 2019
Student Worker • Human Resources • Cathedral Oaks
• Hourly as needed

Lyons, Virginia October 9, 2019
Student Worker • Partners In Education •
• Hourly as needed

Probationary

Acheoual, Nancy October 22, 2019
Paraprofessional • Special Education • School Nurse, Santa Maria
50% • 10 months

Housley, Erika October 4, 2019
Paraprofessional • Special Education • Vision Services
75% • 10 months

Sanchez De Diaz, Luz September 19, 2019
Program Associate • Transitional Youth Services • Transitional Youth
100% • 12 months

Watson, Clarissa
Paraprofessional • Special Education • Los Robles High School
68.75% • 12 months

September 23, 2019

Changes

Anniversary Increase

Aguirre, Ancelmo
Paraprofessional • Special Education • Cabrillo High School
89.575% • 10 months

October 1, 2019

Caffery, Lisa
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby
21% • 12 months

October 1, 2019

Cahill, Joan
Paraprofessional • Special Education • Cabrillo High School
81.25% • 10 months

October 1, 2019

Carbajal-Esparza, Olivia
Paraprofessional • Special Education • Speech/Language Services, Miller
75% • 10 months

October 1, 2019

Carrillo, Heracio
Custodian • Internal Services • Operations North
25% • 12 months

October 1, 2019

Castaneda, Gloria
Child Care Assistant • Child Development • Los Alamos State Preschool
43.75% • 10 months

October 1, 2019

Gonzalez, Bertha
Paraprofessional • Special Education • Infant Services, Santa Maria
50% • 12 months

October 1, 2019

Hunter, Staci	October 1, 2019
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll	
100% • 12 months	
Inda-Orozco, Maria	October 1, 2019
Paraprofessional • Special Education • Infant Services, South/Valley	
50% • 12 months	
Janicek, Karen	October 1, 2019
Accounting Technician • Child Development • Child Development	
100% • 12 months	
Lawton, Rachel	October 1, 2019
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction	
100% • 12 months	
Lee, Melissa	October 1, 2019
Senior Accounting Technician • Internal Services • Accounting	
100% • 12 months	
Lemos, Frank	October 1, 2019
Delivery Specialist II • Internal Services • Operations South	
100% • 12 months	
Perkins, Denise	October 1, 2019
Licensed Vocational Nurse • Special Education • Licensed Vocational Nurse South	
90.425% • 10 months	
Walker, Kristen	October 1, 2019
Digital Media Resources Developer • Educational Technology Services • Educational Technology Services	
60% • 12 months	

Walsh, Heather October 1, 2019
Computer/Network Technician II • Special Education • Special Education Support Staff, Valley
100% • 12 months

Weger, Richard October 1, 2019
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
100% • 12 months

Differential - Add

Esparza, Carrie August 9, 2019
Paraprofessional • Special Education • Lompoc College Head Start
35% • 10 months

Bilingual

Esparza, Carrie August 9, 2019
Paraprofessional • Special Education • La Honda State Preschool, SPED
27.5% • 10 months

Bilingual

Gonzalez, Esther August 22, 2019
Paraprofessional • Special Education • Speech/Language Services, Dunlap
75% • 10 months

Signing

Gonzalez, James October 15, 2019
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months

Specialized Health Care

Gonzalez, Jose October 3, 2019
Paraprofessional • Special Education • Alice Shaw Elementary
77.5% • 10 months

Specialized Health Care

Montgomery, Karyn
Paraprofessional • Special Education • Alice Shaw Elementary
77.5% • 10 months
Specialized Health Care
October 7, 2019

Perez, Alexis
Paraprofessional • Special Education • Arthur Hapgood Preschool
67.5% • 10 months
Specialized Health Care
September 25, 2019

Perez, Silvia
Paraprofessional • Special Education • Arthur Hapgood Preschool
70% • 10 months
Bilingual
August 9, 2019

Robles, Esther
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months
Specialized Health Care - until 10/11/19 due to transfer to another site
September 25, 2019

Rodriguez, Isabel
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months
Specialized Health Care
September 25, 2019

Differential - Remove

King, Barbara
Paraprofessional • Special Education • Arrellanes Junior High School
87.5% • 10 months
Specialized Health Care
October 10, 2019

Reemployment

Robles, Esther
Paraprofessional • Special Education • Arrellanes Junior High School
87.5% • 10 months
October 14, 2019

Sanchez, Sandra
Paraprofessional • Special Education • Montecito Union School
81.25% • 10 months

October 9, 2019

Separation

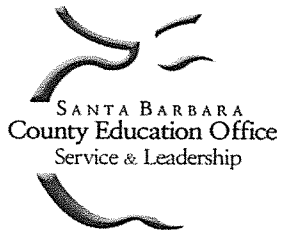
Resignation

Daniel, Dolores
Transitional Youth Services Manager • Educational Services • Educational Services
100% • 12 months

October 31, 2019

Klapp, Julie
Program Associate • Partners In Education • Partners in Education - Program Services
50% • 12 months

October 10, 2019



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

Dual Certification Eligibility List

Job Class: Clerical Assistant, Part-Time: 60% 24 hours/week

AGENDA ITEM 2.2.1

Rank	Application Number	Date Eligibility Expires
1	17307	04-08-2020
2	18005	04-08-2020
3	17812	04-08-2020
4	18029	04-08-2020

Number of applicants: 33

Number of applicants passed screening: 13

Number of performance/written exam attendees: 8

Number of oral exam attendees: 5

10-18-2019



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Health Advocate - Bilingual, Part-Time, 50%, 20 hours/week

AGENDA ITEM 2.2.2

Rank	Application Number	Date Eligibility Expires
1	18025	04-02-2020
2	17877	04-02-2020

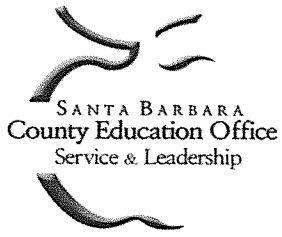
Number of applicants: 14

Number of applicants passed screening: 8

Number of performance/written exam attendees: 4

Number of oral exam attendees: 2

10-18-2019



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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Oral Health Program Manager, Full-Time, 40 hours/week

AGENDA ITEM 2.2.3

Rank	Application Number	Date Eligibility Expires
1	18001	03-30-2020
2	17841	03-30-2020

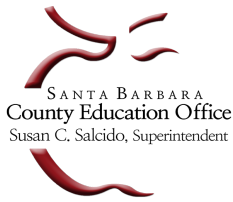
Number of applicants: 22

Number of applicants passed screening: 8

Number of performance/written exam attendees: 4

Number of oral exam attendees: 2

10-18-2019



SANTA BARBARA County Education Office

An Equal Opportunity Employer

AGENDA ITEM 2.5.1

Service & Leadership

Seeks candidates for the position of **Paraprofessional**

Part-Time: 56.25% 22.5 hours/week • 10 months/year

Cold Spring School

Santa Barbara

Salary: \$17.42 - \$24.46 per hour

Apply by: 10-24-2019

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Office with integrity and professionalism.

The position: Assists teachers and staff in providing cognitive instructional, therapeutic, and/or medical support to students with severe and physical disabilities including students with multiple handicaps, emotional disturbance, and severe orthopedic, visual, or hearing impairments. Paraprofessionals are typically assigned to areas such as, but not limited to, special day class where students are severely handicapped and where therapeutic, and/or medical assistance training is required. Advancement potential exists from this position to specialized positions requiring additional training or assignment to specific environments such as those for incarcerated or probationary youth.

Specific duties and responsibilities: Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with severe disabilities. Works on an in-depth basis with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences. Interprets individualized education plans and teacher instructions. Assists students during classroom activities, lunch, physical education, and other school activities. Feeds students, dispenses medicines, and assists with personal hygiene. May perform suctioning, oral stimulation, and replenish of catheterized devices. Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services. Assists teachers by setting up work areas, and preparing motivational and decorative materials. Prepares and may develop age-grade appropriate instructional aids and exercises to support the curriculum being taught. Confers with

teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives. Assist with implementation of special programs. Administers assessment instruments (spelling tests, etc.), scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems. Monitors classroom activities when a teacher is absent from the classroom. Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures. Develops and uses incentives as positive reinforcement. Maintains constant supervision of children. Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand discipline. Reports student academic, life skill, and behavior progress and performance to teachers. Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements in reading. Confers, as needed, with teachers, resource staff, and other school personnel concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students in assigned program. Arranges and participates in parent conferences. Assists special program administrative staff with the preparation and presentation of in service training sessions. Assists in organizing and participate in meetings to share information about special education programs. Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment. May coordinate services with job coaching or vocational advisors. Assures student safety. Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility. Loads students onto buses, therapeutic tables, and toilets. Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached. Prepares and maintains a variety of files and records for classroom or assigned program. Performs other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge: The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges. Requires working knowledge of the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of basic clerical and record keeping processes. Requires knowledge of special education programs. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to the special needs of students.

Abilities: Requires the ability to assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps. Requires the ability to assess the needs of individual students and develop instructional support techniques and materials to meet those needs. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and tests, and perform general clerical tasks. Requires the ability to assist students with developing independence and self- help skills. Requires the ability to make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers. May requires competency in a second language or basic competency in sign language. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office,

classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Education and experience: The position requires a high school diploma and the ability to pass a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Licenses and certificates: May require a valid California driver's license and insurance coverage required by law. May require a valid first aid card and/or certification in Crisis Prevention Intervention (CPI).

Working conditions: Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. Physical Abilities: Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature.

RECRUITMENT INFORMATION

Examination: The recruitment will be Open Continuous, resulting in internal and external candidates being ranked according to final combined scores as a whole group. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: The oral examination for this classification is tentatively scheduled for 10-29-2019. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

Eligibility list: These positions are open to promotional applicants and the general public who meet minimum qualifications. Applicants must pass a written examination in Mathematics, English-Language Arts and Ability to Assist in Instruction as required by the State or provide transcripts with 48 or more semester units of higher education. New applicants who qualify are merged into the current eligibility list. Appointments shall be made from the top three ranks on the eligibility list.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

AGENDA ITEM 3.1.1 (current)

4460 IN-SERVICE STATUS AND TRANSACTIONS

4461 PROBATIONARY PERIOD

4461.1 Duration of Probation

- A. A new employee appointed from an eligibility list shall serve a probationary period of six months or 130 days of paid service in one class before attaining permanency in the classified service. An employee who has been promoted shall serve a probationary period of six months or 130 days of paid service in the higher class before attaining permanency in that class. Credit toward completion of probation shall be granted only for service in regular positions after appointment from the appropriate eligibility list.
- B. The normal probationary period shall be six complete calendar months except under the following conditions:
 - 1. When an employee is hired or promoted on other than the first day of the pay period;
 - 2. When the employee normally works less than five days per week;
 - 3. When the employee does not work during school recess periods.

Under the conditions cited above, the probationary period shall be 130 days of paid service, including paid vacation during recess periods.
- C. For those classes designated as management, the probationary period shall be one calendar year.
- D. The probationary period shall not include time served under substitute, provisional or emergency appointment.
- E. The probationary period may be extended at the discretion of the Director, Human Resources, to account for time out on leave due to a total temporary disability requiring absence from work for an extended period of time consistent with the following conditions:
 - 1. The total temporary disability shall be verified by the Human Resources office through medical certification.
 - 2. The extension of the probationary period shall be the same number of workdays as the number of workdays absent as a result of the extended leave.
 - 3. The extension of the probationary period shall not exceed one year from the date of hire.
 - 4. For those classes designated as management, an extension of the probationary period due to extended leave as a result of a total temporary disability may be permitted at the discretion of the Director, Human Resources.

Reference:

Education Code Sections 45136, 45260-45261, 45269-45271 and 45301

Court Decisions:

Hernandez v. Rancho Santiago Community College District (2018)

Approved: Dec. 1, 1975
Revised: May 27, 1993
March 23, 2017
October 26, 2017
June 28, 2018

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4461 PROBATIONARY PERIOD

AGENDA ITEM 3.1.1 (proposed - changes tracked)

1. Duration of Probation

- A. ~~An new employee hired or promoted into a non-management position in the classified service appointed from an eligibility list shall serve a probationary period of six months or 130 days of paid service in one class~~ the classification before attaining permanency in the ~~classified service~~ class. ~~An employee who has been promoted shall serve a probationary period of six months or 130 days of paid service in the higher class before attaining permanency in that class. Credit toward completion of probation shall be granted only for service in regular positions after appointment from the appropriate eligibility list.~~
- B. ~~The normal probationary period shall be six complete calendar months except under the following conditions:~~
1. ~~When an employee is hired or promoted on other than the first day of the pay period;~~
 2. ~~When the employee normally works less than five days per week;~~
 3. ~~When the employee does not work during school recess periods.~~
- ~~Under the conditions cited above, the probationary period shall be 130 days of paid service, including paid vacation during recess periods.~~
- ~~C.B.~~ For those classes designated as ~~An employee hired or promoted into a classified management position; shall serve the a~~ probationary period shall be of one calendar year.
- ~~D.C.~~ Credit toward completion of probation shall be granted only for service in regular positions after appointment from the appropriate eligibility list. The probationary period shall not include time served under substitute, provisional or emergency appointment. Time worked as a substitute, in a provisional or emergency appointment, or in an out-of-class assignment shall not be credited toward completion of the probationary period.
- ~~E.D.~~ The probationary period may be extended at the discretion with the approval of the Director, Human Resources, to account for time out on leave due to a total temporary disability requiring absence from work for an extended period of time if the employee takes a medical leave of absence of ten or more workdays, consistent with the following conditions:
1. ~~The total temporary disability employee shall be verified by provides the appropriate medical certification to the Human Resources office through medical certification.~~
 2. ~~The extension of the probationary period shall be extended by the same number of workdays as the number of workdays absent as a result of the extended~~ the employee was absent from work on medical leave.
 3. ~~The total length of an extension of the~~ probationary period shall not exceed one year from the date of hire or promotion.
 4. ~~For those classifications designated as~~ classified management, an extension of the probationary period due to an extended medical leave of absence as a result of a total temporary disability may be permitted at the discretion of ~~approved by~~ the Director, Human Resources.

Reference:

Education Code Sections 45136, 45260-45261, 45269-45271 and 45301

Court Decisions:

Hernandez v. Rancho Santiago Community College District (2018)

Approved:
Revised:

Dec. 1, 1975
May 27, 1993
March 23, 2017
October 26, 2017
June 28, 2018
October 24, 2019 (pending approval)

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4461 PROBATIONARY PERIOD

1. Duration of Probation

- A. An employee hired or promoted into a non-management position in the classified service shall serve a probationary period of 130 days of paid service in the classification before attaining permanency in the class.
- B. An employee hired or promoted into a classified management position shall serve a probationary period of one calendar year.
- C. Credit toward completion of probation shall be granted only for service in regular positions after appointment from the appropriate eligibility list. Time worked as a substitute, in a provisional or emergency appointment, or in an out-of-class assignment shall not be credited toward completion of the probationary period.
- D. The probationary period may be extended with the approval of the Director, Human Resources if the employee takes a medical leave of absence of ten or more workdays, consistent with the following conditions:
 - 1. The employee provides the appropriate medical certification to Human Resources.
 - 2. The probationary period shall be extended by the same number of workdays as the number of workdays the employee was absent from work on medical leave.
 - 3. The total length of an extended probationary period shall not exceed one year from the date of hire or promotion.
 - 4. For those classifications designated as classified management, an extension of the probationary period due to an extended medical leave of absence may be approved by the Director, Human Resources.

Reference:

Education Code Sections 45136, 45260-45261, 45269-45271 and 45301

Court Decisions:

Hernandez v. Rancho Santiago Community College District (2018)

Approved:

Dec. 1, 1975

Revised:

May 27, 1993

March 23, 2017

October 26, 2017

June 28, 2018

October 24, 2019 (pending approval)

Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

AGENDA ITEM 3.1.2 (current)

4491 Application of Salary Schedules

4491.2 Step Advancement

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (six months or 130 paid days of service, whichever occurs first). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.

- B. For classified management employees, July 1 is the anniversary date for purposes of salary step advancement. In order to be eligible for salary step advancement, a probationary classified management employee must be continuously employed (in paid status) for 75 percent or more of the number of work days regularly assigned to the position in the fiscal year immediately preceding the anniversary date.

Reference: Education Code 45260-45261 and 45301

Approved: January 12, 1976
Revised: March 31, 1994
October 26, 2017
August 8, 2018
June 27, 2019

Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4491 Application of Salary Schedules

AGENDA ITEM 3.1.2 (proposed - changes tracked)

4491.2 Step Advancement

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (~~six months or~~ 130 paid days of service, ~~whichever occurs first~~). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.
- B. For classified management employees, July 1 is the anniversary date for purposes of salary step advancement. In order to be eligible for salary step advancement, a probationary classified management employee must be continuously employed (in paid status) for 75 percent or more of the number of work days regularly assigned to the position in the fiscal year immediately preceding the anniversary date.

Reference: Education Code 45260-45261 and 45301

Approved: January 12, 1976
Revised: March 31, 1994
October 26, 2017
August 8, 2018
June 27, 2019
October 24, 2019 (pending approval)

Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4491 Application of Salary Schedules

AGENDA ITEM 3.1.2 (proposed - changes saved)

4491.2 Step Advancement

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (130 paid days of service). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.
- B. For classified management employees, July 1 is the anniversary date for purposes of salary step advancement. In order to be eligible for salary step advancement, a probationary classified management employee must be continuously employed (in paid status) for 75 percent or more of the number of work days regularly assigned to the position in the fiscal year immediately preceding the anniversary date.

Reference: Education Code 45260-45261 and 45301

Approved: January 12, 1976
Revised: March 31, 1994
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PERSONNEL COMMISSION ANNUAL REPORT, 2018-19

AGENDA ITEM 4.1

	2016-2017	2017-2018	2018-2019		2016-2017	2017-2018	2018-2019
PERSONNEL ACTIONS				RECRUITMENT			
Appointments				Examinations			
Probationary	73	53	29	Positions Announced	18	24	23
Management	0	3	2	Applications	430	324	411
Reemployments	3	5	1	Written Examinations	17	23	19
Reinstatements	4	4	1	Oral Examinations	17	24	20
Changes				Performance Examinations	0	0	0
Transfers	20	6	6	Qualification Appraisals	0	1	3
Reassignments	13	22	11	Eligibles Established	87	67	63
Out-of-Class Assignments	9	8	5	Eligibility Lists Established	17	20	20
Promotions	10	6	1	Continuous Examinations (Paraprofessional, Child Care Assistant)			
Reclassifications and Reallocations	28	17	30	Applications	217	228	111
Decreased Time in Lieu of Layoff	2	22	4	Oral Examinations	5	11	6
Displacement in Lieu of Layoff	0	4	0	Eligibles Established	58	38	29
Demotion Displacement In Lieu of Layoff	0	0	0	Eligibility Lists Established	5	7	6
Increase Time (Voluntary)	41	23	15				
Decreased Time (Voluntary)	7	5	1	ACTIVE CLASSIFIED EMPLOYEES AS OF 6-30-19			
Separation				CSEA Classified Employees	188	175	159
Resignations	38	35	21	Non-CSEA Classified Employees	124	117	121
Retirements	23	17	12	Classified Managers	23	24	23
Exhausted Leave	2	0	0				
Layoffs	8	20	3	ACTIVE CLASSIFIED SUBSTITUTES AS OF 6-30-19			
Terminations (probationary)	7	4	1	Classified Substitutes	133	174	91
Terminations (permanent)	0	0	0				
OTHER ACTIONS				REEMPLOYMENT			
New Classifications	5	25	5	Total Individuals	47	55	39
New and Revised Job Descriptions	5	8	8	Total Removed	18	14	7
Revised PC Rules	ND	ND	8				
				PERSONNEL COMMISSION MEETINGS			
					12	12	11

ND = No Data

DRAFT

October 24, 2019

Account Object Code	2019/20 Adopted Budget	2019/20 Revised Budget	2019/20 Actuals with Encum	2019/20 Budget -Actuals	2019/20 Budget /Actuals
Fund 01 - General Fund/County School Ser					
Expense					
2300 Class Admin Sal	125,293	125,293	31,323	93,970.00	25.00 %
2400 Cler/Office Sal	130,062	130,062	32,343	97,719.00	24.87 %
2430 Extra Hours/OT	3,000	3,000		3,000.00	
2440 Substitutes	3,000	3,000		3,000.00	
Total for Object 2000	261,355	261,355	63,666	197,689.00	
3200	53,803	53,803	12,508	41,294.74	23.25 %
3300	3,750	3,750	911	2,839.36	24.28 %
3400	107,940	107,940	25,690	82,250.10	23.80 %
3500	130	130	31	98.66	24.11 %
3600	3,769	3,769	970	2,799.34	25.73 %
Total for Object 3000	169,392	169,392	40,110	129,282.20	
4300 Supplies	200	200		200.00	
4340 Compter Exps	400	400		400.00	
4350 Office Supply	3,140	3,140	2,113	1,027.08	67.29 %
Total for Object 4000	3,740	3,740	2,113	1,627.08	
5200 Travel	9,000	9,000	5,617	3,382.51	62.42 %
5300 Dues/Membership	5,550	5,550	4,311	1,239.00	77.68 %
5610 Rntl Les w/o Op	1,300	1,300	1,300		100.00 %
5630 Repairs	200	200		200.00	
5640 Computer Repr	500	500		500.00	
5650 Maint Agreemnts	700	700	700		100.00 %
5710 Inter Prg Trans	400	400	23	377.00	5.75 %
5720 Postage	50	50	4	46.00	8.00 %
5730 Printing/Dupl	1,500	1,500	24	1,476.25	1.58 %
5740 Computer Suppt	710	710	73	636.92	10.29 %
5800 Prof Consulting	7,400	7,400	3,497	3,903.46	47.25 %
5810 Contract Servs	5,000	5,000		5,000.00	
5830 Advertisement	3,000	3,000	670	2,329.76	22.34 %

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 9/30/2019, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

ESCAPE ONLINE

Account Object Code	2019/20 Adopted Budget	2019/20 Revised Budget	2019/20 Actuals with Encum	2019/20 Budget -Actuals	2019/20 Budget /Actuals
Fund 01 - General Fund/County School Ser (continued)					
Expense (continued)					
5850 Consultant Cont	2,500	2,500		2,500.00	
Total for Object 5000	37,810	37,810	16,219	21,590.90	
Total for Org 061, Fund 01 and Expense accounts	472,297	472,297	122,108	350,189.18	