



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
May 27, 2021 – 12:30 p.m.

AGENDA

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

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

SPECIAL NOTE

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 April 22, 2021 Personnel Commission meeting will be conducted by videoconference only. Members of the public wishing to attend the meeting remotely may contact the Director, Human Resources at aramos@sbceo.org prior to 11:30 a.m. on April 22 to obtain login credentials for the meeting. The Director will also provide an electronic version of the “Request to Address Personnel Commission” form, which members of the public may submit by email or fax.

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Guests**
- 6. Public Comment**
- 7. Minutes of Meeting Held April 22, 2021**
(Attachment)

MOVED:

SECONDED:

VOTE:

- 8. Communications — None**
- 9. Informational Items**
 - a. Media Releases/Editorials**
Available for review from the County Superintendent of Schools.
 - b. Legislative Updates**
Available for review from the Director, Human Resources.

REGULAR BUSINESS

- 10. Informational Items**
 - a. List of New Positions**
(Attachment)
 - b. Classified Personnel Report dated June 3, 2021**
(Attachment)

c. Position Announcements

(Attachments)

- i. Accounting Technician (Dual – South)
- ii. Administrative Assistant (Dual – South)
- iii. Custodian (Dual – North)
- iv. Educational Data Analyst (Dual – South)
- v. Program Associate (Dual – South)
- vi. Vocational Assistant (Dual – North)

11. Action Items

a. Ratification of Eligibility Lists

(Attachments)

- i. Child Care Assistant (Dual – North)
- ii. Coordinator, Human Resources (Dual – South)

MOVED: SECONDED: VOTE:

b. Classification of Positions — None

c. Job Description

(Attachments)

Proposed revision of the job description for Payroll and Benefits Assistant, with a proposed new title of Benefits Technician. This revised job description and title have the support of the Assistant Superintendent of Human Resources and the County Superintendent of Schools.

MOVED: SECONDED: VOTE:

UNFINISHED BUSINESS – None

NEW BUSINESS**12. Proposed 2021-22 Personnel Commission Budget**
(Attachment)**Public Hearing — time certain 1:00 p.m.**

A public hearing will be conducted in accordance with the requirements of California Education Code Section 45253 for consideration of the Personnel Commission budget for fiscal year 21-22. This will allow members of the County Board of Education, SBCEO administration, and members of the public the opportunity to present their views on the proposed budget.

MOVED:

SECONDED:

VOTE:

13. Review of Draft Letter to Santa Barbara County CSEY Honorees
(Attachment)**14. Discussion: Timing of Return to In-Person Personnel Commission Meetings****15. Procedure and Timing of Evaluation of Director, Human Resources****REPORTS****16. PERSONNEL COMMISSIONER REPORTS****17. DIRECTOR, HUMAN RESOURCES REPORT****18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT****CLOSED SESSION** — None scheduled**ADJOURNMENT**

The next scheduled meeting will be held on Thursday, June 24, 2021, at 12:30 p.m. The meeting will likely be held via videoconference. If so authorized by the Governor and public health authorities, the meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.