

AGENDA ITEM 7



SANTA BARBARA COUNTY EDUCATION OFFICE PERSONNEL COMMISSION

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

REGULAR MEETING

May 28, 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 12:34 p.m.

2. Roll Call

Members Present

Mike Ostini, Chair

Gary Pickavet, Commissioner

It is noted for the record that Commissioner Jennie Batiste passed away on May 6, 2020.

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance. Mike Ostini held up a U.S. flag for attendees to see.

4. Changes to the Agenda — None

5. Introduction of GuestsStaff 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
Toni Gutierrez, Office Assistant, Human Resources
Lettie Padilla, President, CSEA Chapter 817

6. Public Comment — None

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

7. Approval of Minutes of Meeting Held April 16, 2020

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

8. Communications

In response to a request from CSPCA for information about Jennie Batiste for a tribute to her that will appear in their newsletter, several of those present shared their reflections about Jennie.

Mike Ostini related that he met Jennie around 2003, when CSEA Chapter 817 was being founded. He expressed his appreciation for Jennie's strength and dedication to classified workers, noting that she stayed connected, serving on the executive board of CSEA and then on the retiree board. He recalled that when Jennie told him her diagnosis in April, she seemed at peace, reflecting on the full life she had led, including her 60-year marriage. "She was amazing ... She just blew me away, how strong she was."

Gary Pickavet talked of his admiration for Jennie's integrity, willingness to speak her mind, her attention to detail, and the way she "jumped into everything with her full commitment."

The Director, Human Resources remarked how active Jennie was – each month, it seemed, she would report on a meeting, conference, or other activity she had been involved in related to her work with CSEA or CSPCA. The Director also related that she prepared for Commission meetings by asking herself what questions Jennie might ask that she needed to be ready to answer. The Director concluding by noting that, as a lifelong resident of Santa Maria whose family worked in the sugar beet industry, Jennie was a link to Santa Maria's agricultural history.

Assistant Superintendent of Human Resources Mari Baptista expressed the tremendous respect she felt for Jennie. She considered Jennie "a role model for

her compassion, her strong advocacy for people, and her commitment to equity.”

County Superintendent of Schools Susan Salcido shared the following thoughts about Jennie: “I have such respect for Jennie’s warmth and character, which she demonstrated by the care she put into every action, every comment. Her famous attention to detail came from the fact that she cared so much about employees and wanted to get things right. We treasure her – she was a tremendous part of the SBCEO community.”

The Director, Human Resources stated she would summarize the comments and provide them to CSPCA.

9. Informational Items

a. Media Releases

These were made available from the County Superintendent of Schools.

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 June 4, 2020

c. Position Announcements — None

11. Action Items

a. Ratification of Eligibility Lists — None

b. Classification of Positions — None

c. Job Description

A proposed revision to the Paraprofessional job description with no change in salary. Proposed revision was reviewed and approved by the Assistant Superintendent, Special Education and CSEA.

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

Gary Pickavet requested that the Director confirm with the Assistant

Superintendent for Administrative Services that language stating the need for valid auto insurance is not needed on job descriptions because that requirement must be fulfilled to obtain a driver's license.

UNFINISHED BUSINESS

12. Out of Class Assignments

The Commissioners reviewed the legal opinion SBCEO had sought at the request of the Personnel Commission on the subject of compensation for out of class assignments. The opinion stated that out of class pay should begin when the duties of the higher class actually begin to be performed, and not during a training period for the higher level duties. There were no questions about the legal opinion.

NEW BUSINESS

13. Public Hearing on Approval of Proposed 2020-21 Personnel Commission Budget

Mike Ostini called the public hearing to order at 1:00 p.m. The public hearing was conducted in accordance with the requirements of California Education Code Section 45253 for consideration of the Personnel Commission budget for fiscal year 20-21. The Director, Human Resources noted that there had been no changes to the proposed budget since it was originally presented at the March 26 Personnel Commission meeting. No members of the public contacted the Director, Human Resources about making a comment. The public hearing was closed at 1:03 p.m.

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

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioners Pickavet and Ostini has nothing to report, other than expressing their sadness and devastation at the passing of their longtime colleague on the Commission, Jennie Batiste.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that she, Mari Baptista, and Director of Communications Valerie Cantella had been collaborating on developing a reopening plan for SBCEO, including phases, procedures, supplies, and other factors. She noted

that SBCEO needs to develop a reopening plan for itself while also needing to be prepared to support districts as they also reopen. Coordination with districts will be essential because many of our staff are based at district sites. We also plan to continue collaborating closely with the unions in order to reopen successfully.

The Director also extended her thanks to Toni Gutierrez for her work covering Erika Fox-Benito's leave of absence, expressing her appreciation for Toni's adaptability in the face of dramatic changes to the work environment and standard procedures as a result of the pandemic closure. She noted that Toni was instrumental in helping HR be successful during a challenging time. Toni did most of the research on how to conduct the examination process for Accounting Assistant under the requirements for social distancing, and successfully executed the new plan.

The Director concluded her report by saying how much everyone in HR looks forward to welcoming Erika back from her leave next Monday, June 1.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

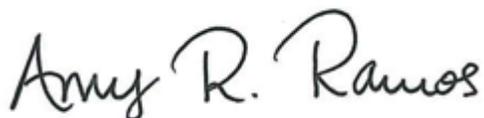
No report from CSEA.

CLOSED SESSION

The Commission went into closed session at 1:42 p.m. with the Assistant Superintendent, Human Resources to begin the annual performance evaluation for the Director, Human Resources. Closed session ended at 2:34 p.m.

ADJOURNMENT

After some discussion, it was agreed that the next regularly scheduled meeting on June 25, 2020 at 12:30 p.m. will be held by videoconference. There being no further business, the meeting was adjourned at 2:40 p.m.



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

Michael Ostini
Chair, Personnel Commission

Classified Personnel Report

July 2, 2020

Changes

Anniversary Increase

Baeza, Sylvia June 1, 2020
Paraprofessional • Special Education • Zaca Preschool
62.5% • 10 months

Baro, Jose June 1, 2020
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months

Braz Gonzalez, Lupita June 1, 2020
Paraprofessional • Special Education • Orcutt Academy H.S.Preschool
70% • 10 months

Castillo, Erika June 1, 2020
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2
75% • 10 months

Cook Jr., Frederick June 1, 2020
Senior Software Engineer • Information Technology Services • Information Technology Services
100% • 12 months

Dal Bon, Darnyl June 1, 2020
Office Assistant • Children and Family Resource Services • Health Linkages South
72.5% • 12 months

De La Cruz, Maria June 1, 2020
Office Assistant • Career Technical Education Program • Career Technical Education Program - North B
100% • 12 months

Escalante, Elvia June 1, 2020
Paraprofessional • Special Education • Speech/Language Services, Miller
75% • 10 months

Esparza, Carrie Paraprofessional • Special Education • Lompoc College Head Start 35% • 10 months	June 1, 2020
Fierro, Kaylyn Accounting Technician • School Business Advisory Services • School Business Advisory Services 50% • 12 months	June 1, 2020
Fox-Benito, Erika Classified Human Resources Technician • Human Resources • Classified Human Resources Staff 100% • 12 months	June 1, 2020
Freedland, Anna Executive Assistant to the County Superintendent (Confidential) - Exempt • Superintendent • Superintendent's Office 100% • 12 months	June 1, 2020
Garate, Hermelinda Clerical Assistant • Special Education • Special Education Support Staff North 100% • 12 months	June 1, 2020
Gonzalez, Eduardo Paraprofessional • Special Education • Montecito Union School 81.25% • 10 months	June 1, 2020
Hernandez, Emeterio Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 87.5% • 12 months	June 1, 2020
Koller, Rose Administrative Assistant • Educational Technology Services • Educational Technology Services 100% • 12 months	June 1, 2020
Lebolo, Lorena Paraprofessional • Special Education • Montecito Union School 81.25% • 10 months	June 1, 2020
Limon, Victor Delivery Specialist I • Internal Services • Operations South 100% • 12 months	June 1, 2020

Llinares Senon, Illa	June 1, 2020
Program Associate • Partners In Education • Partners in Education - Program Services	
100% • 12 months	
Meehan, Aileen	June 1, 2020
Training and Development Assistant • Teacher Induction Program • Teacher Induction Program	
100% • 12 months	
Owens, Vera	June 1, 2020
Senior Administrative Assistant • Career Technical Education Program • Career Technical Education Program - South C	
100% • 12 months	
Torres, Marianna	June 1, 2020
Paraprofessional • Special Education • Ontiveros Preschool	
75% • 10 months	
Vargas, Beatriz	June 1, 2020
Paraprofessional • Special Education • Clarence Ruth Preschool	
75% • 10 months	
Vazquez, Magaly	June 1, 2020
Transitional Youth Education Advocate - Bilingual • Transitional Youth Services • Transitional Youth	
100% • 12 months	
Velez, Emilio	June 1, 2020
Paraprofessional • Special Education • Dos Puertas School	
75% • 12 months	
Vickery, Lupie	June 1, 2020
Senior Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction	
100% • 12 months	
Weinstein, Claudia	June 1, 2020
Payroll Technician • Internal Services • Payroll	
100% • 12 months	
Williams, Shirley	June 1, 2020
Paraprofessional • Special Education • Olga Reed Elementary	
77.5% • 10 months	

Demotion (Voluntary)

Lopez Heredia, Rodrigo June 1, 2020
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months

Out of Classification/Return

Gutierrez, Toni June 1, 2020
Office Assistant • Human Resources • Human Resources Staff North
75% • 12 months
From Classified HR Technician

Probation to Permanent

Donelson, Brittany June 1, 2020
Child Care Assistant • Child Development • Young Learners State Preschool
75% • 10 months

Housley, Erika June 1, 2020
Paraprofessional • Special Education • Vision Services
75% • 10 months

Separation

Resignation

Baeza, Sylvia June 4, 2020
Paraprofessional • Special Education • Zaca Preschool
62.5% • 10 months
Took Certificated position



SANTA BARBARA
County Education Office

An Equal Opportunity Employer

AGENDA ITEM 10c

Service & Leadership

Seeks candidates for the position of
Child Development Technician

Full-Time • 12 months/year

Child Development

Santa Barbara

Salary: \$3787 - \$5314 per month

Apply by: 7-8-2020

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are detail-oriented and accurate. You are adept at following rules and regulations and working within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance the department goals. You are a team player who thrives on meeting and setting new goals. You are committed to excellence in providing the best service possible.

The position:

The Child Development Technician serves as a team leader and senior provider of customer service to subsidized Child Development Programs and is responsible for coaching and training staff. This position requires demonstrated knowledge of the compliance aspects of the programs as well as enrollment and eligibility determination. This individual coordinates, organizes, monitors, and enrolls children and families into the subsidized child care programs offered through the Santa Barbara County Education Office. This individual also determines family program eligibility and reimbursement rates according to established guidelines, monitors provider payments, and facilitates compliance reporting and auditing.

Specific duties and responsibilities:

Serve as point-of-contact for families to advise and assist on enrollment, program requirements, procedures, forms, and obligations for subsidized childcare on a sustained basis. Monitor childcare caseload and client data. Interpret and resolve reimbursement rates. Coordinate and oversee monthly family fee billing, prepare routine reports and resolve provider account discrepancies as needed. Train staff and serve as a technical resource for the software programs used to determine fees and record parent, student, and provider eligibility information and reimbursements. Monitor accuracy of data and assure quality control for audit preparation. Serve as liaison to contract providers. Maintain

up-to-date client file data such as employment, childcare provider history, medical, and other information. Review documentation for accuracy and work with families to resolve discrepancies. Oversee and participate in ongoing audits by external agencies of parent and provider files. Prepare monthly mandated reports that are connected to funding and ensure up-to-date information on child development data. Monitor contract earnings for provider expenditures and enrollment. Assist with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance. Establish waiting lists of eligible families and prepare related documents. Issue notice of eligibility notices when necessary. Provide assistance to the Director for projects, interagency activities, balancing workload, training on office routines, and general support. Attend regular monthly meetings with partnering agencies. Participate in statewide conference calls and trainings as directed by the CDE. Design, update forms, and create fillable documents. Facilitate staff meetings. Train staff on new regulatory guidelines and software programs. Serve as Fiscal Services liaison concerning budget matters regarding providers. Perform other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge:

Knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping. Working knowledge of fee and reimbursement schedules, file and documentation requirements. Basic knowledge of early childhood development and teaching methods used with children in the program. Sufficient computer skills to operate desktop productivity software and perform data entry. Understanding of modern office practices and procedures. Well-developed English language and written communication skills. Requires sufficient math skill to perform complex business math computations. Sufficient human relation skills to exercise proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office.

Abilities:

Interpret and apply regulations, policies, procedures and guidelines related to childcare, enrollment, eligibility, and compliance. Process a high volume of transactions and remain calm in stressful or urgent situations. Independently establish, schedule, and sequence activities to meet all deadlines with a high degree of accuracy. Maintain productive work relationships with staff, students and external agencies. Preserve strict confidentiality of private and sensitive information. Work in an office setting engaged in work of a primarily sedentary nature. Have sufficient ambulatory ability to use common office equipment and retrieve documents. Have hand-eye-arm coordination to use a computer keyboard. Visual acuity to recognize read and write written materials and computer screens. Have auditory ability to carry on conversations in person and over the phone. Perform all aspects of the position.

Education and experience: High school diploma; college units in early childhood education or child development preferred and four years of experience related to child development that includes making eligibility decisions in a social service, pre-school or child care environment highly desirable.

Licenses and certificates:

May require a valid California driver's license.

Working conditions:

Work is performed indoors with minimal exposure to health and 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 7-10-2020 at 10:00 a.m.. The oral examination for this classification is tentatively scheduled for 07-14-2020. 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

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: Accounting Assistant, Full-Time, 40 hours/week

AGENDA ITEM 11a

Rank	Application Number	Date Eligibility Expires
1	19199	05-20-2021
2	19186	11-20-2020
3	19198	11-20-2020

Number of applicants: 17

Number of applicants passed screening: 8

Number of performance/written exam attendees: 6

Number of oral exam attendees: 4

05-21-2020

Education Codes

45244. Eligibility requirements.

(a) To be eligible for appointment or reappointment to the commission a person shall meet both of the following requirements:

(1) Be a registered voter and resident within the territorial jurisdiction of the school district.

(2) Be a known adherent to the principle of the merit system.

No member of the governing board of any school district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the commission.

During his or her term of service, a member of the commission shall not be an employee of the school district.

(b) As used in this section, residence is that place in which his or her habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning. At a given time, a person may have only one residence.

(c) As used in this section, "known adherent to the principle of the merit system," with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. As used in this section, "known adherent to the principle of the merit system," with respect to a candidate for reappointment, means a commissioner who has clearly demonstrated through meeting attendance and actions that he or she does, in fact, support the merit system and its operation.

(Amended by Stats. 2000, Ch. 1, Sec. 4. Effective February 22, 2000.)

45245.

One member of the personnel commission shall be appointed by the governing board of the district and one member, nominated by the classified employees of the district, shall be appointed by the governing board of the district. **Those two members shall, in turn, appoint the third member.**

As used in this section, "classified employees" shall mean an exclusive representative which represents the largest number of noncertificated employees in a unit or units within the district. If there is no exclusive representative within the district, the governing board shall, by written rule, prescribe the method by which the recommendation is to be made by its classified employees.

(Amended by Stats. 2000, Ch. 1, Sec. 5. Effective February 22, 2000.)

[45246.](#)

(a) Within 30 days after adoption of the system, the governing board shall publicly announce its intended appointee or appointees, as appropriate, and the appointee or appointees, as appropriate, nominated by its classified employees. As soon after their appointment as practicable but within 30 days, the appointed members shall announce their intended appointee for the third member. They may consider the recommendations of the governing board, the classified employees, or other concerned citizens. If these members do not announce their intended appointee within the 30-day period, the Superintendent of Public Instruction shall make the appointment.

"Adoption of the system" means, in the case of Section 45221, the day on which a successful election is certified to the governing board or, in the case of Section 45224, the day the governing board approves a motion, order, or resolution to adopt the system regardless of the date specified for operational commencement of the system.

(b) Where a system is already in existence and a vacancy will exist on December 1, by not later than September 30:

(1) The governing board shall publicly announce the name of the person it intends to appoint or reappoint, if the vacancy is its appointee.

(2) The appointee of the governing board and the appointee or appointees of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointee.

If the governing board and the classified employees of the district are unable to agree upon a nomination by September 30, the Superintendent of Public Instruction shall make the appointment within 30 days.

(c) Where a system is already in existence and a vacancy in a position nominated by the classified employees will occur, the classified employees shall submit the name of its nominee to the governing board at least 30 days before the date on which the vacancy will occur and the governing board shall appoint that nominee to be effective on the date on which the vacancy would occur.

(d) At a board meeting to be held after 30 and within 45 days of the dates specified in subdivision (a) and paragraph (1) of subdivision (b), as the case may be, the governing board in open hearing shall provide the public and employees and employee organizations the opportunity to express their views on the qualifications of those persons recommended by the governing board for appointment.

The board at the time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

In the case of the nominees of the classified employees, the board shall appoint the nominee, unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the board then shall appoint the new nominee.

(e) If a vacancy exists because of a failure of the classified employees to agree on a nominee, the board may make an emergency appointment as authorized in subdivision (b) of Section 45248. If there is no personnel director, the board nevertheless may make an emergency interim appointment under this subdivision.

(f) At the next regularly scheduled personnel commission meeting to be held after 30 days from adoption of the system, as specified in subdivision (a), or at the next

regularly scheduled personnel commission meeting to be held after 30 days from the day the intended appointee is announced, as specified in paragraph (2) of subdivision (b), as the case may be, the appointee of the governing board and the appointee nominated by the classified employees shall, in an open hearing, provide the public and employees and employee organizations the opportunity to express their views on the qualifications of each candidate recommended for the vacancy. Each candidate shall be invited to this meeting.

The appointee of the governing board and the appointee nominated by the classified employees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(g) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days.

(Amended by Stats. 2000, Ch. 1, Sec. 6. Effective February 22, 2000.)

45247.

Appointees to a commission in a district which has newly adopted the system shall take office upon receipt of notification of appointment but the term of office shall run from noon of the first day of December next succeeding.

In school districts with a three-member personnel commission, the initial appointee of the governing board shall serve a three-year term, and the term of the appointee recommended by classified employees, and the third member selected by the two other members shall be for two years and one year respectively.

In school districts which have elected to establish a five-member personnel commission, one of the initial appointees of the governing board, and one of the initial appointees nominated by the classified employees shall serve three-year terms. The term of the other initial appointee of the governing board, and the other initial appointee nominated by the classified employees of the district, shall be for two years, and the term of the appointee selected by the other members of the commission shall be for one year.

Subsequent terms shall be for three years commencing at noon the first day of December.

A three-member commission may perform any act authorized or required by law when two members have been appointed.

A five-member commission may perform any act authorized or required by law when three members have been appointed.

(Amended by Stats. 1985, Ch. 723, Sec. 5.)

45248.

(a) Appointment to vacancies occurring subsequent to the initial appointment shall be made by the original appointing authority either for a new full term or to fill an unexpired term. The procedures required in Sections 45245 and 45246 shall be followed in the appointment and recommendation for appointment to fill vacancies occurring subsequent to the initial appointments.

(b) Notwithstanding subsection (a) the governing board at the request of the personnel director shall declare that an emergency exists and shall make an interim

appointment to fill a vacancy or vacancies to insure the continuance of the functions of the personnel commission. An interim appointment shall terminate on the date the notification of permanent appointment is received by the appointee.

(c) An interim appointee must meet the requirements of Section 45244 and be free of the restrictions contained therein.

(d) An interim appointment in no event shall be valid for more than 60 days.

(Enacted by Stats. 1976, Ch. 1010.)