



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
July 30, 2020 – 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

In compliance with Governor Newsom’s Executive Order N-33-20 effective March 19, 2020 directing Californians to stay home, and as authorized by the Governor’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, the July 30, 2020 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 July 30 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 June 25, 2020**
(Attachment)

MOVED: SECONDED: VOTE:

- 8. Communications — None**
- 9. Informational Items**
 - a. Media Releases**
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 August 6, 2020**
(Attachment)

c. Position Announcements
(Attachments)

- i. Administrative Assistant (Dual – South)
- ii. Office Assistant (Dual – South)
- iii. Paraprofessional, Behavioral Intervention (Dual – North)

11. Action Items

a. Ratification of Eligibility List
(Attachment)

- i. Paraprofessional (Dual – North)

MOVED: SECONDED: VOTE:

b. Classification of Positions

The following recommendations are based on a detailed job analysis that included written questionnaires and surveys as well as personal interviews with incumbents and managers, consideration of internal classification relationships, and data from comparable school districts and county offices of education. The reclassification study was conducted by the Director, Human Resources, who has extensive experience conducting classification and compensation studies. All the data collected were used to develop final recommendations including an updated classification title, proposed new salary range, and proposed new job description.

- i. Attachments:
Staff and Student Support Specialist (current), range 71
Student Information Specialist (proposed draft), range 72

Proposed reclassification of three positions identified in the Staff and Student Support Specialist classification, part of the Clerical Series

The Director recommends that the three incumbents in the current classification be reclassified effective August 1, 2020. All three incumbents would receive a title change to the proposed new class of *Student Information Specialist*, with a new job description. The division assistant superintendent and the county superintendent of schools agree with this recommendation.

In accordance with PC Rule 4491.4, incumbents would be placed at the step of the new higher range that would provide for an increase closest to, and not below, 5% (unless such an increase would exceed the top of the range).

MOVED: SECONDED: VOTE:

c. Job Descriptions — None

UNFINISHED BUSINESS — None

NEW BUSINESS

12. Consideration of Nominees to Fill Vacant Personnel Commission Seat

Public Hearing — time certain 1:00 p.m.

A public hearing will be conducted in accordance with the requirements of California Education Code Section 45246 for consideration of nominees Teresa Acosta and Carmen Jaramillo to fill the current vacancy on the Personnel Commission. This hearing will provide the public, employees, and employee organizations the opportunity to express their views on the qualifications of each candidate recommended for the vacancy.

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, August 27, 2020, 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.