
PERSONNEL COMMISSION

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

MINUTES

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

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Gary Pickavet called the meeting to order at 12:30 p.m.

1.2 Roll Call

Members Present
Gary Pickavet, Chair
Michael Ostini, Vice Chair
Jennie Batiste, Commissioner

1.3 Pledge of Allegiance

Jennie Batiste led the Pledge of Allegiance.

1.4 Changes to the Agenda — None

1.5 Introduction of Guests

Present at Santa Maria location
Toni Gutierrez, Office Assistant, Human Resources

In attendance via video conference

Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Erika Fox-Benito, Classified Human Resources Technician
Debbie Breck, Administrator, Internal Services

1.6 Public Comment — None

1.7 Approval of Minutes

1.7.1 October 24, 2019

Moved: Mike Ostini

Seconded: Jennie Batiste

Passed: 3-0

1.8 Communications — None

1.9 Informational Items

1.9.1 Media Releases

Were made available from the County Superintendent of Schools.

1.9.2 Legislative Update

Was presented by Director, Human Resources.

1.9.3 List of New Positions

This was presented as an information item.

2.0 REGULAR BUSINESS

2.1 Classified Personnel Report dated December 13, 2019

This was presented as an information item.

2.2 Ratification of Eligibility Lists

2.2.1 Child Care Assistant (Dual – North)

2.2.2 Paraprofessional (Dual – South)

Moved: Jennie Batiste **Seconded:** Mike Ostini **Passed:** 3-0

2.3 Classification of Positions

2.3.1 Financial Services Manager, Child Development

Proposed job description and salary range for a new classified management classification. The assistant superintendents of Educational Services, Special Education, and Administrative Services all agree with this recommendation.

Moved: Mike Ostini **Seconded:** Jennie Batiste **Passed:** 3-0

2.3.2 Student Data Advisor

This classification, which has no incumbents and no allocated positions, was recommended for abolishment, with the concurrence of CSEA. The Commissioners reviewed the job description online and requested that the Director, Human Resources follow up with a report at the December meeting about the distribution of the duties of the eliminated position.

Moved: Mike Ostini **Seconded:** Jennie Batiste **Passed:** 3-0

2.4 Job Descriptions

The following recommendations are based on detailed job analysis that included written questionnaires and surveys as well as personal interviews with incumbents and managers, consideration of internal classification relationships and program/department structure, 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 updated classification

titles and job descriptions. No change to the salary range of any of the job classifications is proposed.

2.4.1 Accounting Technician
Proposed revision to job description.

Moved: Mike Ostini **Seconded:** Jennie Batiste **Passed:** 3-0

2.4.2 Accounting Technician, Senior
Proposed revision to job description and title.

Moved: Jennie Batiste **Seconded:** Mike Ostini **Passed:** 3-0

2.4.3 Financial Analyst
Proposed revision to job description.

Moved: Mike Ostini **Seconded:** Jennie Batiste **Passed:** 3-0

2.5 Position Announcement

2.5.1 Transitional Youth Services Manager (Dual – South)

2.5.2 Teaching Assistant (Dual – North)

These were presented as an information item.

3.0 UNFINISHED BUSINESS

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

This was presented as an information item.

4.0 NEW BUSINESS — None

5.0 PERSONNEL COMMISSIONER ITEMS

Jennie Batiste reported that Philip Gordillo, currently the Chief HR Officer for the Santa Clara County Office of Education, had been selected as the new Executive Director of CSPCA. He will be introduced at the CSPCA conference in February and will assume the duties of the new position after the conference. She, along with Commissioners Gary Pickavet and Mike Ostini, expressed a happy Thanksgiving to all.

6.0 DIRECTOR, HUMAN RESOURCES ITEMS

The Director reported that Matt Zuchowicz and Toni Gutierrez followed up on the technical difficulties experienced at the October meeting, and they determined that the audio issues were most likely caused by a poor phone connection. We don't think it was related to our equipment or the Zoom platform.

The Director invited the commissioners to attend the service awards ceremony in South County scheduled for the Board meeting on Friday, December 13 at approximately 3:00. (The Education Code was recently amended so that board members take office the second Friday in

December, so the standard Board meeting date for December has been changed. This allows Board members to be sworn in and vote on items at the meeting.) She also informed the Commissioners that the ceremony in North County will be held on Thursday, February 6.

The Director relayed a request to move the site of the North County December meeting to the Suite A Conference Room so that the Board Room could be used for a different event. The Commissioners agreed to the venue change.

The Director presented the Personnel Commission Annual Report for 2018-19, along with highlights of the report, both of which will be made available on the Personnel Commission webpage.


7.0 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION ITEMS

No report from CSEA.

8.0 CLOSED SESSION — None

9.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 2:24 p.m. to the next regularly scheduled meeting on December 19, 2019 at 12:30 p.m. in the Santa Barbara County Education Office South County Board Room. Videoconference location will be SBCEO North, 402 Farnel Road, Suite A Conference Room.



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



Gary Pickavet
Chair, Personnel Commission