



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

August 27, 2020 – 12:30 p.m.

**LOCATION**

In compliance with Governor Newsom's Executive Order N-33-20 effective March 19, 2020 directing Californians to stay home, and as authorized by the Governor's Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person, the meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Mike Ostini called the meeting to order at 12:32 p.m.

**2. Roll Call**

Members Present

Mike Ostini, Chair

Gary Pickavet, Commissioner

**3. Pledge of Allegiance**

Mike Ostini led the Pledge of Allegiance while holding up a U.S. flag for attendees to see.

**4. Changes to the Agenda**

It was agreed that item #12 would be heard immediately after item #5.

**5. Introduction of Guests**

Staff and guests present:

Susan Salcido, County Superintendent of Schools

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Erika Fox-Benito, Classified Human Resources Technician

Toni Gutierrez, Office Assistant, Human Resources  
Lacy Gillespie, Director, Classified Human Resources, Lompoc USD  
Teresa Acosta, Personnel Commissioner Nominee  
Carmen Jaramillo, Personnel Commissioner Nominee

It was announced that Toni Gutierrez had accepted a transfer to another department and would be leaving HR. Commissioners Ostini and Pickavet expressed their appreciation for Toni and wished her luck in her new assignment.

**6. Public Comment — None**

No other members of the public contacted the Director, Human Resources requesting login credentials for the meeting.

**7. Approval of Minutes of Meeting Held July 30, 2020**

MOVED: Gary Pickavet    SECONDED: Mike Ostini    VOTE: 2-0, with new Commissioner Jaramillo abstaining.

**8. Communications — None**

**9. Informational Items**

**a. Media Releases**

A newspaper column from the County Superintendent of Schools was made available.

**b. Legislative Update**

This was made available from the Director, Human Resources.

**REGULAR BUSINESS**

**10. Informational Items**

**a. List of New Positions — None**

**b. Classified Personnel Report dated September 25, 2020**

**c. Position Announcements**

**11. Action Items****a. Ratification of Eligibility Lists**

- i. Child Development Technician (Dual – South)
- ii. Office Assistant (Dual – South, Bilingual)
- iii. Paraprofessional, Behavioral Intervention (Dual – North)

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

**b. Classification of Positions — None****c. Job Descriptions — None****UNFINISHED BUSINESS****12. Discussion and Appointment to Fill Vacant Seat on Personnel Commission**

*This item was heard out of order, immediately after item #5.*

The Commissioners' remarks and public comment acknowledged the strong qualifications of both nominees, Teresa Acosta and Carmen Jaramillo, and the difficulty in making a selection. A motion was made to appoint Carmen Jaramillo.

MOVED: Gary Pickavet    SECONDED: Mike Ostini    VOTE: 2-0

Ms. Acosta thanked SBCEO for the opportunity to be considered and congratulated Ms. Jaramillo on her appointment. Ms. Jaramillo thanked Commissioners Ostini and Pickavet for their confidence in her and expressed her great respect for Ms. Acosta. Superintendent Salcido congratulated Ms. Jaramillo, expressed appreciation to Ms. Acosta for wanting to serve, thanked Commissioners Ostini and Pickavet for their leadership, and then swore in Ms. Jaramillo.

**NEW BUSINESS****13. Personnel Commission Budget**

The Director, Human Resources, presented as an informational item the final statement of expenditures for the 2019-20 fiscal year.

**REPORTS****14. PERSONNEL COMMISSIONER REPORTS**

Commissioners Pickavet and Ostini had no Commission-related items to report.

Commissioner Jaramillo said she looks forward to meeting SBCEO colleagues in person someday.

#### **15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported that SBCEO and HR were working in an environment of rapid change, with new developments occurring in the areas of waivers for in-person instruction, required surveillance testing for COVID, and small group instruction. SBCEO is having to address all these issues for our own operations while at the same time supporting districts as they navigate these challenges. Assistant Superintendent Baptista has provided training to our own managers as well as district staff on the topics of administering FFCRA leaves and handling COVID exposure; her work with CSEA in drafting MOUs and facilitating a negotiators' roundtable for district leaders has also provided invaluable models and information for districts.

The Director reported that HR is supporting employees and managers as they face the impacts of the pandemic, including: accessing available leaves; understanding what to do if an employee tests positive for COVID; and addressing COVID exposure among staff. HR is providing this support even as we are grappling with the same issues ourselves. Operating in the pandemic environment means that we are constantly learning.

Because the workload of County Public Health has been so heavily impacted by the pandemic, SBCEO is playing a very active partnership role in facilitating the development of strategies and solutions for TK-12 education during COVID. Susan Klein-Rothschild, the designated liaison of the Santa Barbara County Public Health Department with the education community, has been an invaluable resource and partner for us.

The Director reported that she and Assistant Superintendent Baptista had been invited to make a presentation to managers in Educational Services about the hiring process, which was very well received. They plan to refine the presentation and record it as a resource for new and veteran managers.

The Director thanked Toni Gutierrez for having been such an excellent representative of Human Resources in the North County.

#### **16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:44 p.m. The next regularly scheduled meeting will be held on September 24, 2020 at 12:30 p.m. by videoconference.



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

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Michael Ostini  
Chair, Personnel Commission



**AGENDA ITEM 10a**

# 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

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**Aug. 27, 2020 through Sept. 18, 2020**

<b>Position #</b>	<b>Position Information</b>
2386	Student Information Specialist • Dos Puertas Juvenile Hall School • North County 20.00 hours per week • 12.00 months
2387	Program Associate • Children's Creative Project • South County 19.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

**AGENDA ITEM 10b**

October 15, 2020

**Appointments**

*Probationary*

Martin, Vanessa August 25, 2020  
Paraprofessional • Special Education • Zaca Preschool  
65% • 10 months

Triggs, Shelley September 16, 2020  
Program Associate • Children's Creative Project • Children's Creative Project  
47.5% • 12 months

*Reemployment*

Contreras, Nancy August 24, 2020  
Child Development Technician • Child Development • Child Development - Hope Center  
100% • 12 months

**Changes**

*Anniversary Increase*

Buenavista-Rico, Alissa September 1, 2020  
Child Care Assistant • Child Development • La Honda State Preschool  
75% • 10 months

Carbajal, Silvia September 1, 2020  
Paraprofessional • Special Education • Infant Services, South/Valley  
50% • 12 months

Cervantes, Juan September 1, 2020  
Custodian • Internal Services • Operations South  
100% • 12 months

Cuevas, Lucia September 1, 2020  
Switchboard Operator/Receptionist - Bilingual • Human Resources • Certificated Human Resources Staff  
100% • 12 months

Deines, Jenia September 1, 2020  
Paraprofessional • Special Education • Regency Preschool  
67.5% • 10 months

Garcia, Gwendolyn September 1, 2020  
Certificated Human Resources Technician • Human Resources • Credentials Human Resources Staff  
100% • 12 months

Grandberry, Tiffany September 1, 2020  
Child Care Assistant • Child Development • De Colores State Preschool  
75% • 10 months

Medrano, Janet September 1, 2020  
Office Assistant • Juvenile Court and Community Schools • Los Robles High School  
87.5% • 12 months

Ramos, Crystal September 1, 2020  
Clerical Translator • Special Education • Special Education Support Staff North  
50% • 11 months

Rodriguez, Elizabeth September 1, 2020  
Paraprofessional • Special Education • Vision Services  
75% • 10 months

Xiong, Sheng September 1, 2020  
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll  
100% • 12 months



***Probation to Permanent***

Coates, Jenise September 1, 2020  
Student Information Specialist • Special Education • Special Education Support Staff North  
100% • 12 months

Kerrutt-Dent, Erin September 1, 2020  
Payroll Technician • Internal Services • Payroll  
100% • 12 months

***Transfer***

Gutierrez, Toni September 8, 2020  
Office Assistant • Transitional Youth Services • Transitional Youth  
100% • 12 months  
  
From Human Resources

Lawton, Rachel August 31, 2020  
Administrative Assistant • Educational Technology Services • Educational Technology Services  
100% • 12 months  
  
From Curriculum & Instruction

**Separation**

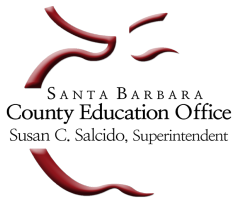
***Resignation***

Burch, Chelsea September 25, 2020  
Educational Interpreter, American Sign Language, Certified • Special Education • Ernest Righetti High School  
DHOH  
81.25% • 10 months

Mahto, Richard September 4, 2020  
Program Associate • Partners In Education • Partners in Education - Program Services  
50% • 12 months

***Retirement***

Corley, Christina December 19, 2020  
Educational Interpreter, American Sign Language, Waiver • Special Education • Ralph Dunlap School DHOH 2  
75% • 10 months



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

**AGENDA ITEM 10c(i)**

Service & Leadership

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Seeks candidates for the position of

## **Custodian**

Part-Time: 75% 30 hours/week • 12 months/year

*Position funding depends on state and federal grants*

Operations South  
Santa Barbara

Salary: \$2195 - \$3080 per month

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**Apply by:** 9-24-2020

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** Ideally, you will 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.

**The position:** Responsible for performing a variety of custodial duties necessary to maintain assigned buildings in a clean, secure, and operable condition.

**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 and walls. Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls. Restock towel, tissue, and soap dispensers. Empty pencil sharpeners and trash containers. Replace light bulbs and tubes; clear clogged plumbing; perform other simple repairs, adjustments and replacements to assigned buildings. Maintain security by checking doors, windows and lights. Set up Board Room and other rooms for meetings and special events. Move materials, equipment, and furniture between various rooms at assigned buildings and County Education Office and various sites. Perform related duties as assigned.

## **REQUIREMENTS**

**Knowledge:** Methods and materials used in cleaning buildings and related fixtures and equipment. Basic methods, tools, and equipment and materials used in building maintenance. Methods of moving materials, equipment and furniture safely and efficiently. California Motor Vehicle Code and health and safety regulations. Oral and written communication skills.

**Abilities:** Clean buildings and related fixtures and equipment. Perform simple repairs to assigned buildings. Move items safely between different locations. Understand and follow oral and written directions. Lift, carry, push, or pull materials and equipment weight up to 50 pounds. Work from tall ladders. Work cooperatively with others.

**Education and experience:** High school diploma preferred and sufficient training and experience to demonstrate the knowledge and abilities listed below and six month's experience in the care and cleaning of buildings and facilities.

**Licenses and certificates:** Valid California driver's license

**Working conditions:** Indoor and outdoor environment, subject to travel between sites, lifting, climbing, noise, dust, fumes, and cleaning chemicals.

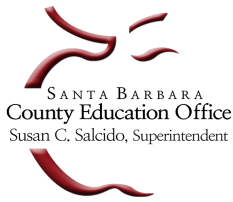
### **RECRUITMENT INFORMATION**

**Examination:** The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. 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 written examination for this classification is tentatively scheduled for 9-29-2020 at 10:00 a.m.. The oral examination for this classification is tentatively scheduled for 10-02-2020. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

**Eligibility list:** This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

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



SANTA BARBARA  
County Education Office

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**AGENDA ITEM 10c(ii)**

Service & Leadership

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Seeks candidates for the position of

**Student Information Specialist**

Part-Time: 50% 20 hours/week • 12 months/year

Dos Puertas Juvenile Hall School

Santa Maria

Salary: \$1997 - \$2800 per month

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**Apply by:** 9-30-2020

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** You are able to perform specialized and complex administrative work in support of your program with considerable independence and close attention to detail. You are an effective communicator and take pride in providing great service. You are a skilled professional, a team player, and you consistently strive to do your best.

**The position:** Under general direction, perform a variety of specialized administrative work in support of assigned program, including but not limited to: serving as a lead in maintaining and supporting one or more assigned student information systems; administering a program or function, such as Workability, that involves external stakeholders; and coordinating programs or functions, such as MediCal administrative activities, to ensure availability of student services and sustainability of departmental funding.

**Specific duties and responsibilities:** Receive and enter data into a variety of student information systems and databases and enterprise systems used for departmental administration; verify accuracy and correct sequencing of information and compliance with state and federal regulations; maintain and verify electronic files of staff and student data and ensure that all necessary documents have been obtained and uploaded to the relevant databases; identify, investigate, and resolve data issues, errors, and discrepancies; inform staff of errors or out-of-compliance items; collaborate with SBCEO and direct service district colleagues to resolve discrepancies; edit and revise data after thorough reconciliation; certify the accuracy of data transmitted to the state on behalf of own department or direct service districts. Prepare data for submission in a variety of required local, state, and federal reports as requested or according to established timelines; document explanations for service delays and other issues that may be reflected in reports; depending on system, may upload reports for SBCEO and direct service districts, ensuring the accuracy of data; may write code to ensure proper upload of report to database. Extract and organize staff and student

information from databases in order to produce statistics, reconcile internal data, or provide data to staff conducting assessments, audits, and statistical tests of levels of service, academic outcomes, and student demographics. Individually or as part of a team, develop procedure manuals, flowcharts, PowerPoint presentations and other materials to help other users understand requirements, timelines, and data collection procedures of various databases; train staff on the use and implementation of various databases; attend training sessions on various databases and evolving state and federal regulations. Serve as a primary point of contact for families, staff, administrators, and other stakeholders with regard to student and SBCEO program data; process legal documents such as requests from parents, attorneys, state compliance agencies, courts, auditors, and districts; maintain the confidentiality of information, records, and files; represent SBCEO with representatives of state agencies and auditors. Resolve student information system software and data communication issues, and serve as liaison with software vendors for advanced troubleshooting. Administer assigned programs, including: collaborating with administrators and staff within own department and in local districts; reviewing documentation to ensure accuracy; conducting outreach to increase participation in program; monitoring student hours and other metrics to ensure program compliance with scope of work and other funder requirements. Coordinates programs and processes such as MediCal Random Moments to ensure staff participation and help secure appropriate MediCal reimbursement. Compose and prepare a variety of correspondence, memoranda, reports, and other documents from oral instructions or rough drafts. Prepare routine budget reports. Maintain and enhance division website by posting content and ensuring accessibility to users of all ability levels. Coordinate meetings and workshops to support program stakeholders. Participate in the inventory, distribution, and collection of state student testing materials. Perform related duties as assigned.

## **REQUIREMENTS**

**Knowledge:** Modern office practices, procedures, and equipment, correct English usage, grammar, spelling, punctuation and vocabulary, telephone etiquette, e-mail etiquette, record-keeping practices, standard office productivity software applications, student and employee information systems and databases or comparable records-based information systems.

**Abilities:** Plan, organize, prioritize, and schedule work. Work independently and make sound decisions within appropriate limits of authority. Analyze available information and determine an appropriate course of action. Achieve proficiency in data control procedures, reporting requirements, and other aspects of administering assigned student information system or database. Develop new and revised work methods and procedures. Coordinate work of district or SBCEO partners over whom one has no supervisory authority. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Work with speed and accuracy. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files, records, and other sensitive material. Maintain records and prepare reports, using computerized databases or manual data collection. Perform arithmetic calculations. Learn operations, policies, practices, and objectives of County Education Office and assigned program. Learn state and federal data collection procedures.

**Education and experience:** Possession of a high school diploma or equivalent is required. Completion of 48 semester units or 72 quarter units of college coursework in education, business, information systems, or other related topics is desirable.

Two years of clerical or administrative experience working with databases, student information systems, or equivalent records-based information systems.

**Licenses and certificates:** Some positions may require a valid California driver's license.

**Working conditions:** Positions in this classification are 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 lifting and carrying heavy objects, crawling, or stooping - is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

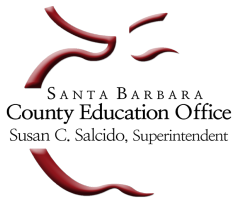
### **RECRUITMENT INFORMATION**

**Examination:** The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. 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 written examination for this classification is tentatively scheduled for 10/2/2020 at 10:00 a.m. The oral examination for this classification is tentatively scheduled for 10/7/2020. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

**Eligibility list:** This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

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AGENDA ITEM 10c(iii)

Service & Leadership

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Seeks candidates for the position of

**School Occupational Therapist**

Full-time, 100%, 40 hours/week • 10 months/year

Montecito Union School District - School Occupational Therapy Services

Santa Barbara

Salary: \$39.82 - \$55.89 per hour

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**Apply by:** Open until Filed

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and you strive to do a good job at all times.

**The position:** Provides occupational therapy and services for special education students, ages birth to 22 years, that includes assessment, development of Individualized Education Program (IEP) goals and plans, therapy, and direct intervention strategies and activities to assist students in acquiring functional and independent life skills within their occupational performance in the educational setting. Works with special education teams and provides consultation and training to school personnel and families.

**Specific duties and responsibilities:** Provides occupational therapy services to students by conducting assessments with the educational setting using an ecological model to determine level of need. Develop educationally relevant goals that are part of the student's educational program. Evaluates student progress on individual IEP goals and revises goals as needed. Prepares reports of occupational assessments and progress. Consults with parents and staff on occupational therapy interventions for students on site and through home programs. Attends Individualized Educational Plan (IEP) meetings as necessary to ensure that interventions blend with educational goals. Coordinates occupational therapy services with student's educational team. Instructs multi disciplinary teams in occupational therapy, treatment approach, and instructional support on understanding, interpreting, and implementing intervention procedures. Provides in-service training and continuing professional development to teachers and resource personnel. Promotes the need for occupational therapy services to teachers and administrators. Develops up-to-date best practices for therapy services. Ensures the documentation of services is professional,

efficient, and accountable, and in conformance with the policies of state and other agencies. Modifies and may design adaptive equipment that enhances students' ability to access learning and technology. Performs other duties as assigned that support the overall objective of the position.

## **REQUIREMENTS**

**Knowledge:** The position requires specialized knowledge of the physical, sensory, intellectual, social, and emotional growth patterns of children including the developmental and educational needs of children with specific disabilities. Requires specialized knowledge of current theories and best practices in the application of occupational therapy techniques, including oral motor facilitation, daily living activities, sensory impairments, perceptual motor, fine motor development, and normal and abnormal child development. Requires knowledge of the State Education Code as it applies to the specific accountability of this position. Requires a working knowledge of personal computer applications to use common office productivity software, internet, and specialized computer-aided programs supporting diagnostic assessment. Requires advanced math and interpretive skill to conduct and evaluate statistics. Requires sufficient human relations skills to achieve and maintain trust and cooperation with peers and students, to deliver formal discussion with classroom-sized groups, to resolve conflict, and to use advanced lines of inquiry to obtain personal information from students. Requires professional writing skills sufficient to write reports and correspondence that may be sensitive and have legal implications.

**Abilities:** Requires the ability to carry out the functions and objectives of the position. Requires the ability to understand differences among children with various disabling conditions. Requires the ability to assess the development status and educational needs of children and the role of occupational therapy. Requires the ability to learn, interpret, and apply SBCEO, State, and Federal requirements and objectives for academic achievement including Individualized Educational Plans. Requires the ability to work effectively with fellow professionals and paraprofessionals in carrying out recommended educational programs. Requires the ability to perform statistical analysis of quantitative and qualitative data. Requires the ability to relate well with students, parents, and all levels of staff. Requires the ability to present self in a professional manner to students, parents, and staff. Requires the ability to maintain confidentiality of private information. Requires the ability to optimize a work schedule that involves multiple locations and work independently. Requires the ability to lift, carry, push, and move students, 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 a frequent basis.

**Education and experience:** Master's degree in occupational therapy (or bachelor's degree if received prior to 2007) from an accredited four-year college or university and proof of continuing education. One year's experience in a school setting preferred.

**Licenses and certificates:** License to practice in California, certification by the National Board for Certification in Occupational Therapy and registration by the American Occupational Therapy Association, valid California driver's license.

**Working conditions:** Work is performed indoors/outdoors where some safety considerations exist due to physical effort. Incumbent will travel to different sites/locations within the county.

## **RECRUITMENT INFORMATION**

**Examination:** The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. 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

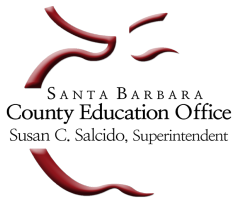


be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

**Examination dates:** This examination has not yet been scheduled.

**Eligibility list:** This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

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AGENDA ITEM 10c(iv)

Service & Leadership

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Seeks candidates for the position of

**Educational Interpreter, American Sign Language, Certified**

Part-Time: 81.25% 32.5 hours/week • 10 months/year

Ernest Righetti High School DHOH

Santa Maria

Salary: \$31.35 - \$43.99 per hour

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**Apply by:** Open until Filled

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** We seek experienced self-starting candidates who are professional, flexible, have excellent oral communication skills, and enjoy working and collaborating in a variety of elementary and high school settings with a variety of students, parents and staff. We seek individuals who have experience with technology and can learn and interpret academic vocabulary throughout the grade span. We count on our interpreters to provide the necessary access of our students who are deaf or heard of hearing to educational experiences throughout a school day.

**The position:** Facilitates communication between students who are deaf or hard of hearing and teachers, staff members, and peers within an educational environment, using a variety of manual and verbal communication systems in a highly proficient manner reflecting the affect of the speaker and/or signer. The Interpreter for Deaf/Hard of Hearing facilitates communication through the use of sign-to English and English-to-sign skills. This position requires course work, Level 4 certification, and competency using manual sign systems.

**Specific duties and responsibilities:** Interprets for students who are deaf or hard of hearing (DHH) in a variety of educational settings, including, but not limited to, classroom environments, assemblies, recess, noon sport leagues, and counseling sessions using various sign language systems and voice interpretation at a normal conversational rate, interprets a wide range of curriculum, including scientific and advanced placement topics, consults with the teachers of the Deaf or Hard of Hearing, general education staff and typical students on the effective use of an interpreter, provides voice interpretation to individuals who are deaf or hard of hearing as needed, collaborates with IEP teams to standardize signs in an educational setting, under the direction of the teacher of the deaf or hard of hearing, performs record keeping, monitoring IEP or special education related activities that support

student learning, provides assistance to the classroom teachers as required; assists in filing, duplicating and preparing instructional materials, interprets and provides instruction as needed to individuals or small groups of students who are deaf or hard of hearing; reinforce instruction as directed by the teacher, follows professional conduct guidelines to guard against the development of inappropriate personal relationships with students, performs other duties as assigned that support the overall objective of the position.

## **REQUIREMENTS**

**Knowledge:** Specialized knowledge of expressive and receptive forms of sign language systems, which may include American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English, interpreting strategies and techniques necessary to accommodate individual needs of students in a variety of educational settings, foundational concepts of deaf culture, curriculum used in educational settings from preschool through secondary schools, sufficient skills to exercise extreme patience when dealing with students and staff.

**Abilities:** Requires the ability to speak and write English clearly with proper structure, able to stand for extended periods of time, interpret and communicate fluently with high proficiency (over 80% of content) in the sign language system appropriate to the individual needs of the students, maintain confidentiality and impartiality when dealing with private and sensitive information, demonstrate sensitivity to the communication process between persons who are deaf or hard of hearing and the needs of the persons involved in that process, well-developed arm, hand, and finger dexterity in order to perform advanced sign language interpretation for up to twenty-five hours per week, visual acuity to see information to be voiced (such as sign language and facial expressions) and detect speech patterns, hearing acuity sufficient to understand information to be interpreted in a variety of educational environments, facial dexterity to produce readable mouth movements for specific sign language expressions, sufficient manual dexterity to produce readable sign language through movement of fingers and arms, perform all aspects of the position.

**Education and experience:** The position typically requires an Associate's degree. Required certifications are noted below.

- Registry of Interpreters for the Deaf (RID)
- American Consortium of Certified Interpreters (ACC1) level 4 or above
- NAD certification, level 4 or above
- Educational Signs Skills Evaluation Interpreter (ESSE-1), level 4 or above
- Educational Interpreter Performance Evaluation (EIPA), level 4 or above
- Interpreters who have not yet obtained the required certification must be eligible for a certification waiver from the California Department of Education

One or more years in an educational setting is preferred.

**Licenses and certificates:** May require a valid California driver's license and insurance coverage required by law.

**Working conditions:** Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist.

## **RECRUITMENT INFORMATION**

**Examination:** The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. 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:** This examination has not yet been scheduled.

**Eligibility list:** This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

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



# 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

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## Dual Certification Eligibility List

Job Class: Administrative Assistant, Full-Time, 40 hours/week

### **AGENDA ITEM 11a**

Rank	Application Number	Date Eligibility Expires
1	19654	03-14-2021
2	19727	03-14-2021
3	19792	03-14-2021
4	19924	03-14-2021

Number of applicants: 86

Number of applicants passed screening: 37

Number of performance/written exam attendees: 21

Number of oral exam attendees: N/A

09-18-2020

## AGENDA ITEM 12 (current)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4465 LAYOFF

### **4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds**

- A. The names of permanent employees thus laid off shall be placed upon the reemployment list for the class from which they were laid off. Names on the reemployment list shall be in the relative order of seniority. The names of the probationary employees thus laid off shall be restored to the eligibility list and the time served in a paid status shall be credited toward the employee's probationary period.
- B. Permanent classified employees laid off because of lack of work or lack of funds are eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Permanent classified employees laid off have the right to participate in promotional examinations within the County Education Office during the period of 39 months. Probationary classified employees reemployed under this section shall have restored the hours credited towards completion of the probationary period.
- C. When a permanent position is to be reduced in assigned time per day, week, month, or year, the incumbent shall have the right to transfer to any vacant position in the class which is not greater in assigned time than his/her former position. If vacant, permanent position is not available, the incumbent may displace (bump) the incumbent of a position with equal time who has the least seniority in the class, provided that he/she had greater seniority.
- D. If no such option is available, he/she may displace (bump) the employee with the least seniority among those occupying positions of less time than the original position and greater time than the reduced position, provided that he/she has greater seniority. An employee so displaced shall have similar displacement rights, on the basis of seniority.
- E. Employees who take voluntarily demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months; provided that the same tests of fitness still apply. The Personnel Commission shall name the determination of the specific period of eligibility for reemployment on a class-by-class basis.

#### Reference:

Education Code Sections 45117, 45298 and 45308

Approved: Dec. 1, 1975  
Revised: May 23, 1991  
June 23, 1993  
May 28, 1998  
March 23, 2017  
October 26, 2017

**DRAFT REVISION**

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4465 LAYOFF

**4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds**

- A. The names of permanent classified employees ~~thus laid off~~ who experience a loss or reduction of their position for lack of work or lack of funds shall be placed upon the reemployment list for the classification from which they were laid off or reduced. Names on the reemployment list shall be in the relative order of seniority. The names of ~~the~~ probationary classified employees ~~thus laid off~~ who experience a loss of their position shall be restored to the eligibility list from which they were appointed, with their original expiration date from the list, if the list is still valid at the time the layoff takes effect, and the time served in a paid status shall be credited toward the employee's probationary period.
- ~~B.~~ Permanent classified employees who experience a loss of their position due to a layoff laid off because for ~~of~~ lack of work or lack of funds are eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants; ~~Permanent classified these~~ employees ~~laid off~~ have the right to participate in promotional examinations within the County Education Office during the period of 39 months if they meet the minimum qualifications for the classification.
- ~~C.~~ Permanent classified employees who experience a layoff for lack of work or lack of funds shall retain eligibility for reemployment for an additional period of 24 months (for a total of 63 months), if they choose to:
- ~~1.~~ accept a reduction in time of their present position,
  - ~~2.~~ demote/displace into a lower classification (if eligible),
  - ~~3.~~ displace or demote to a position that results in a reduction in time from the employee's original position, or
  - ~~4.~~ accept a transfer in lieu of layoff that results in a reduction in time from the employee's original position. shall be granted the same rights as persons whose employment with SBCEO ends, and shall retain eligibility to be considered for reemployment for an additional period of 24 months. Probationary e
- ~~B. D.~~ Classified employees who were in their initial probationary period at the time of layoff and who are reemployed/reappointed to the same classification under this section shall have ~~restored the hours prior days previously worked in paid status in the classification~~ credited towards completion of the probationary period.
- ~~E.~~ When a permanent position is to be eliminated or reduced in assigned time per day, week, month, or year, the incumbent shall have the right to transfer to any vacant position in the class which is not greater in assigned time than ~~his/hers~~ the incumbent's former original position.
- If a vacant, permanent position is not available for transfer, the incumbent may displace ("bump") the incumbent of a position in the same classification with that is equal in time to the first incumbent's original position prior to the reduction. Only an employee who has

**DRAFT REVISION**

the least seniority in the class may be so displaced, provided that ~~he/she~~the displacing employee has ~~g~~ greater seniority than the displaced employee.

If no such option is available, ~~he/she~~a laid-off employee may displace (“bump”) the employee with the least seniority among those employees occupying positions in the same classification of less time than the the laid-off employee’s original position and greater time than the laid-off employee’s reduced position, provided that ~~he/she~~the displacing employee has greater seniority than the displaced employee. An employee so displaced shall have similar displacement rights, on the basis of seniority.

~~C. Employees who take voluntarily demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months; provided that the same tests of fitness still apply. The Personnel Commission shall name the determination of the specific period of eligibility for reemployment on a class by class basis.~~

Reference:

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## DRAFT REVISION

### AGENDA ITEM 12 (proposed revision, changes saved)

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4465 LAYOFF

#### 4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds

- A. The names of permanent classified employees who experience a loss or reduction of their position for lack of work or lack of funds shall be placed upon the reemployment list for the classification from which they were laid off or reduced. Names on the reemployment list shall be in the relative order of seniority. The names of probationary classified employees who experience a loss of their position shall be restored to the eligibility list from which they were appointed, with their original expiration date from the list, if the list is still valid at the time the layoff takes effect.
- B. Permanent classified employees who experience a loss of their position due to a layoff for lack of work or lack of funds are eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants; these employees have the right to participate in promotional examinations within the County Education Office during the period of 39 months if they meet the minimum qualifications for the classification.
- C. Permanent classified employees who experience a layoff for lack of work or lack of funds shall retain eligibility for reemployment for an additional period of 24 months (for a total of 63 months), if they choose to:
  - 1. accept a reduction in time of their present position,
  - 2. demote/displace into a lower classification (if eligible),
  - 3. displace or demote to a position that results in a reduction in time from the employee's original position, or
  - 4. accept a transfer in lieu of layoff that results in a reduction in time from the employee's original position.
- D. Classified employees who were in their initial probationary period at the time of layoff and who are reappointed to the same classification under this section shall have the prior days in paid status in the classification credited towards completion of the probationary period.
- E. When a permanent position is to be eliminated or reduced in assigned time per day, week, month, or year, the incumbent shall have the right to transfer to any vacant position in the class which is not greater in assigned time than the incumbent's original position.

If a vacant permanent position is not available for transfer, the incumbent may displace ("bump") the incumbent of a position in the same classification that is equal in time to the first incumbent's original position prior to the reduction. Only an employee who has the least seniority in the class may be so displaced, provided that the displacing employee has greater seniority than the displaced employee.

If no such option is available, a laid-off employee may displace ("bump") the employee with the least seniority among those employees occupying positions in the same classification of less time than the laid-off employee's original position and greater time than the laid-off employee's reduced position, provided that the displacing employee has greater seniority than the displaced employee. An employee so displaced shall have similar displacement rights, on the basis of seniority.

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