



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

September 23, 2021 – 12:30 p.m.

LOCATION

As authorized by Governor Newsom'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 and establishing new requirements for conduct of telephonic or electronic meetings, 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

Gary Pickavet called the meeting to order at 12:31 p.m.

2. Roll Call

Members Present

Gary Pickavet, Chair
Carmen Jaramillo, Vice Chair
Mike Ostini, Commissioner

3. Pledge of Allegiance

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

4. Changes to the Agenda

The Director, Human Resources noted that additional legal guidance about AB 361 had become available, and that a vote on item 13 was not required.

5. Introduction of GuestsStaff present:

Mari Baptista, Assistant Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Rachel Walsh, Classified Human Resources Specialist
Tom Heiduk, Manager, Credentials Services
Susan Salcido, County Superintendent of Schools

6. Public Comment — None**7. Approval of Minutes of Meeting Held August 26, 2021**

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini

VOTE: 3-0

8. Communications — None**9. Informational Items****a. Media Releases/Columns**

Media releases were made available from the County Superintendent of Schools about (1) the Classified School Employee of the Year ceremony; (2) the Salute to Teachers event scheduled for November 6; and (3) the second round of Operation Recognition, in which veterans and individuals subjected to relocation during World War II whose educations were interrupted by military service or internment can be granted high school diplomas, including posthumously.

b. Legislative Update

The Director reported that there is legislation pending that the Governor is expected to sign that would amend the procedures for classified layoffs to align them with the procedures in place for certificated layoffs. This is expected to have some significant impacts. A more detailed report will be provided later, once the legislation has been signed and all the particulars are known.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated October 7, 2021**

c. Position Announcements**11. Action Items****a. Ratification of Eligibility Lists**

- i. Accounting Assistant (Dual – South)
- ii. Child Care Assistant (Dual – North (Lompoc))
- iii. Educational Interpreter, American Sign Language, Waiver (Dual – North)
- iv. Manager, Early Care and Education Services (Dual – South)

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 3-0

b. Classification of Positions — None**c. Job Description**

The Director, Human Resources recommended a revised job description, title change, and salary adjustment for the position of Communications Specialist — Bilingual to reflect the change in the bilingual requirement from required to preferred.

Dr. Salcido thanked Commissioners Jaramillo and Ostini for attending the Classified School Employee of the Year ceremony. She acknowledged the work of Human Resources during the pandemic and in recruiting.

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 3-0

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Public Hearing**

A public hearing was conducted in accordance with State Board of Education requirements for consideration of SBCEO's waiver request for Educational Interpreter, American Sign Language. SBCEO has offered a position as an Educational Interpreter, American Sign Language under a state waiver because the candidate has not yet taken the qualifying exam. As part of the waiver conditions, the employee will receive mentoring from an employee in the classification who is certified. The waiver application process requires a public

hearing, as well as concurrence from the Board or Superintendent and from the bargaining unit representative. The public hearing was called to order at 1:00 p.m.; no members of the public attended the hearing, which concluded at 1:03 p.m.

13. Format of Personnel Commission Meetings

There was a discussion of local case rates and the requirements of AB 361. Safety was a primary concern, and it was noted that case rates are higher in North County, and that virtual meetings reduce risk. The Commissioners chose to vote on a motion to conduct the October meeting virtually.

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo gave kudos to SBCEO for the CSEY ceremony on September 2; she enjoyed the Board meeting as well. She has observed that parents are keeping their children out of activities, although she did attend her first youth football game recently.

Commissioner Ostini concurred that the CSEY ceremony was very well done; it was great to see the honorees' families and superintendents in attendance and to see SBCEO staff in person.

Chair Pickavet had no PC-related items to report.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director formally welcomed Rachel Walsh to the Classified Human Resources team.

The Director invited the Commissioners to the October 7 Board meeting, where a public hearing will be held for Commissioner's reappointment to another three-year term

The Director reported that she and several members of the HR staff had met with assistant superintendents Kirsten Escobedo and Bridget Baublits to discuss some proposals for improving substitute recruitment and retention, and agreed to make several changes. The lack of substitutes that SBCEO is currently experiencing impacts regular classified employees. In addition, because we frequently hire substitutes as regular employees, enhancing and expanding our classified substitute pool will benefit our efforts to hire classified staff.

In preparation for the regular testing SBCEO will be required to do for unvaccinated employees, the Assistant Superintendent of Human Resources has been collaborating with a local company to increase testing capacity for all school districts that want to participate in the agreement SBCEO is negotiating with them.

The Director expressed early happy birthday wishes to Commissioner Pickavet.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:33 p.m. The next regularly scheduled meeting will be held on October 28, 2021 at 12:30 p.m. by videoconference.



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

Gary Pickavet
Chair, Personnel Commission



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307

Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Sept 18 through Oct 22, 2021

Position #	Position Information
2451	Paraprofessional • Clarence Ruth Preschool • North County 30.00 hours per week • 10.00 months 30 hrs/wk
2452	Paraprofessional • Lenora Fillmore Preschool • North County 28.00 hours per week • 10.00 months 28 hrs/wk
2453	Paraprofessional • Lenora Fillmore Preschool • North County 14.00 hours per week • 10.00 months 14 hrs/wk
2454	Paraprofessional • Cuyama Elementary School • North County 32.50 hours per week • 10.00 months 32.5 hrs/wk
2457	Child Care Services Technician • Early Care and Education - Hope Center • South County 40.00 hours per week • 12.00 months
2458	Clerical Assistant • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months Bilingual required
2459	Child Care Services Technician • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months
2460	Child Care Services Technician • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months
2462	Accounting Assistant • Accounting - Fiscal Services • South County 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

November 4, 2021

Appointments

Limited Term/Substitute

Anggreni, Putu Saoirse October 19, 2021
Student Worker • Partners In Education • Hope Center
• Hourly as needed

Bernal Angelito, Nestor October 13, 2021
Student Worker • Partners In Education • Hope Center
• Hourly as needed

Guefroudj, Noor September 23, 2021
Student Worker • Internal Services • Cathedral Oaks
• Hourly as needed

Mervin, Katie October 15, 2021
Manager, Early Care and Education Services • Early Care and Education • Santa Maria
100% • Hourly as needed

Nava, Perla September 24, 2021
Student Worker • Partners In Education • Hope Center
• Hourly as needed

Santiago-Rico, Carlos September 20, 2021
Student Worker • Human Resources • Cathedral Oaks
• Hourly as needed

Probationary

Estrada, Jacqueline September 27, 2021
Accounting Assistant • Internal Services • Fiscal Services - Budgeting
100% • 12 months

Sanchez Aguilar, Jennifer

October 11, 2021

Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Changes

Anniversary Increase

Acheoual, Nancy

October 1, 2021

Paraprofessional • Special Education • Robert Bruce Preschool
67.5% • 10 months

Aguirre, Ancelmo

October 1, 2021

Paraprofessional • Special Education • Cabrillo High School
90.825% • 10 months

Caffery, Lisa

October 1, 2021

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

Cahill, Joan

October 1, 2021

Paraprofessional • Special Education • Cabrillo High School
81.25% • 10 months

Carbajal-Esparza, Olivia

October 1, 2021

Paraprofessional • Special Education • Speech/Language Services, Miller
75% • 10 months

Carrillo, Heracio

October 1, 2021

Custodian • Internal Services • Operations North
62.5% • 12 months

Castaneda, Gloria

October 1, 2021

Child Care Assistant • Early Care and Education • Los Alamos State Preschool
62.5% • 10 months

Cronin, Diana	October 1, 2021
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County 100% • 12 months	
Dillon, Ana	October 1, 2021
Accounting Technician, Senior • Internal Services • Accounting 100% • 12 months	
Gonzalez, Bertha	October 1, 2021
Paraprofessional • Special Education • Infant Services, Santa Maria 50% • 12 months	
Hunter, Staci	October 1, 2021
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll 100% • 12 months	
Inda-Orozco, Maria	October 1, 2021
Paraprofessional • Special Education • Infant Services, South/Valley 50% • 12 months	
Lawton, Rachel	October 1, 2021
Administrative Assistant • Educational Technology Services • Educational Technology Services 100% • 12 months	
Lee, Melissa	October 1, 2021
Accounting Supervisor • Internal Services • Accounting 100% • 12 months	
Lemos, Frank	October 1, 2021
Delivery Specialist II • Internal Services • Operations South 100% • 12 months	
Perkins, Denise	October 1, 2021
Licensed Vocational Nurse • Special Education • Licensed Vocational Nurse South 81.25% • 10 months	

Robles, Violeta October 1, 2021
Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Sanchez-Corona, Nancy October 1, 2021
Child Care Services Technician • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Valentin Contreras, Jose October 1, 2021
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months

Walker, Kristen October 1, 2021
Digital Media Resources Developer • Educational Technology Services • Educational Technology Services
60% • 12 months

Walsh, Heather October 1, 2021
Computer/Network Technician II • Special Education • Special Education Support Staff, Valley
100% • 12 months

Weger, Richard October 1, 2021
Payroll Specialist • School Business Advisory Services • School Business Advisory Services Payroll
100% • 12 months

Demotion

Hauber, Vanetta October 11, 2021
Paraprofessional, Behavioral Intervention • Special Education • Behavior Specialist Support, Santa Maria
75% • 10 months
Non completion of probation

Differential - Add

Solorio, Maria September 22, 2021
Paraprofessional • Human Resources • Manzanita Charter School
81.25% • 10 months
Specialized Health Care

Longevity Increment

Padilla, Leticia October 1, 2021
Paraprofessional • Special Education • Deaf/Hard-of-Hearing Services
75% • 10 months
30 years

Probation to Permanent

Conrad, Courtney October 1, 2021
School Occupational Therapist • Special Education • School Occupational Therapy Services
100% • 10 months

Leonard, Julie October 1, 2021
Paraprofessional • Special Education • Zaca Preschool
62.5% • 10 months

Lopez, Olga October 1, 2021
Student Information Specialist • Special Education • Special Education Support Staff North
100% • 12 months

Promotion

Lyons, Virginia October 1, 2021
Program Associate • Partners In Education • Partners in Education - Program Services
100% • 12 months



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of

Child Care Services Technician

Full-Time • 12 months/year

Early Care and Education - Hope Center

Santa Barbara

Salary: \$3,099 - \$3,934/mo. (hiring range; current top step: \$4,350)

Apply by: 10/29/2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a team player with a “can-do” attitude and a flexible approach to carrying out assignments. You are detail-oriented and accurate in your work. You are adept to 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 collaborate and have positive relationships with the community organizations and providers. You strive to provide the best services to families and their children; supporting SBCEO’s vision of service and leadership.

The position: Performs enrolling and registering of children and families into the subsidized childcare programs offered through the Santa Barbara County Education Office. Determines family program eligibility and need. The Child Care Services Technician provides customer service to the Child Development Programs that requires demonstrated knowledge of the programs as well as enrollment and eligibility determination.

Specific duties and responsibilities: Enrolls children and families into the program. Determines level of need, family income, and eligibility for subsidies. Assists families with enrollment applications. Applies family fees according to income level, family size and other needs; all according to fee schedules established by the Department of Education. May assist families by making referrals to other subsidies and support. Serves as a family advocate. Advises families on program requirements, procedures and obligations for subsidized childcare on a sustained basis. Works with other agencies to maintain up-to-date client file data such as employment, medical and other information. Reviews documentation for accuracy and contacts families to correct discrepancies. Serves as point-of-contact for parents to arrange and track their participation in childcare activities and verify participation that complies with program obligations. Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance. Prepares communications with families including those for terminating services. Performs other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge: Requires a basic knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping. Requires working knowledge of special subsidy programs. Requires knowledge of and skill at using personal computers to access and use common desktop productivity software and perform data entry on to student information databases. Requires knowledge of and skills in office methods and procedures, proper English language usage, grammar, syntax, composition, vocabulary, spelling and punctuation. Requires sufficient math skill to perform business math computations. Requires sufficient human relation skills to use proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office.

Abilities: Requires the ability to learn and apply regulations, policies, guidelines and procedures relating to childcare, enrollment, eligibility, and compliance. Requires the ability to multi-task and remain calm in possible stressful and/or urgent situations. Requires the ability to work independently and collaboratively, prioritize workload, analyze problems and determine solutions. Requires the ability to compile student and family-related data. Requires the ability to maintain productive work relationships with staff, parents and external agencies. Requires the ability to compose general office correspondence, analyze income and other financial documentation. Requires the ability to maintain accurate records, file and maintain filing systems, maintain confidentiality of private and/or sensitive information. May require the ability to work varying shifts.

Education and experience: Requires a high school diploma or equivalent and two years of experience in social service and/or community work. College units in early childhood education or child development are preferred.

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

Working conditions: Work is performed indoors where minimal safety considerations exist. Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

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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2 - Full-Time, 40 hours/week • 12 months/year

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Clerical Assistant

Full-Time • 12 months/year

Bilingual required

Early Care and Education
Santa Maria

Salary: \$3,388 - \$4,300/mo. (hiring range; current top step: \$4,753)

Apply by: 10/29/2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a dependable, punctual, caring professional with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and vendors.

The position: This is an experienced-level classification in which incumbents perform a variety of clerical and related duties in support of the assigned program or office operations. Duties may include but are not limited to: word processing, data entry, reception activities, meeting support, room reservations, maintaining files and records in paper and/or electronic format, typing, scanning, and filing. Incumbents work independently, within established guidelines and procedures.

Specific duties and responsibilities: Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office. Receive, screen, and route U.S. and interoffice mail or email sent to a general inbox. Request, provide, or verify information by means of phone, email, electronic database, or paper forms. Compose correspondence and email communications from oral instructions or rough drafts. Using a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed. Prepare and maintain files according to established procedures. Prepare purchase orders, invoices, travel claims, and other transactions. Schedule appointments and coordinate arrangements for meetings, workshops, or conferences. Maintain confidential information, records and files. Perform other related duties as assigned.

REQUIREMENTS

Knowledge: Modern office practices, procedures, and equipment. Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone and email etiquette. Record-keeping practices. Standard office productivity software applications. Arithmetic, including percentages and fractions. Operations, policies, practices, and objectives of County Education Office and assigned program.

Abilities: Learn, apply, and explain rules, regulations, policies, and procedures related to assigned function(s) or program(s). Learn the functions, operations, policies, practices, and objectives of the County Education Office. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Organize work and set priorities. Work with speed and accuracy. Identify errors and discrepancies in order to pursue correction and resolution. Review information and make appropriate decisions, within limits of authority. Make accurate arithmetical computations. Attain proficiency in an enterprise financial system and other software programs and databases. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files and other sensitive material. Maintain records and prepare reports, using computerized databases or manual data collection. Represent SBCEO effectively with external parties, such as parents, service providers, and vendors.

Education and experience: Possession of a high school diploma or GED. Completion of college coursework in business, public administration, education, or related field is preferred and two years of experience performing clerical duties. Experience working in a public education setting preferred.

Licenses and certificates: May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working conditions: Employees in this classification generally work in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Privacy may be limited, and interruptions may be frequent.

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Service & Leadership

Seeks candidates for the position of

Communications Specialist

Full-Time • 12 months/year

Communications

Santa Barbara

Salary: \$4,623 - \$5,876/mo. (hiring range; current top step: \$6,490)

Apply by: 10/19/2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are an effective communicator, with advanced writing and verbal communications skills, and a willingness to learn new communications tools and strategies. You are highly organized and detail-oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, students, and the community.

The position: Under general supervision, this position coordinates and implements internal and external communication strategies for SBCEO and SBCEO provides support to the Director on administrative matters requiring knowledge of department policies and procedures, SBCEO rules and regulations, federal guidelines, and related codes and laws.

Specific duties and responsibilities: Execute social media strategies, create and maintain web content, market events, update databases and media lists, track projects and media exposure, and select or create digital media. Draft, edit, proof, and distribute digital and print communications copy (e.g. press releases, radio commentaries, publications, social media posts, flyers, Superintendent's columns) to represent SBCEO in the community. Research and summarize a variety of topics in order to make recommendations for management about media strategies, suggest topics for editorials, prepare for media interviews, and accomplish other communications goals. Gather, synthesize, and report data, including website and social media analytics, to evaluate the effectiveness of various communication strategies and recommend adjustments as needed. Coordinate and produce special events, including planning, logistics, marketing, and communications. Edit employee newsletter, including content creation and layout. Attend, photograph, and report on events and activities, as assigned. Advise and support departments to ensure that SBCEO's communications standards, policies, and procedures are followed. Independently or with the Director, represent SBCEO at events; provide staff support at meetings and events by taking notes, registering guests, and other activities. Represent SBCEO to the media as authorized by the Director of Communications or the Superintendent. Serve as backup webmaster.

Provide emergency communications support during natural disasters and other urgent situations affecting SBCEO or the community. Coordinate update of annual directory including data collection, publication distribution, and billing; provide updated information to key staff throughout the year; maintain lists of principals, superintendents, and school board members for website and directory purposes. Provide administrative support to Communications Department including creating requisitions, purchases, and budget reports and monitoring expenditures using SBCEO's enterprise financial system. Perform related duties as assigned.

REQUIREMENTS

Knowledge: Correct usage, grammar, spelling, punctuation, and vocabulary. Effective social media practices and strategies, including Facebook, Twitter, YouTube, and other platforms. Software applications used in the department. Public relations practices, procedures, and terminology.

Abilities: Draft a variety of written materials independently and from general oral instructions. Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change. Plan, organize, coordinate, and prioritize work. Learn to use an enterprise financial system. Learn principles of budget administration. Complete work despite frequent interruptions. Meet schedules and timelines. Work independently with little direction. Research topics and succinctly summarize findings. Quickly learn and navigate new technologies. Organize and edit rough draft copy. Take photos using a variety of devices, including camera, phone, and tablet. Use mobile devices to update digital content. Interact positively with peers, supervisors, the public, and other agencies. Demonstrate diplomacy, tact, patience, courtesy, and professionalism. Operate a variety of office machines and software efficiently. Experience using a website content management system (CMS) and skills in photography and videography are desirable.

Education and experience: Possession of an associate's degree in communications, journalism, public relations, marketing, or related field is required. Possession of a bachelor's degree in a related field is preferred and three years of experience in communications, public relations, marketing, or social media management, preferably in the public, education, or nonprofit sectors.

Licenses and certificates: Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working conditions: This position is 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 this position. This position is not typically exposed to significant safety hazards. Work is performed in a typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

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 10/22/2021 at . The oral examination for this classification is tentatively scheduled for 10/29/2021. 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
An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of
Office Assistant

Part-Time: 50% 20 hours/week • 10 months/year Bilingual required
Peter B. Fitzgerald Community School
Santa Maria

Salary: \$21.28 - \$29.87 per hour

Apply By: 10/7/2021

Apply Online: www.sbceo.org

Phone: 805-964-4710 x5212 or x5225

Ideal candidate: You are a dependable, punctual, caring professional, with well-developed communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You are a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. You can prioritize tasks and are motivated to complete work with minimal supervision. You are comfortable working with a high degree of attention to detail as well as incorporating new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

The position: Provide office support and administrative assistance requiring knowledge of County Education Office policies, rules, regulations and procedures, programs, organizations and functions.

Specific duties and responsibilities: Assist in the organization of the assigned office assuring efficiency of operations and work production. Compose independently or from oral instructions letters and materials requesting or providing information, including material of a confidential nature. Prepare correspondence, memorandums and other written materials from rough draft, clear copy or verbal instructions. Collect statistical and financial data and back-up material in order to consolidate data and prepare statistical, financial and administrative reports for review by management. May include registrar, student transition, and database entry as assigned. Interview callers both in person and on the telephone, screen and refer to other individuals as appropriate. Provide information to a variety of individuals and groups as requested while interpreting and explaining program policies, rules and procedures. Process office and administrative support details not requiring the immediate attention of management. Schedule appointments and



SANTA BARBARA
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Service & Leadership

coordinate arrangements for meetings, workshops or conferences. Prepare agendas and minutes, attending meetings and recording actions. Originate and independently prepare material for the manager's approval. Maintain confidential information, records and files. Train and provide work direction to clerical assistants as assigned. Assist the program manager in the revision, preparation and distribution of a variety of documents related to the assigned areas of the program or office. May prepare and assist in the preparation of information and other documents for submission to the County Board of Education for action. Monitor and audit budget expenditures, maintaining a variety of records, reports and files. Open, sort and route mail, responding to mail requiring routine response and composing other responses for the review and signature of management. May prepare and assist in grant preparation and contract management. Maintain calendars for management as assigned, including scheduling appointments and arranging travel accommodations. Oversee the ordering, inventory and distribution of office supplies and forms for the assigned program including preparing purchase orders, invoices, travel claims and other related documents. Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and other specialized equipment. Perform other job-related duties as assigned.

REQUIREMENTS

Knowledge: Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs. Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office. Analyze situations accurately and adopt an effective course of action. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Demonstrate keyboarding skills and speed as required by the assignment. Operate a computer to enter data, maintain records and generate reports. Establish and maintain effective working relationships with others. Meet schedules and timelines. Train and provide work direction to others. Maintain records and prepare reports. Work independently with little direction. Work confidentially with discretion.

Abilities: Knowledge of modern office practices, procedures and equipment. Knowledge of personal computers and software applications such as Microsoft Office, Excel, and Escape financial system. Correct English usage, grammar, spelling, punctuation and vocabulary. Knowledge of telephone techniques and etiquette that promote a strong sense of service to others. Knowledge of financial and statistical record keeping including making arithmetic calculations quickly and accurately. Knowledge of digital and paper record keeping techniques. Principles of providing work direction that promotes efficiency and production. Effective oral and written communication skills. Interpersonal relation skills using tact, patience and courtesy that promote a positive and respectful work environment.

Education and experience: Graduation from high school including or supplemented by business or administrative support courses and three years of increasingly responsible office experience; experience working in a public education setting preferred.



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Licenses and certificates: May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

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 combined final scores weighted as determined by the Director, Human Resources. If you have a disability that may require an accommodation during any of these selection procedures, you must notify Classified 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.



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of **Paraprofessional, Behavioral Intervention**

Part-Time: 75% 30 hours/week • 10 months/year

30 hrs/wk, start of 2021/2022 school year

Behavior Specialist Support
Lompoc

Salary: \$19.03 - \$24.16 per hour (hiring range; current top salary \$26.70 per hour)

Apply by: Open Until Filled

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: 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.

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: 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.

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: This examination has not yet been scheduled.

Eligibility list: These positions are open to promotional applicants and the general public who meet minimum qualifications. If this is a Paraprofessional position, 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 Commission

JOB DESCRIPTION

COORDINATOR, STUDENT INFORMATION SYSTEMS (DRAFT)

Reports to: Assistant Superintendent, Special Education

Division: Special Education

Our ideal candidate

You are able to master complex information systems and help other users achieve proficiency in using them. You are an effective leader who works with considerable independence and close attention to detail. You are an effective communicator and take pride in providing exceptional training and outstanding service. You are a skilled professional, a team player, and you consistently strive to do your best.

General description

Under general direction, provide leadership and expertise in the establishment, maintenance, modification, and administration of a variety of student information systems used by SBCEO and direct service districts; provide operational guidance and policy direction to SBCEO and direct service district colleagues to ensure data integrity and accuracy of reporting.

Specific duties and responsibilities

- Function as a resource and internal expert for SBCEO and direct service school districts on a variety of student information systems.
- Develop policies for all system users related to the use, maintenance, and administration of student information systems.
- Attend all trainings and meetings related to such systems to stay current with evolving state and federal regulations; formulate and facilitate the implementation of changes to current practices to align with changes to state and federal reporting requirements; serve as liaison with local districts and internal departments regarding updates and changes to data collection requirements.
- Develop procedure manuals, flowcharts, PowerPoint presentations, and other materials to help users understand requirements, timelines, and data collection and reporting procedures of various systems; coordinate and facilitate training workshops for users on the requirements and updates of various systems; identify staff to be trained.
- Ensure security of student information system by establishing policies and procedures for controlling access to databases, creating new accounts for authorized users, and granting appropriate rights; confirm that SBCEO users review and adhere to rules governing user behavior.
- Review and validate data submitted to a variety of student information systems for completeness and reasonability; 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.
- Correlate and reconcile data relationships throughout the student information system and state and federal databases; identify, investigate, and resolve errors and discrepancies in a variety of student information systems used by SBCEO and direct service school districts; inform system users of errors or out-of-compliance items and collaborate with them to resolve discrepancies; edit and revise data after thorough reconciliation; certify the accuracy of data transmitted to the state on behalf of SBCEO or direct service districts.

COORDINATOR, STUDENT INFORMATION SYSTEMS (DRAFT)

- Prepare data for submission in a variety of required local, state, and federal reports as requested or according to established timelines; submit and review required data transmissions via batch or online; 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, submit reports, or provide data to staff conducting assessments, audits, and statistical tests of levels of service, academic outcomes, and student demographics.
- Serve as SBCEO liaison with Special Education Local Plan Area (SELPA) on student information system used for individualized education plans; provide status reports to SBCEO and district administrators.
- Serve as a primary point of contact for staff, administrators, and other stakeholders with regard to student and SBCEO program data; process legal documents such as requests from 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.
- Represent SBCEO on statewide data group (COE) meetings;.
- Resolve student information system software and data communication issues, including the mapping of data from student information systems to state databases, and serve as liaison with software vendors for advanced troubleshooting; coordinates with SBCEO and district technical staff in planning system upgrades and maintenance.
- Compose and prepare a variety of correspondence, memoranda, policies and procedures, reports, and other documents.
- Perform related duties as assigned.

Requirements

Education: Possession of a bachelor's degree in education, business, information systems, or other related field. Appropriate related experience may be substituted for the education requirement on a year-for-year basis.

Experience: Two years of experience administering databases, student information systems, or equivalent records-based information systems. Experience using CALPADS and/or experience in K-12 public education is preferred.

Knowledge of:

- Principles of database administration
- Methods, procedures, and practices for information management in a computerized environment
- Methods, procedures, and practices for statistical data analysis
- Data collection and clean-up strategies
- Applicable laws, codes, regulations, and procedures, including those related to data and personal information security
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone etiquette
- Email etiquette
- Record-keeping practices



COORDINATOR, STUDENT INFORMATION SYSTEMS (DRAFT)

- Standard office productivity software applications
- Student and employee information systems and databases or comparable records-based information systems

Knowledge of CALPADS and student information systems used by school districts is desirable.

Ability to:

- Learn federal and state data collection procedures
- Learn operations, policies, practices, and objectives of County Education Office and districts
- Learn, apply, and explain rules, regulations, policies, and procedures related to student information systems
- Navigate and interface with a variety of school and district data systems
- Conduct queries and extract data from data systems and files
- Achieve proficiency in data control procedures, reporting requirements, and other aspects of administering assigned student information system or database
- Analyze available information, reach sound conclusions, and determine an appropriate course of action
- Plan, organize, prioritize, and schedule work of self and others
- Work independently and make sound decisions
- Develop new and revised policies, work methods, and procedures
- Coordinate work of district or SBCEO partners over whom one has no supervisory authority
- Represent department and SBCEO effectively with internal and external contacts
- 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
- Exercise tact and diplomacy
- Meet schedules and deadlines
- Maintain confidentiality of files, records, and other sensitive material
- Perform arithmetic calculations

Licenses and certificates

Some positions may require a valid California driver’s license.

Working conditions

This classification is 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 this classification. An incumbent would not typically be exposed to significant safety hazards.

Management salary range 14

Approved by the Personnel Commission: October 28, 2021 (pending approval)

Fiscal06a

Comparative Object Summary

Account Object Code	2021/22 Adopted Budget	2020/21 Revised Budget	2021/22 Actuals with Encum	2021/22 Rev Budget -Actuals	2021/22 Actuals /Rev Budget
Fund 01 - General Fund/County School Ser					
Expense					
2300 Class Admin Sal	135,610	129,708	137,604	7,896.00-	106.09 %
2400 Cler/Office Sal	136,331	131,489	140,002	8,512.85-	106.47 %
2430 Extra Hours/OT	3,000	3,000		3,000.00	
2440 Substitutes	3,000	3,000	5,608	2,607.88-	186.93 %
Total for Object 2000	277,941	267,197	283,214	16,016.73-	
3200	63,351	55,004	63,517	8,512.94-	115.48 %
3300	4,158	3,908	4,519	610.91-	115.63 %
3400	122,511	113,963	97,499	16,464.30	85.55 %
3500	138	132	1,407	1,275.02-	1,065.92 %
3600	3,976	3,808	4,397	589.21-	115.47 %
Total for Object 3000	194,134	176,815	171,339	5,476.22	
4300 Supplies	200	200		200.00	
4340 Tangible Dev	400	400		400.00	
4350 Office Supply	3,140	3,140	1,052	2,088.30	33.49 %
Total for Object 4000	3,740	3,740	1,052	2,688.30	
5200 Travel	9,000	9,000	543	8,456.58	6.04 %
5300 Dues/Membership	5,650	5,650	3,963	1,687.00	70.14 %
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		400.00	
5720 Postage	50	50	1	49.49	1.02 %
5730 Printing/Dupl	1,400	1,400	528	872.25	37.70 %
5740 Computer Suppt	710	740		740.00	
5800 Prof Consulting	7,400	7,370		7,370.00	
5810 Contract Servs	5,000	5,000		5,000.00	
5830 Advertisement	3,000	3,000	2,022	978.00	67.40 %

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2022, 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	2021/22 Adopted Budget	2020/21 Revised Budget	2021/22 Actuals with Encum	2021/22 Rev Budget -Actuals	2021/22 Actuals /Rev Budge
Fund 01 - General Fund/County School Ser (continued)					
Expense (continued)					
5850 Consultant Cont	2,500	2,500		2,500.00	
5930 Postge,Rfl Mtrs			48	48.28-	
Total for Object 5000	37,810	37,810	9,105	28,705.04	
Total for Org 061, Fund 01 and Expense accounts	513,625	485,562	464,709	20,852.83	