













**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**SPECIAL MEETING**

January 13, 2022 – 12:30 p.m.

**LOCATION**

Assembly Bill 361 allows 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. In addition, Santa Barbara County Public Health officials have declared teleconferencing for public meetings “an effective and recommended social distancing measure.” Therefore, this special meeting on January 13, 2022 of the Personnel Commission was conducted by videoconference.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Carmen Jaramillo called the meeting to order at 12:31 p.m.

**2. Roll Call**

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

**3. Pledge of Allegiance**

Gary Pickavet 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 Classified HR Staff and Guests**

Staff and members of public present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

**6. Public Comment — None**

**7. Action Item**

In accordance with AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2022-2 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

Approved as amended to correct the Resolution number to 2022-3.

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

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:45 p.m. The next regularly scheduled meeting will be held on January 27, 2022 at 12:30 p.m. by videoconference.



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

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Carmen Jaramillo  
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

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**Dec 11, 2021 through Jan 21, 2022**

<b>Position #</b>	<b>Position Information</b>
2470	Transitional Youth Education Advocate - Bilingual • Transitional Youth • South County 40.00 hours per week • 12.00 months
2473	Transitional Youth Education Advocate - Bilingual • Transitional Youth • North County 40.00 hours per week • 12.00 months





# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

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## Seeks candidates for the position of **Transitional Youth Education Advocate - Bilingual**

Full-Time • 12 months/year

Serving youth experiencing homelessness, in foster care, and/or involved in the juvenile justice system. Position is grant funded through June 2024 and may continue based on available funding.

Santa Barbara

Salary: \$18.21 - \$23.16 per hour (hiring range; current top step \$25.57)

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**Apply by:** 2/9/2022

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player and someone who can communicate effectively with others including staff, partners, and Spanish-speaking families. You feel comfortable working in a fast-paced environment, are able to multi-task, and demonstrate flexibility. You are highly organized in record-keeping and data tracking.

**The position:** Provides systems of educational support for youth in foster care, experiencing homelessness, and/or involved in the juvenile justice system, and their families, including linkage to community resources, support and advocacy.

### **Specific duties and responsibilities:**

- Compile and review individual student's educational records and inform appropriate agency, school and/or school district of student's academic needs.
- Independently and in response to requests for support, coordinate and facilitate meetings with individual students and their parents/guardians, probation officers, social workers, mental health practitioners, and other participants in youths' system of care to clarify the student's educational rights, review academic progress, and determine need for services, in order to determine what is in the student's best interest for educational placement.
- Assist students in completing financial aid forms and gaining admission to post-secondary education and/or vocational training.
- Research resources available in the community that may be utilized to meet students' needs; supports students and families in accessing community and educational resources.
- Perform record-keeping, data entry, and reporting of services provided and student outcomes.
- Performs other related duties as assigned.

### **REQUIREMENTS**

#### **Knowledge:**

- Principles and practices of age-appropriate child development and guidance applicable for an educational setting.
- Juvenile court system, including both dependency and delinquency processes.

- System of care for youth in foster care, experiencing homelessness, and/or involved in the juvenile justice system.
- Educational and transitional services and community resources available for students and families.
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- Modern office practices, procedures, and equipment.
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- Record-keeping practices.
- Standard office productivity software applications, including spreadsheets.

Skill in:

- Presenting information in group settings in a culturally and linguistically appropriate manner.
- Cultural competency with populations served.

### **Abilities:**

- Plan, organize, prioritize, and schedule work.
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- Make sound decisions within appropriate limits of authority.
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- Exercise tact and diplomacy in interactions with others.
- Represent SBCEO and program participants effectively

### **Education and experience:**

Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in education, psychology, administration of justice, social work, or related field. Possession of an associate's degree in a related field is desirable. Additional relevant experience may substitute for post-secondary coursework.

Experience: One year of experience providing educational services, instructional support, social services, or community resource and referral to at-risk (at-risk) students or families is required. Experience working with students in foster care, experiencing homelessness, or involved in the juvenile justice system is preferred.

**Licenses and certificates:** Possession of a valid California Class C driver's license, insurance as required by law, and the use of a dependable automobile are required.

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Local travel by car to a variety of locations countywide, in order to attend meetings and provide service to students and families, is required. Occasional overnight travel may be 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:** 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.

**Office locations:** 4400 Cathedral Oaks Road, Santa Barbara



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## Dual Certification Eligibility List

Job Class: Clerical Assistant, Full-Time

Rank	Application Number	Date Eligibility Expires
1	23105	06-06-2022
2	23106	06-06-2022

Number of applicants: 4

Number of applicants passed screening: 4

Number of performance/written exam attendees: 4

Number of oral exam attendees: 2

01-10-2022



### TRANSITIONAL YOUTH EDUCATION ADVOCATE — BILINGUAL

**Reports to:** Transitional Youth Services Manager

**Division:** Educational Services

#### **Our ideal candidate**

You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player and someone who can communicate effectively with others including staff, partners, and Spanish-speaking families. You feel comfortable working in a fast-paced environment, are able to multi-task, and demonstrate flexibility. You are highly organized in record-keeping and data tracking.

#### **General description**

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**Series**

Instructional

**Salary range 60**

<i>Approved by the Personnel Commission:</i>	October 25, 2007
<i>Revised:</i>	December 20, 2007
	December 16, 2021



## Personnel Commission

### JOB DESCRIPTION

#### YOUTH SUPPORT AND SERVICE SPECIALIST — BILINGUAL (DRAFT)

Deleted: TRANSITIONAL

Deleted: EDUCATION ADVOCATE

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## **Personnel Commission Resolution No. 2022-4 Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

**WHEREAS**, in response to the novel coronavirus (“COVID-19”) pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act (“Brown Act”) were followed; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

**WHEREAS**, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

**WHEREAS**, social distancing measures have been recommended by the Santa Barbara County Public Health Department to mitigate the spread of COVID-19; and

**WHEREAS**, the Santa Barbara County Education Office Personnel Commission is committed to open and transparent governance in compliance with the Brown Act; and

**WHEREAS**, the Santa Barbara County Education Office Personnel Commission is conducting virtual meetings by way of internet-based and/or telephonic services so as to allow members of the public to fully participate in meetings and offer public comment;

**NOW THEREFORE, BE IT RESOLVED**, by the Santa Barbara County Education Office Personnel Commission:

1. The Santa Barbara County Education Office Personnel Commission has reconsidered the circumstances of the State of Emergency and recognizes that the State of Emergency in the State of California continues to exist due to the COVID-19 pandemic;

2. The Santa Barbara County Education Office Personnel Commission recognizes that social distancing measures remain recommended by state and local officials;
3. The Santa Barbara County Education Office Personnel Commission authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).

**PASSED AND ADOPTED** by the Santa Barbara County Education Office Personnel Commission on **January 27, 2022**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA

COUNTY OF SANTA BARBARA

I, Amy R. Ramos, Secretary to the Personnel Commission, do hereby certify that the foregoing is a full and correct copy of a resolution duly passed and adopted by said Personnel Commission at a regularly called and conducted meeting held on said date:

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Director, Human Resources/  
Secretary to the Personnel Commission