



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

February 24, 2022 – 12:30 p.m.

LOCATION

As authorized by Assembly Bill 361 allowing local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act, the meeting was conducted by videoconference only. Login information for the meeting was included in the publicly posted agenda for any members of the public who wished to attend.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:33 p.m.

2. Roll Call

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, 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 — None

5. Introduction of HR Staff and Guests

HR staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Rachel Walsh, Classified Human Resources Analyst

6. Public Comment — None

7. Approval of Minutes of Meeting Held January 27, 2022

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

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

A media release was made available from the County Superintendent of Schools reporting that SBCEO was serving as the distribution point to school districts for large quantities of masks that had been sent by the state.

b. Legislative Update

The Director, Human Resources reported that SB 114 had been signed into law, providing for a new round of supplemental paid sick leave, or SPSL, for California employees affected by COVID; the leave is available through September 30 of this year. HR and Payroll have been working through a number of action items in order to establish this new leave entitlement for employees, which is retroactive to January 1. She noted that implementation of the law, especially the retroactive application, represented a tremendous amount of work for several members of the HR and Payroll teams, and thanked Tracie Cordero for her diligent work.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated March 3, 2022****c. Position Announcements**

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

- i. Coordinator, Student Information Systems (Dual – South)
- ii. Paraprofessional (Open Continuous – North)
- iii. Paraprofessional (Open Continuous – North)
- iv. Paraprofessional (Open Continuous – North)

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

b. Classification of Positions — None**c. Job Descriptions — None****d. Extension of Eligibility List**

The Director, Human Resources recommended the extension of the eligibility list for Manager, Early Care and Education Services through April 26, 2022 in accordance with PC Rule 4451.3.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Consideration of Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

Pursuant to AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2022-5 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

REPORTS**13. PERSONNEL COMMISSIONER REPORTS**

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini had no PC-related items to report.

Commissioner Jaramillo reported that her district has a large volume of recruiting work.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director reminded the Commissioners to complete their Form 700 by April 1, if they had not done so already.

The Director thanked Commissioners Ostini and Jaramillo for attending the virtual service awards ceremony at the February Board meeting, noting that Commissioner Jaramillo made very inspiring comments that recognized all the staff.

The Director provided an update on the progress of research that HR has been doing related to adopting a new applicant tracking system to take the place of Filemaker.

The Director provided an update on classified layoffs, noting that HR continues to implement AB 438, the new legislation affecting classified layoffs. Layoff notice templates have been revised, and so far only one position had been identified as subject to a layoff reduction.

The Director concluded by informing the Commissioners that she will be writing a column not related to her SBCEO work for the Santa Barbara *Independent* newspaper.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA. Commissioner Ostini reported that the MOU revising the layoff article to reflect changes mandated by AB 438 was ratified at the member meeting on February 9.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:26 p.m. The next regularly scheduled meeting will be held on March 24, 2022 at 12:30 p.m. by videoconference.



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

Carmen Jaramillo
Chair, Personnel Commission

Santa Barbara County Board of Education

Classified Personnel Report

April 7, 2022

Appointments

Limited Term/Substitute

Castillo, Amy March 1, 2022
Student Worker • Partners In Education • Hope Center
• Hourly as needed

Coracero, Antonio March 4, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Magness, Jason February 23, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Naish, Shelby March 2, 2022
Student Worker • Partners In Education • Hope Center
• Hourly as needed

Ochoa, Paola March 2, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Petatan Gonzalez, Emily March 7, 2022
Student Worker • Human Resources • Cathedral Oaks
• Hourly as needed

Prinderville, Cynthia March 4, 2022
Child Care Assistant • Early Care and Education • Various Sites
• Hourly as needed

Tria, Vanessa January 28, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Probationary

Carroll, Jaime March 15, 2022
Paraprofessional • Special Education • Orcutt Academy H.S.Preschool
67.5% • 10 months

Coracero, Antonio February 24, 2022
Paraprofessional • Special Education • Ralph Dunlap School DHOH
30% • 10 months

Monette, Kayna March 9, 2022
Paraprofessional • Special Education • Taylor Preschool
67.5% • 10 months

Changes

Anniversary Increase

Almodovar, Nelson March 1, 2022
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months

Almquist, Brigitte March 1, 2022
Administrative Analyst • Educational Services • Educational Services
100% • 12 months

Contreras, Nancy March 1, 2022
Child Development Technician • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

De La Cruz, Alejandro March 1, 2022
Custodian/Maintenance Worker • Internal Services • Operations North
100% • 12 months

Delgado, Elvira Paraprofessional • Special Education • Montecito Union School 81.25% • 10 months	March 1, 2022
Devaux, Gabriela Paraprofessional • Special Education • Speech/Language Services, Lompoc 75% • 10 months	March 1, 2022
Diaz, Evelin Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE 100% • 10 months	March 1, 2022
Dominguez, Felipe Custodian • Internal Services • Operations South 100% • 12 months	March 1, 2022
Gallardo, Jose Paraprofessional • Special Education • Arellanes Junior High School 87.5% • 10 months	March 1, 2022
Hallberg, Jessica Payroll Supervisor • Internal Services • Payroll Administration 100% • 12 months	March 1, 2022
Johnson, Kendra Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby 40% • 12 months	March 1, 2022
Montgomery, Karyn Paraprofessional • Special Education • Vision Services 75% • 10 months	March 1, 2022
Morin, Jovonni Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 87.5% • 10 months	March 1, 2022

Perez, Alexis March 1, 2022
Paraprofessional • Special Education • Arthur Hapgood Preschool
67.5% • 10 months

Perez, Silvia March 1, 2022
Paraprofessional • Special Education • Arthur Hapgood Preschool
70% • 10 months

Rios, Josefa March 1, 2022
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County
100% • 11 months

Rodriguez, Yenica March 1, 2022
Paraprofessional • Special Education • Cuyama Elementary School
81.25% • 10 months

Sherlock, Peter March 1, 2022
Computer/Network Technician, Information Technology Services • ITS • Network & Microcomputer Support
100% • 12 months

Differential - Remove

Braz Gonzalez, Lupita March 1, 2022
Paraprofessional • Special Education • Orcutt Academy H.S.Preschool
70% • 10 months
Bilingual

Gonzalez, Jose February 25, 2022
Paraprofessional • Special Education • Alice Shaw Elementary
77.5% • 10 months
Bilingual & Specialized Health Care

Out of Classification/Return

Takeuchi, Sheila March 1, 2022
Administrative Assistant • Teacher Induction Program • Teacher Induction Program
100% • 12 months
From Training and Development Assistant

Takeuchi, Sheila

March 1, 2022

Training and Development Assistant • Teacher Induction Program • Teacher Induction Program
100% • 12 months
From Administrative Assistant

Probation to Permanent

Moody, Catherine

March 1, 2022

Paraprofessional • Special Education • Cold Spring School
81.25% • 10 months

Takeuchi, Sheila

March 1, 2022

Administrative Assistant • Teacher Induction Program • Teacher Induction Program
100% • 12 months



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

Dual Certification Eligibility List

Job Class: Health Advocate - Bilingual, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	23185	09-09-2022

Number of applicants:

Number of applicants passed screening:

Number of performance/written exam attendees:

Number of oral exam attendees:

03-09-2022



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

Dual Certification Eligibility List

Job Class: Health Advocate - Bilingual, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	23126	09-09-2022
2	23111	09-09-2022

Number of applicants:

Number of applicants passed screening:

Number of performance/written exam attendees:

Number of oral exam attendees:

03-09-2022



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

Open Continuous Certification Eligibility List

Job Class: Paraprofessional, Part-Time (North County)

Rank	Application Number	Date Eligibility Expires
1	23205	08-24-2022
2	23189	08-24-2022



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

Open Continuous Certification Eligibility List

Job Class: Paraprofessional, Part-Time (North County)

Rank	Application Number	Date Eligibility Expires
1	23306	09-09-2022
2	23277	09-09-2022



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

Open Continuous Certification Eligibility List

Job Class: Paraprofessional, Part-Time (North County)

Rank	Application Number	Date Eligibility Expires
1	23406	09-14-2022
2	23399	09-14-2022



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

Open Continuous Certification Eligibility List

Job Class: Paraprofessional, Part-Time (North County)

Rank	Application Number	Date Eligibility Expires
1	23416	09-17-2022



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

Open Continuous Certification Eligibility List

Job Class: Paraprofessional, Part-Time (North County)

Rank	Application Number	Date Eligibility Expires
1	23263	09-18-2022
2	23402	09-18-2022



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

Dual Certification Eligibility List

Job Class: School District Financial Advisor, Full-time, 225 days/year, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	23333	09-10-2022
2	23337	09-10-2022
3	23329	09-10-2022
4	23347	09-10-2022

Number of applicants: 6

Number of applicants passed screening: 6

Number of performance/written exam attendees: 6

Number of oral exam attendees: 4

03-17-2022



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

Promotional Certification Eligibility List

Job Class: Training and Development Assistant, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	23343	09-14-2022

Number of applicants: 1

Number of applicants passed screening: 1

Number of performance/written exam attendees: 1

Number of oral exam attendees: 1

03-14-2022



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

Dual Certification Eligibility List

Job Class: Youth Support and Service Specialist - Bilingual, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	23299	09-11-2022

Number of applicants: 6

Number of applicants passed screening: 5

Number of performance/written exam attendees: 5

Number of oral exam attendees: 3

03-11-2022



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

Dual Certification Eligibility List

Job Class: Youth Support and Service Specialist - Bilingual, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	23282	09-14-2022
2	23256	09-14-2022

Number of applicants: 5

Number of applicants passed screening: 5

Number of performance/written exam attendees: 3

Number of oral exam attendees: 2

03-14-2022

MANAGER, HEALTH LINKAGES PROGRAMS

Reports to: Health Linkages Program Coordinator

Division: Educational Services

Our ideal candidate

You are an excellent communicator, both orally and in writing. You are adept at working with diverse clientele representing varying roles. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are willing and able to provide some direct services to program participants. You are extremely organized, flexible, and calm under pressure. Above all, you are committed to empowering families and children through an integrated, comprehensive, and high-quality system of health education and services.

General description

Under the general direction of the Health Linkages Program Coordinator, assist in planning and executing countywide collaboratives and Health Linkages programs. The Manager, Health Linkages Programs collaborates with program partners to improve the health of children, families, and wider community of Santa Barbara County.

Specific duties and responsibilities

1. Plan, organize and execute countywide Health Linkages programs according to the goals and objectives of the program.
2. Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for program grants; coordinate activities, goals, objectives and evaluations with participating programs; develop procedures for the programs to include research-informed and best practices.
3. Recruit providers to participate in targeted programs; maintain and update provider/resource lists; procure health and educational materials for programs.
4. Work with Health Linkages staff and community partners to schedule volunteer providers and coordinate preventative education for students, parents and providers; help to identify gaps in health services in Santa Barbara County.
5. Schedule and facilitate regular meetings with community partners, Family and Health Advocates, and their supervisors to assess needs for health education and services, review program data, and monitor program performance.
6. Work with Health Linkages Coordinator, Children and Family Resource Services, SBCEO fiscal department staff and administrative staff to establish billing and reimbursement procedures for health providers.

MANAGER, HEALTH LINKAGES PROGRAMS

7. Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and trainings throughout Santa Barbara County, the region, and the state.
8. Act as spokesperson representing the interests of Health Linkages programs; maintain effective internal and external public relations.
9. Assist in grant writing to maintain or expand Health Linkages programs; complete reports as required; incorporate new resources as available to enhance or achieve program goals.
10. Performs general administrative duties as directed, and other duties as assigned.

Requirements

Education: Bachelor's degree in health, public administration, or other related field.

Experience: Two years of experience administering health or social services programs that included responsibility for two or more of the following: needs assessment, program development, program review, case management, data collection and analysis, grant writing, budget management, group facilitation, professional development, and workshop/event coordination.

Additional relevant experience may be substituted for education on a year-for-year basis.

Depending on assignment, valid California licensure in a health-related field (such as Registered Nurse, Registered Dental Hygienist, or Registered Dental Assistant) may be substituted for a bachelor's degree.

Knowledge of

- Principles and practices of program administration and professional development
- Budget development and management
- Current principles and practices in community health
- Local, state and national laws and policies affecting community health
- Program development and evaluation
- Effective grant writing strategies
- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English

MANAGER, HEALTH LINKAGES PROGRAMS

- Standard office productivity software
- Community organizations, resources and services
- Community outreach and engagement techniques

Depending on assignment, knowledge of oral health education and dental care may be required.

Ability to

- Communicate effectively, both orally and in writing
- Research, write and present reports
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Organize, implement and evaluate training programs
- Operate a computer and other office equipment and related software programs
- Work independently, exercise sound judgment, and assume responsibility for completion of tasks
- Coordinate work of third parties over whom one has no supervisory authority
- Work with frequent interruptions
- Adapt to diverse populations, environments, and requirements
- Establish and maintain working relationships with individuals from diverse socioeconomic backgrounds
- Maintain confidential health records
- Sufficient visual acuity to read written materials and computer screens
- Sufficient hand-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device

Depending on assignment, ability to speak, read, and write Spanish fluently may be required.

Licenses and certificates

Possession of a valid California driver's license and the use of a dependable vehicle are required.



MANAGER, HEALTH LINKAGES PROGRAMS

Working conditions

Work is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.

Depending on assignment, incumbent will be required to wear personal protective equipment when applying fluoride varnish.

Management salary range 14

<i>Approved by the Personnel Commission:</i>	June 29, 2006
<i>Revised:</i>	September 27, 2018
<i>Revised:</i>	September 26, 2019

MANAGER, HEALTH LINKAGES PROGRAMS - DRAFT

Reports to: ~~Health Linkages Program Coordinator~~ Director, Children and Family Resource Services

Division: Educational Services

Our ideal candidate

You are an excellent communicator, both orally and in writing. You are adept at working with diverse clientele representing varying roles. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are willing and able to provide some direct services to program participants. You are extremely organized, flexible, and calm under pressure. Above all, you are committed to empowering families and children through an integrated, comprehensive, and high-quality system of health education and services.

General description

Under ~~the~~ general direction ~~of the Health Linkages Program Coordinator, assist in~~ planning, plan, execute, and executing/administer countywide collaboratives and Health Linkages programs. The Manager, Health Linkages Programs collaborates with program partners to improve the health of children, families, and the wider community of Santa Barbara County.

Specific duties and responsibilities

1. Plan, organize and execute countywide Health Linkages programs according to the goals and objectives of the program.
2. Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for program grants; coordinate activities, goals, objectives and evaluations with participating programs; develop procedures for the programs to include research-informed and best practices.
3. Recruit providers to participate in targeted programs; maintain and update provider/resource lists; procure health and educational materials for programs.
4. May supervise program staff, including: interviewing and selecting staff; providing training and professional development to staff; making assignments, reviewing work in progress or upon completion, and assisting staff in resolving problems or errors; setting performance standards, providing performance feedback to staff, and preparing performance evaluations; providing counseling to employees and initiating corrective action or the progressive discipline process as needed.
- 4.5. Work with Health Linkages staff and community partners to schedule volunteer providers and coordinate preventative education for students, parents and providers; help to identify gaps in health services in Santa Barbara County.

MANAGER, HEALTH LINKAGES PROGRAMS - DRAFT

5-6. Schedule and facilitate regular meetings with community partners, Family and Health Advocates, and their supervisors to assess needs for health education and services, review program data, and monitor program performance.

6-7. ~~Work~~Collaborate with ~~Health Linkages Coordinator,~~the Director of Children and Family Resource Services, SBCEO fiscal department staff, and administrative staff to establish billing and reimbursement procedures for health providers.

7-8. Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and trainings throughout Santa Barbara County, the region, and the state.

8-9. Act as spokesperson representing the interests of Health Linkages programs; maintain effective internal and external public relations.

9-10. _____ Assist in grant writing to maintain or expand Health Linkages programs; complete reports as required; incorporate new resources as available to enhance or achieve program goals.

10-11. _____ ~~Performs~~Perform general administrative duties as directed, and other duties as assigned.

Requirements

Education: Bachelor's degree in health, public administration, or other related field.

Experience: Two years of experience administering health or social services programs that included responsibility for two or more of the following: needs assessment, program development, program review, case management, data collection and analysis, grant writing, budget management, group facilitation, professional development, and workshop/event coordination.

Additional relevant experience may be substituted for education on a year-for-year basis.

Depending on assignment, valid California licensure in a health-related field (such as Registered Nurse, Registered Dental Hygienist, or Registered Dental Assistant) may be substituted for a bachelor's degree.

Knowledge of

- Principles and practices of program administration and professional development
- Budget development and management
- Current principles and practices in community health
- Local, state and national laws and policies affecting community health

MANAGER, HEALTH LINKAGES PROGRAMS - DRAFT

- Program development and evaluation
- Effective grant writing strategies
- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software
- Community organizations, resources and services
- Community outreach and engagement techniques

Depending on assignment, knowledge of oral health education and dental care may be required.

Ability to

- Communicate effectively, both orally and in writing
- Research, write and present reports
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Organize, implement and evaluate training programs
- Operate a computer and other office equipment and related software programs
- Work independently, exercise sound judgment, and assume responsibility for completion of tasks
- Coordinate work of third parties over whom one has no supervisory authority
- Work with frequent interruptions
- Adapt to diverse populations, environments, and requirements
- Establish and maintain working relationships with individuals from diverse socioeconomic backgrounds
- Maintain confidential health records
- Sufficient visual acuity to read written materials and computer screens
- Sufficient hand-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device



MANAGER, HEALTH LINKAGES PROGRAMS - DRAFT

Depending on assignment, ability to speak, read, and write Spanish fluently may be required.

Licenses and certificates

Possession of a valid California driver's license and the use of a dependable vehicle are required.

Working conditions

~~Work is performed in a typical modern office environment. Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards. Incumbent may occasionally be required to wear personal protective equipment when performing certain duties, such as when applying fluoride varnish.~~

Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.

~~Depending on assignment, incumbent will be required to wear personal protective equipment when applying fluoride varnish.~~

Management salary range 14

<i>Approved by the Personnel Commission:</i>	June 29, 2006
<i>Revised:</i>	September 27, 2018
<i>Revised:</i>	September 26, 2019
<i><u>Revised:</u></i>	<u>March 24, 2022 (pending approval)</u>

MANAGER, HEALTH LINKAGES PROGRAMS - DRAFT

Reports to: Director, Children and Family Resource Services

Division: Educational Services

Our ideal candidate

You are an excellent communicator, both orally and in writing. You are adept at working with diverse clientele representing varying roles. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are willing and able to provide some direct services to program participants. You are extremely organized, flexible, and calm under pressure. Above all, you are committed to empowering families and children through an integrated, comprehensive, and high-quality system of health education and services.

General description

Under general direction, plan, execute, and administer countywide collaboratives and Health Linkages programs. The Manager, Health Linkages Programs collaborates with program partners to improve the health of children, families, and the wider community of Santa Barbara County.

Specific duties and responsibilities

1. Plan, organize and execute countywide Health Linkages programs according to the goals and objectives of the program.
2. Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for program grants; coordinate activities, goals, objectives and evaluations with participating programs; develop procedures for the programs to include research-informed and best practices.
3. Recruit providers to participate in targeted programs; maintain and update provider/resource lists; procure health and educational materials for programs.
4. May supervise program staff, including: interviewing and selecting staff; providing training and professional development to staff; making assignments, reviewing work in progress or upon completion, and assisting staff in resolving problems or errors; setting performance standards, providing performance feedback to staff, and preparing performance evaluations; providing counseling to employees and initiating corrective action or the progressive discipline process as needed.
5. Work with Health Linkages staff and community partners to schedule volunteer providers and coordinate preventative education for students, parents and providers; help to identify gaps in health services in Santa Barbara County.

MANAGER, HEALTH LINKAGES PROGRAMS - DRAFT

6. Schedule and facilitate regular meetings with community partners, Family and Health Advocates, and their supervisors to assess needs for health education and services, review program data, and monitor program performance.
7. Collaborate with the Director of Children and Family Resource Services, SBCEO fiscal department staff, and administrative staff to establish billing and reimbursement procedures for health providers.
8. Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and trainings throughout Santa Barbara County, the region, and the state.
9. Act as spokesperson representing the interests of Health Linkages programs; maintain effective internal and external public relations.
10. Assist in grant writing to maintain or expand Health Linkages programs; complete reports as required; incorporate new resources as available to enhance or achieve program goals.
11. Perform general administrative duties as directed, and other duties as assigned.

Requirements

Education: Bachelor's degree in health, public administration, or other related field.

Experience: Two years of experience administering health or social services programs that included responsibility for two or more of the following: needs assessment, program development, program review, case management, data collection and analysis, grant writing, budget management, group facilitation, professional development, and workshop/event coordination.

Additional relevant experience may be substituted for education on a year-for-year basis.

Depending on assignment, valid California licensure in a health-related field (such as Registered Nurse, Registered Dental Hygienist, or Registered Dental Assistant) may be substituted for a bachelor's degree.

Knowledge of

- Principles and practices of program administration and professional development
- Budget development and management
- Current principles and practices in community health
- Local, state and national laws and policies affecting community health
- Program development and evaluation

MANAGER, HEALTH LINKAGES PROGRAMS - DRAFT

- Effective grant writing strategies
- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software
- Community organizations, resources and services
- Community outreach and engagement techniques

Depending on assignment, knowledge of oral health education and dental care may be required.

Ability to

- Communicate effectively, both orally and in writing
- Research, write and present reports
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Organize, implement and evaluate training programs
- Operate a computer and other office equipment and related software programs
- Work independently, exercise sound judgment, and assume responsibility for completion of tasks
- Coordinate work of third parties over whom one has no supervisory authority
- Work with frequent interruptions
- Adapt to diverse populations, environments, and requirements
- Establish and maintain working relationships with individuals from diverse socioeconomic backgrounds
- Maintain confidential health records
- Sufficient visual acuity to read written materials and computer screens
- Sufficient hand-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device



MANAGER, HEALTH LINKAGES PROGRAMS - DRAFT

Depending on assignment, ability to speak, read, and write Spanish fluently may be required.

Licenses and certificates

Possession of a valid California driver's license and the use of a dependable vehicle are required.

Working conditions

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards. Incumbent may occasionally be required to wear personal protective equipment when performing certain duties, such as when applying fluoride varnish.

Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.

Management salary range 14

<i>Approved by the Personnel Commission:</i>	June 29, 2006
<i>Revised:</i>	September 27, 2018
<i>Revised:</i>	September 26, 2019
<i>Revised:</i>	March 24, 2022 (pending approval)



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

Open Continuous Certification Eligibility List

Job Class: Paraprofessional, Part-Time (North County)

Rank	Application Number	Date Eligibility Expires
1	22074	03-21-2022
2	22128	03-21-2022



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

DRAFT

Personnel Commission Meetings 2022/2023

Date & Time	Location
Thursday, July 28, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, August 25, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, September 22, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, October 27, 2022 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, November 17, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, December 15, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, January 26, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, February 23, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, March 23, 2023 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, April 27, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, May 25, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, June 22, 2023 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South

Meetings are typically held the fourth Thursday of each month starting at 12:30 p.m. at the Santa Barbara County Education Office Board Room, located at 4400 Cathedral Oaks Road, Santa Barbara and video conference in the North County Board Room, located at 402 Farnel Road, Santa Maria.

*** The October, March, and June Personnel Commission meetings are typically held at the Santa Barbara County Education North Office Board Room, 402 Farnel Road, Santa Maria, starting at 12:30 p.m.**