



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
October 22, 2020 – 12:30 p.m.

**AGENDA**

If you need special assistance to participate in the meeting or need this agenda provided in an accessible alternative format, please contact the Human Resources office to help us comply with the Americans with Disabilities Act. Notification at least 48 hours prior to the meeting will assist the Director, Human Resources in making suitable arrangements.

Persons wishing to address the Personnel Commission are requested to complete a “Request to Address Personnel Commission” form, available at the meeting room entrance, and present it to a member of the Human Resources Department staff prior to the meeting being called to order. During the time for public comment specified on the agenda, the Commission will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the Commission. The total amount of time for public comment will be 15 minutes, and no individual speaker may speak for more than five minutes. If the speaker needs more time, he or she may submit written comments.

**SPECIAL NOTE**

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 September 24, 2020 Personnel Commission meeting will be conducted by videoconference only. Members of the public wishing to attend the meeting remotely may contact the Director, Human Resources at [aramos@sbceo.org](mailto:aramos@sbceo.org) prior to 11:30 a.m. on October 22 to obtain login credentials for the meeting. The Director will also provide an electronic version of the “Request to Address Personnel Commission” form, which members of the public may submit by email or fax.

## **GENERAL FUNCTIONS**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Guests**
- 6. Public Comment**
- 7. Minutes of Meeting Held September 24, 2020**  
(Attachment)

MOVED:                      SECONDED:                      VOTE:

- 8. Communications**  
(Attachment)
- 9. Informational Items**
  - a. Media Releases**  
Available for review from the County Superintendent of Schools.
  - b. Legislative Updates**  
Available for review from the Director, Human Resources.

## **REGULAR BUSINESS**

- 10. Informational Items**
  - a. List of New Positions — None**
  - b. Classified Personnel Report dated November 5, 2020**  
(Attachment)
  - c. Position Announcements**  
(Attachments)
    - i. Administrative Assistant (Dual – South)
    - ii. School District Financial Advisor (Dual – South)

**11. Action Items****a. Ratification of Eligibility Lists**  
(Attachments)

- i. Child Care Services Technician (Dual – South)
- ii. Child Care Services Technician (Dual – North)
- iii. Custodian (Dual – South)
- iv. Paraprofessional (Dual – South)
- v. Paraprofessional (Dual – North)

MOVED:                      SECONDED:                      VOTE:

**b. Classification of Position**  
(Attachment)

The Director, Human Resources recommends establishing a new classified management position of Director, Children and Family Resource Services. This recommendation has the support of the Assistant Superintendent, Educational Services.

MOVED:                      SECONDED:                      VOTE:

**c. Job Description**  
(Attachments)

The Director, Human Resources recommends a revision of the job description for Health Advocate – Bilingual. This classification is currently used in the Health Linkages program, and this recommendation has the support of CSEA and the Assistant Superintendent, Educational Services.

MOVED:                      SECONDED:                      VOTE:

**UNFINISHED BUSINESS****12. Revision of Merit System Rule – Presented for Second Reading**  
(Attachments)

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

## **NEW BUSINESS**

### **13. Revision of Merit System Rules – Presented for First Reading (Attachments)**

- a. 4461.2 Rights of Probationary Employees
- b. 4465.1 Procedure Regarding Layoff or Reduction

### **14. Personnel Commission Budget (Attachment)**

The Director, Human Resources will present a statement of expenditures for the first quarter of the 2020-21 fiscal year, from July 1, 2020 through September 30, 2020. This is an information item.

## **REPORTS**

### **15. PERSONNEL COMMISSIONER REPORTS**

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

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

**CLOSED SESSION** — None scheduled

## **ADJOURNMENT**

The next scheduled meeting will be held on Thursday, November 19, 2020, at 12:30 p.m. The meeting will likely be held via videoconference. If so authorized by the Governor and public health authorities, the meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.