

PERSONNEL COMMISSION

REGULAR MEETING
November 14, 2019 – 12:30 p.m.

AGENDA

Location:

SBCEO South
Board Room
4400 Cathedral Oaks Rd.
Santa Barbara, CA 93110

and via video conference at:

SBCEO North
Board Room
402 Farnel Rd.
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 October 24, 2019

Moved:

Seconded:

Roll Call Vote:

1.8 Communications

1.9 Informational Items

1.9.1 Media Releases

Available for review from the County Superintendent of Schools.

1.9.2 Legislative Updates

Presented by the Director, Human Resources.

1.9.3 List of New Positions — Attached

This is an information item.

2.0 REGULAR BUSINESS

2.1 Classified Personnel Report dated December 13, 2019 — Attached

This is an information item.

2.2 Ratification of Eligibility Lists — Attached

2.2.1 Child Care Assistant (Dual – North)

2.2.2 Paraprofessional (Dual – South)

Moved:

Seconded:

Roll Call Vote:

2.3 Classification of Positions

2.3.1 Financial Services Manager, Child Development — Attached

Proposed job description for a new classified management classification.

Moved:

Seconded:

Roll Call Vote:

2.3.2 Student Data Advisor

This classification is recommended for abolishment. There are no incumbents and no allocated positions in the classification. CSEA has been consulted and is in agreement.

2.4 Job Descriptions — Attached

2.4.1 Accounting Technician

Proposed revision to job description. No change to salary is proposed.

Moved:

Seconded:

Roll Call Vote:

2.4.2 Accounting Technician, Senior

Proposed revision to job description and title. No change to salary is proposed.

Moved:

Seconded:

Roll Call Vote:

2.4.3 Financial Analyst

Proposed revision to job description and title. No change to salary is proposed.

Moved:

Seconded:

Roll Call Vote:

2.5 Position Announcements — Attached

2.5.1 Transitional Youth Services Manager (Dual – South)

2.5.2 Teaching Assistant (Dual – North)

3.0 UNFINISHED BUSINESS

3.1 Personnel Commission Report, 2018-19 (Final Version) — Attached

This item is for review and discussion. The Director’s report will include a presentation about the Personnel Commission Annual Report for 2018-19.

4.0 NEW BUSINESS — None

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, December 19, 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.