



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
June 25, 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 June 25, 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 prior to 11:30 a.m. on June 25 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 May 28, 2020**
(Attachment)

MOVED: SECONDED: VOTE:

- 8. Communications — None**
- 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 July 2, 2020**
(Attachment)
 - c. Position Announcement**
(Attachment)

Child Development Technician (Dual – South)

11. Action Items

**a. Ratification of Eligibility List
(Attachment)**

Accounting Assistant (Dual – South)

MOVED: SECONDED: VOTE:

b. Classification of Position

The Director recommends that a single position currently classified as Office Assistant in the Administrative Support Series be reclassified to Development Associate in the Administrative Support Series. This position is in the Partners in Education program and this recommendation has the support of the County Superintendent of Schools.

MOVED: SECONDED: VOTE:

c. Job Descriptions — None

UNFINISHED BUSINESS — None

NEW BUSINESS

12. Appointment to Fill Vacant Seat on Personnel Commission

The Director will review the procedure for filling the vacant Personnel Commission position.
(Attachment)

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

14. DIRECTOR, HUMAN RESOURCES REPORT

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION

The Personnel Commission and Assistant Superintendent Mari Baptista will conduct the annual evaluation of the Director, Human Resources.

ADJOURNMENT

The next scheduled meeting will be held on Thursday, July 30, 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.