



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
August 26, 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 August 26, 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 August 26 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. Approval of Minutes**
 - a. Minutes of Regular Meeting Held July 22, 2021**
(Attachment)

MOVED: SECONDED: VOTE:
 - b. Minutes of Special Meeting Held August 19, 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 — None**
 - b. Classified Personnel Report dated September 2, 2021**
(Attachment)

c. Position Announcements

(Attachments)

- i. Accounting Assistant (Dual – South)
- ii. Child Care Assistant (Dual – North (Lompoc))
- iii. Child Care Assistant (Dual – North (Floater – Lompoc))
- iv. Paraprofessional, Behavioral Intervention (Dual – North)
- v. Technology Support Administrative Assistant (Dual – South)
- vi. Welcome Every Baby (WEB) Nurse (Dual – South)

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

(Attachments)

- i. Accounting Technician (Dual – South)
- ii. Child Care Assistant (Dual – North (Lompoc))
- iii. Classified Human Resources Analyst (Dual – South)
- iv. Health Advocate (Dual – North)

MOVED:

SECONDED:

VOTE:

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

(Attachments)

The Director, Human Resources recommends a revised job description and minor title change for the position of Financial Services Manager, Child Development. These changes are being proposed at the request of the Assistant Superintendent, Educational Services to reflect the change in name of the Child Development Department to Early Care and Education.

MOVED:

SECONDED:

VOTE:

UNFINISHED BUSINESS

12. Discussion: Format of September Personnel Commission Meeting

NEW BUSINESS — None

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

14. DIRECTOR, HUMAN RESOURCES REPORT

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next scheduled meeting will be held on Thursday, September 23, 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 Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.