

PERSONNEL COMMISSION

REGULAR MEETING
July 25, 2019 – 12:30 p.m.

AGENDA

<i>Location:</i>	<i>and via video conference at:</i>
SBCEO South	SBCEO North
Board Room	Board Room
4400 Cathedral Oaks Rd.	402 Farnel Rd.
Santa Barbara, CA 93110	Santa Maria, CA 93458

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.

During the time for public comment as specified on the agenda, the Personnel 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 Personnel Commission.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 Pledge of Allegiance

1.4 Changes to the Agenda

1.5 Introduction of Guests

1.6 Public Comment

1.7 Approval of Minutes — Attached

1.7.1 June 27, 2019

Moved:

Seconded:

Roll Call Vote:

1.8 Communications — None

1.9 Informational Items

1.9.1 Media Releases

Available for review from the County Superintendent of Schools.

1.9.2 Legislative Updates

Available for review from the Director, Human Resources.

1.9.3 List of New Positions — Attached

2.0 REGULAR BUSINESS

2.1 Classified Personnel Report dated August 8, 2019 — Attached

This is an information item.

2.2 Ratification of Eligibility Lists — None

2.3 Classification of Positions — Attached

2.3.1 Child Care Assistant – range 53

Proposed revision to job description and new salary range

Moved: Seconded: Roll Call Vote:

2.3.2 Food Service Worker – range 51

Proposed revision to job description and new salary range

Moved: Seconded: Roll Call Vote:

2.3.3 *Proposed reclassification of one position identified in the Instructional Series*

The Director recommends that a position currently classified as a Paraprofessional, 100% time, be reclassified into two positions in separate existing classifications:

Paraprofessional (Instructional Series), 75% time, salary range 60, and Clerical Assistant, 25% time (Clerical Series), salary range 61.

Moved: Seconded: Roll Call Vote:

2.4 Job Descriptions — None

2.5 Position Announcements — Attached

2.5.1 Program Associate (Dual – North)

2.5.2 Accounting Supervisor (Promotional – South)

3.0 UNFINISHED BUSINESS — None

4.0 NEW BUSINESS

4.1 Personnel Commission Budget — Attached

The Director, Human Resources, will present a statement of expenditures through the fourth quarter of the 2018-19 fiscal year, from April 1, 2019 through June 30, 2019. This is an information item.

5.0 PERSONNEL COMMISSIONER ITEMS

6.0 DIRECTOR, HUMAN RESOURCES ITEMS

7.0 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION ITEMS

8.0 CLOSED SESSION — None scheduled

9.0 ADJOURNMENT

The next scheduled meeting will be held on Thursday, August 22, 2019, at 12:30 p.m. in the Santa Barbara County Education Office Board Room, Santa Barbara. This meeting will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.