



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
January 27, 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 12:31 p.m.

**2. Roll Call**

Members Present

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

**3. Pledge of Allegiance**

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

**4. Changes to the Agenda — None**

**5. Introduction of Classified HR Staff and Guests**

HR staff present:

Mari Baptista, Assistant Superintendent, Human Resources  
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****a. Minutes of Regular Meeting Held December 16, 2021  
(Attachment)**

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

**b. Minutes of Special Meeting Held January 13, 2022  
(Attachment)**

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

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

The County Superintendent of Schools made available a media release welcoming schools back from winter break and acknowledging the challenges of returning to classrooms in the midst of the Omicron surge.

**b. Legislative Update — None**

The Director, Human Resources provided a summary of the key changes to the CalOSHA Emergency Temporary Standards that govern workplaces in California, including schools. She noted that the changes required SBCEO to collect information about employees' vaccine booster status, which involved significant recordkeeping but had the apparent side benefit of prompting several employees to get their booster shot.

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

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

- i. Clerical Assistant (Bilingual) (Dual – South)

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

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

Transitional Youth Education Advocate – Bilingual

The Director, Human Resources recommended a change in job title to Youth Support and Service Specialist – Bilingual. No other change was proposed. The proposed title change had the support of the Assistant Superintendent for Educational Services and CSEA.

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

**UNFINISHED BUSINESS — None****NEW BUSINESS****12. Personnel Commission Budget**

The Director, Human Resources reviewed expenditures through the second quarter of the 2021-22 fiscal year, from October 1, 2021 through December 31, 2021. This was an information item.

**13. Revision to Personnel Commission Meeting Schedule**

After discussion, it was agreed to change the date of the June 2022 Personnel Commission meeting from June 23 to June 30.

**14. Recommended 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 2022-4 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

### 15. PERSONNEL COMMISSIONER REPORTS

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini reported that he would not be attending the CSPCA conference this year.

Commissioner Jaramillo reported that the early registration period for the CSPCA conference had been extended, and that another block of rooms at the conference rate had been made available to attendees.

### 16. DIRECTOR, HUMAN RESOURCES REPORT

The Director invited the Commissioners to the virtual Classified Service Awards ceremony at the Board meeting on February 3 and noted that Commissioner Jaramillo had been invited to speak briefly in her role as chair of the Personnel Commission.

The Director also reported the following:

- HR is continuing its needs assessment process and has interviews scheduled with HR staff who do recruiting.
- The substitute video that was shared with the Commission in December has now been posted with the career centers of both Santa Barbara City College and Allan Hancock.
- She and the Assistant Superintendent presented on the “State of the Workforce” at the January 6 Board meeting, which included some data similar to the information in the PC’s Annual Report, but expanded to cover the entire SBCEO workforce.
- She and the Assistant Superintendent will be participating in professional development next week, a training titled Coaching for Equity.

The Director also shared a link to an interview with Superintendent Susan Salcido:

[https://www.noozhawk.com/article/santa\\_barbara\\_talks\\_county\\_superintendent\\_schools\\_susan\\_salcido\\_covid](https://www.noozhawk.com/article/santa_barbara_talks_county_superintendent_schools_susan_salcido_covid)

### 17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA. Commissioner Ostini reported that Olivia Carbajal-Esparza is the new chapter president.

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:39 p.m. The next regularly scheduled meeting will be held on February 24, 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 Board of Education

Classified Personnel Report

March 3, 2022

**Appointments**

*Limited Term/Substitute*

Rodriguez, Brenda January 31, 2022  
Paraprofessional • Special Education • Various Sites  
• Hourly as needed

Salangsang, Anthony January 24, 2022  
Paraprofessional • Special Education • Various Sites  
• Hourly as needed

**Changes**

*Anniversary Increase*

Aguilera, Jesus February 1, 2022  
Custodian • Internal Services • Operations South  
62.5% • 12 months

Anderson, Lisa February 1, 2022  
Child Care Services Technician • Early Care and Education • Early Care and Education - Lompoc  
100% • 12 months

Burquez, Patricia February 1, 2022  
Paraprofessional • Special Education • Cabrillo High School  
81.25% • 10 months

Finocchio, Jessica February 1, 2022  
Paraprofessional • Special Education • Ralph Dunlap School DHOH 2  
75% • 10 months

Gomez, Berenize February 1, 2022  
Child Care Assistant • Early Care and Education • Santa Ynez Valley State Preschool  
75% • 11 months

Gonzales, Selena February 1, 2022  
Office Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School  
100% • 12 months

Hokedo, Paul February 1, 2022  
Senior Administrative Assistant • Special Education • Special Education Support Staff North  
100% • 12 months

McCulley, Keri February 1, 2022  
Program Associate • Partners In Education • Partners in Education - Program Services  
75% • 11 months

Smith, Randy February 1, 2022  
Computer/Network Support Supervisor • Information Technology Services • Information Technology Services  
100% • 12 months

Van Gundy, Samuel February 1, 2022  
Senior Software Engineer • Information Technology Services • Information Technology Services  
100% • 12 months

Yamasaki, Katherine February 1, 2022  
Program Associate • Children's Creative Project • Children's Creative Project  
75% • 12 months

***Differential - Add***

Almodovar, Nelson January 10, 2022  
Paraprofessional • Special Education • Manzanita Charter School  
81.25% • 10 months  
Specialized Health Care

Almodovar, Nelson January 28, 2022  
Paraprofessional • Special Education • Manzanita Charter School  
81.25% • 10 months  
Specialized Health Care

Martinez, Serena January 31, 2022  
Paraprofessional • Special Education • Ralph Dunlap School DHOH 2  
75% • 10 months  
Specialized Health Care

Muniz, Alicia November 29, 2021  
Paraprofessional • Special Education • Cuyama Elementary School  
81.25% • 10 months  
Bilingual

***Other***

Moody, Catherine August 18, 2021  
Paraprofessional • Special Education • Cold Spring School  
81.25% • 10 months  
Master's stipend

***Out of Classification/Return***

Takeuchi, Sheila January 31, 2022  
Training and Development Assistant • Teacher Induction Program • Teacher Induction Program  
100% • 12 months  
From Administrative Assistant

***Probation to Permanent***

Garcia, Breanna February 1, 2022  
Accounting Technician • Early Care and Education • Early Care and Education - Hope Center  
100% • 12 months

Goksu, Sibel February 1, 2022  
Educational Data Analyst • Curriculum and Instruction • Curriculum and Instruction  
100% • 12 months

Gomez Sanchez, Grisel February 1, 2022  
Program Associate • Partners In Education • Partners in Education - Program Services  
100% • 12 months

Taylor, Michael February 1, 2022  
Delivery Specialist I • Internal Services • Operations South  
100% • 12 months



***Transfer***

Diaz, Evelin February 7, 2022  
Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE  
100% • 10 months  
From Santa Maria Cal-SAFE .75 FTE

Velazquez, Ricardo February 7, 2022  
Paraprofessional • Special Education • School Nurse, Santa Maria  
50% • 10 months  
From Position #1224 Meridian Head Start

**Separation**

***Leave Exhaustion***

Ramirez, Norma February 17, 2022  
Paraprofessional • Special Education • Montecito Union School  
81.25% • 10 months

***Resignation***

Limon, Victor January 31, 2022  
Vocational Assistant • Special Education • Vocational Services  
75% • 10 months

Medrano, Janet February 28, 2022  
Office Assistant • Juvenile Court and Community Schools • Los Robles High School  
87.5% • 12 months

Solano Navarro, Edith January 30, 2022  
Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE  
100% • 10 months

***Retirement***

Munoz, Ramona June 8, 2022  
Paraprofessional • Special Education • Robert Bruce Preschool  
70% • 10 months



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

## Seeks candidates for the position of School District Financial Advisor

Full-time, 225 days/year, 40 hours/week • 12 months/year

Santa Barbara  
Salary: \$112,937 - \$134,248 per year

**Apply by:** 2/28/2022

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

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

**Ideal candidate:** You are an innovative professional with excellent oral and written communication skills, and a proven track record establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are good with people. You are an excellent problem-solver, highly responsible and take ownership of all the tasks and responsibilities the position. You perform thorough analysis of data and can also summarize and express complex concepts concisely to others who have varying levels of understanding. You analyze processes, procedures and seek to improve efficiencies to provide increased services to our districts and to the organization. You understand politically sensitive issues and handle in a diplomatic and confidential manner. You hold yourself accountable for your work, conduct research, collaborate with other managers in the pursuit of solving problems, assume responsibility for your professional development and take initiative to solve problems without leaving the solutions to others. You mentor and train others and give credit where it is due. You are solutions oriented, inspire others, and lead by example. You are committed to providing the best service available to the districts, Santa Barbara County Education Office and the employees supervised by this position.

**The position:** Under the direction of the department administrator, perform a wide range of research, planning, analytical, administrative, interpretive, and advisory tasks as required for the implementation of business services to school districts and community colleges; implement and provide support for the financial system; assist school districts in all phases of school financial and business matters; audit and perform complex accounting functions in support of assigned school districts within Santa Barbara County; be a resource for school districts and the Santa Barbara County Education Office (the Office) in assigned topic areas; perform related duties as assigned.

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

- Provide advice, counsel, preparation, review, and statistical analysis to school districts regarding all phases of school finance and business matters including but not limited to the financial system, budgets, payroll, Average Daily Attendance (ADA), enrollments, California Basic Educational Data System (CBEDS), Revenue Limits, transportation, governing board agenda items, risk management, joint powers agreements, property and liability and health

insurance, unemployment insurance, apportionments, tax reports and other matters having financial impact.

- Evaluate and advise districts regarding the need for automating accounting and financial records and procedures including how to access related features of the financial system.
- Review and process state, federal and agency reports.
- Identify and articulate necessary modifications to reports within the financial system.
- Instruct, coordinate and compile mandated reports.
- Assist school districts' accounting personnel in all aspects of their business office organization, policies and operating procedures.
- Provide counsel or improvement of efficiency and effectiveness as necessary.
- Provide districts with up-to-date and detailed analysis of pending or chaptered legislation that has financial impact on school districts.
- Interpret legislation and summarize impact.
- Using the financial system, monitor the fiscal solvency conditions of school districts, interpret and review district revenue and expenditure projections and probable cash flow impact and provide independent projections as necessary in order to assist districts in remaining solvent.
- Act as a liaison between state, county, the Office and school districts.
- Act as a liaison between the financial system vendor, the office and the school districts.
- Identify district and the Office business services training needs related to business services and the financial system.
- Prepare and present workshop/training sessions.
- Select, train, supervise, and evaluate assigned personnel, providing sustained leadership and coordination for the staff of the department.
- Attend workshops and meetings in the areas of school business and finance, and as necessary or requested, provide the staff of the Office and school districts with reports and interpretations of such meetings.
- Perform other essential job-related duties as assigned.

## **REQUIREMENTS**

### **Knowledge:**

- Requires in depth knowledge of business and management principles and techniques, finance and accounting methods, principles, and practices.
- Payroll.
- Technical aspects of the field of education and related legal codes, data processing principles and techniques including personal computers.
- Industry standard word processing, spreadsheet and database programs and proficiency in the use of these and related programs.
- Exposure to web-based software programs, web-interface, and understanding of user perspective and efficiency.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques; confidentiality.
- Excellent customer service skills.
- Excellent oral and written communication skills.

### **Abilities:**

- Learn, understand and conceptualize the financial system including the identification of necessary modifications for improved efficiency and usability.
- Analyze complex accounting records and determine proper course of action to resolve fiscal issues.
- Make arithmetic calculations quickly and accurately.
- Understand and follow complex oral and written directions.
- Work cooperatively with others to establish and maintain a calm, tactful, friendly, and diplomatic manner and effective working relationships.
- Receive complaints and take steps to facilitate resolution.
- Monitor assignments to achieve planned targets or schedules.
- Plan and organize work and initiate new projects.
- Communicate effectively both orally and in writing.

- Manage a variety of tasks concurrently.
- Work independently with moderate supervision.
- Interpret complex legal and technical material.
- Express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.

**Education and experience:**

Demonstrated success in a responsible position at a similar level and any combination equivalent to a Bachelor Degree in accounting, business administration or a related field, and three years experience in business or education at a professional level, preferably within a school district or county office environment.

**Licenses and certificates:**

Incumbents in this class may be required to possess a valid California driver's license.

**Working conditions:**

Typical office environment; travel from site to site; work is performed indoors with minimal exposure to health and safety risks.

**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; 402 Farnel Road, Santa Maria



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

## Seeks candidates for the position of **Training and Development Assistant**

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

Promotional Only. Travel required; some evenings and weekends; some lifting  
(transporting boxes and workshop materials)

Santa Barbara

Salary: \$24.29 - \$30.83 per hour (hiring range; current top step \$34.08 per hour)

**Apply by:** 3/3/2022

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

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

**Ideal candidate:** You are an innovative professional with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are good with people. You are an excellent problem-solver, highly responsible, and take ownership of all the tasks and responsibilities of the position. You conduct research, communicate effectively and solve problems, or collaborate with other technical colleagues in that pursuit. You are committed to providing the best service available to the Santa Barbara County Education Office and the school districts it serves.

**The position:** Provides logistics, technical, and administrative support of professional development, in-service training, and related events. Develops and maintains participant and subject matter information. Provides administrative assistance to the Executive Director, Coordinator, and other support personnel.

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

- Prepares schedules for pre-training preparation that includes timing of announcements, mailings, receipt of registrations, scheduling of locations and dates, arrangements for audio visual, materials, hospitality, and post-session feedback
- Provides support to project-based assignments that new teachers receive supplementing training
- Reviews, corrects, and grades written assignments and reports on behalf of the Executive Director and records outcomes in participant files
- Maintains up-to-date files of participant data including reviewing and entering grades for assignments, suspense dates for critical deadlines, and status of work-in-progress. Maintains lists and other information of participants
- Produces initial Memorandum of Understanding, confirmation letters, fee statements, invoices, billings, other mailings, and registration support
- Provides technical support to on-line training
- Assists presenters and teacher participants with accessing training and assignment source

documents, and scheduling of on-line content

- Reviews participant Individual Learning Plans (ILP) in accordance with professional standards
- Processes verification of completion to contribute to the program's responsibility in recommending credential advancement to the proper certifying agency
- Prepares and distributes announcements, notices, schedules, and other materials to populate training programs and also develop interest and awareness in education and in-service training
- Develops and maintains individual program participant records in data management system
- Arranges and confirms program venues speakers, reviewers, panels, etc.
- Provides support to events-in-progress, including but not limited to records program attendance, multi-media support, production and distribution of materials, supplies, refreshments, provides technical support with online classroom, sends post event evaluations
- Maintains course descriptions, correspondence, and enters grades in support of the partnership with UCSB Extension
- Composes a variety of correspondence on behalf of the Executive Director and Coordinator in original formats such as multi-media presentations, memos, requisitions, forms, letters, reports, agendas, and website posts
- Assists with budget planning and monitoring of active budgets, prepares payments for monthly billing statements
- Prepares fee and expense statements for participants
- Performs other duties as assigned that support the overall objective of the position

## **REQUIREMENTS**

### **Knowledge:**

- Knowledge of workshop, conference, and in-service training preparation and coordination from inception to design to implementation and feedback
- Knowledge of instructional design for use in professional development environments
- Knowledge of, and skills in, graphic arts, desktop publishing and related tools used for producing training materials and program materials
- Requires a working knowledge of spreadsheet, word processing, database management, and interface programs
- Requires sufficient problem-solving skills to work from standing instructions and develop action plans for completion of all phases of an assignment
- Requires math skills sufficient to compute sums, quotients, fractions, percentages, and ratios
- Requires advanced knowledge of proper English usage, grammar, spelling, punctuation, and format to edit reports and project documentation and prepare professional correspondence
- Requires well-developed human relation skills to coordinate work of others, make announcements to small groups, and convey a positive image of the SBCEO

### **Abilities:**

- Perform all of the relevant duties of the position with general direction
- Edit and critique professional writing from introductory, argument and discussion, to conclusions
- Prepare visually appealing flyers, forms, and handouts
- Convert a project objective into a sequenced list of tasks and action plans
- Write correspondence in a professional manner
- Operate a personal computer terminal, printers, and specialized software
- Prioritize work in order to meet deadlines and maintain schedules in an environment where multiple deadlines are common and sometimes overlap
- Work effectively as part of internal and external teams devoted to customer service
- Requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping
- Carrying and lifting of materials for workshops
- Visual acuity sufficient to recognize people, words, colors, spatial relationships, and numbers

- Hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment
- Speaking and hearing sufficient to project voice to a small group of people, speak and hear over the phone, and carry on routine conversations

**Education and experience:**

Education: This position typically requires a Bachelor’s degree in Journalism, English, Instructional Design, concurrent experience supporting training or editorial capacity, and one year of event management experience.

Experience: An Associate’s degree with an emphasis on event management, administrative or academic support, and 4 years of experience may be accepted.

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

**Working conditions:** Work is performed in an indoor environment with minimal health and safety considerations. Travel from site to site with lifting and transportation of workshop materials and supplies is 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.

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**Office locations:** 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

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## Seeks candidates for the position of **Vocational Assistant**

Part-Time: 75% 30 hours/week • 11 months/year

North County

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

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**Apply by:** 3/2/2022

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

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

**Ideal candidate:** You are patient and caring professional who enjoys working and training students and young adults with disabilities at employment sites throughout the community. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, and families.

**The position:** Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participate in staff development trainings and implement vocational programs for students. Assists with students transition from school to work by reinforcing life skills and serving as a job coach at the work site.

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

- Transports students to job sites and assists students in learning employment skills.
  - Works with students to verify skill level and appropriate job match.
  - Provides individual assistance for students by critiquing, advising, and training at the job site.
  - Develop necessary accommodations for job site.
  - Assists students in learning pre-employment skills such as grooming, hygiene, travel skills, transaction handling skills (money and common forms), and community awareness.
  - Maintains up-to-date job lists consisting of employer information and job specifications including task analysis.
  - Maintains, updates, and distributes job related data to teachers, employers, supervisors and parents.
  - Refers students to suitable employment and volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs.
  - Assists in the development of job training-related activities.
  - Enters student employment and other data onto student information systems.
  - Assists students by processing work permits.
- Compiles data for reports on referrals, job placement transactions, retention, and success



rates.

- Assists with local labor market surveys that identify potential employment opportunities and rates of pay.
- Advocate/represent student at the worksite as well as other community locations and ensure equity for all students.
- Performs other duties as assigned that support the overall objective of the position.

## **REQUIREMENTS**

### **Knowledge:**

- Requires a basic knowledge of employment procedures including those for reaching students with special needs and assuring equal employment opportunity.
- Requires basic knowledge of publicly funded job and training programs.
- Requires knowledge of the rules and regulations governing student employment.
- Requires a basic knowledge of the features of payroll and employee benefit plans.
- Requires demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data to computerized student files using established data entry screens.
- Requires sufficient math skills to compute sums, averages, products, and quotients.
- Requires sufficient human relation skills to convey private information, to give instructions and conduct interviews, and to facilitate discussions.
- Requires language, grammar, and writing skill to prepare documentation of work activities.

### **Abilities:**

- Requires the ability to carry out all aspects of the position.
- Requires the ability to interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement.
- Requires the ability to achieve harmony and cooperation in communications with others.
- Requires the ability to prepare professional correspondence for routine communications.
- Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Requires the ability to maintain up-to-date files and ensure security of private information.

**Education and experience:** The position typically requires a high school diploma and two years of experience in an employment, training, or special education area.

**Licenses and certificates:** May require a valid driver's license.

**Working conditions:** The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit, often for long periods of time, and move to campus locations on an occasional basis. Requires the near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials. Requires manual and finger dexterity to write, to keyboard at an acceptable rate and operate microcomputer, and other office equipment, almost constantly requiring repetitive motions. Work is performed indoors and in employment locations where minimal safety considerations exist.

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you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

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**Office locations:** 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



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

Susan C. Salcido, Superintendent of Schools

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### Dual Certification Eligibility List

Job Class: Coordinator, Student Information Systems, Full-time, 225 service days per year, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	22907	08-04-2022
2	22997	08-04-2022
2	23063	08-04-2022
3	23024	08-04-2022

Number of applicants: 18

Number of applicants passed screening: 11

Number of performance/written exam attendees: 8

Number of oral exam attendees: 4

02-09-2022



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Susan C. Salcido, Superintendent of Schools

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### Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	23108	07-31-2022
2	23136	07-31-2022



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Susan C. Salcido, Superintendent of Schools

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### Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	23155	08-04-2022
2	23171	08-04-2022



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Susan C. Salcido, Superintendent of Schools

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## Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	23174	08-07-2022



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### Dual Certification Eligibility List

Job Class: Manager, Early Care and Education Services, Full-Time

Rank	Application Number	Date Eligibility Expires
1	22061	02-26-2022
2	21960	02-26-2022

Number of applicants: 8

Number of applicants passed screening: 6

Number of performance/written exam attendees: 5

Number of oral exam attendees: 5

02-23-2022



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## **Personnel Commission Resolution No. 2022-5**

### **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 **February 24, 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