
PERSONNEL COMMISSION

REGULAR MEETING
December 19, 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
Suite A Conference 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 12:36 p.m.

1.2 Roll Call

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

1.3 Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance.

1.4 Changes to the Agenda

The Director, Human Resources noted that there would be a vote on item 4.1. Chair Pickavet requested that item 4.1 be heard after item 7.

1.5 Introduction of Guests

Present at Santa Barbara location
Dr. Susan Salcido, County Superintendent of Schools
Tracie Cordero, Classified Human Resources Specialist
Erika Fox-Benito, Classified Human Resources Technician

In attendance via video conference

Mari Minjarez Baptista, Assistant Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Toni Gutierrez, Office Assistant, Human Resources

1.6 Public Comment

Dr. Susan Salcido wished happy holiday to the members of the Personnel Commission and the Human Resources team. She stated that all our contributions have helped create a strong workforce. Dr. Salcido thanked the HR staff for organizing the South County service awards ceremony on December 13, and expressed her appreciation to Commissioners Pickavet and Batiste for attending the ceremony.

1.7 Approval of Minutes

1.7.1 November 14, 2019

Minutes were approved as amended.

Moved: Mike Ostini

Seconded: Jennie Batiste

Passed: 3-0

1.8 Communications — None

1.9 Informational Items

1.9.1 Media Releases — None

1.9.2 Legislative Update

A brief update on AB1353 was presented by the 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 January 9, 2020

This was presented as an information item.

2.2 Ratification of Eligibility Lists

2.2.1 Program Associate (Dual – South)

2.2.2 Teaching Assistant (Dual – North)

2.2.3 Transitional Youth Services Manager (Dual – South)

Moved: Mike Ostini

Seconded: Jennie Batiste

Passed: 3-0

2.3 Classification of Positions — None

2.4 Job Descriptions — None

2.5 Position Announcements

The following were presented as information items:

2.5.1 Accounting Technician, Senior (Promotional – South)

2.5.2 Financial Services Manager, Child Development (Dual – South)

2.5.3 School District Financial Advisor (Dual – South)

2.5.4 Program Associate (Dual – South)

3.0 UNFINISHED BUSINESS

3.1 Follow-up on abolishment of Student Data Advisor classification

At the request of the Personnel Commission, the Director, Human Resources reviewed the duties of the abolished Student Data Advisor classification to determine where they had been distributed, and whether those duties seemed appropriate for the incumbents now performing them. Based on a discussion with the manager, the Director determined that some duties listed on the Student Data Advisor job description were no longer performed, due to program changes. Some clerical duties have been distributed to the Office Assistant, which is consistent with the Office Assistant classification. The highest-level duties have been reassigned to the Administrative Assistant – work that is consistent with the Administrative Assistant classification.

4.0 NEW BUSINESS

4.1 Organization of the Personnel Commission

Nomination and election of officers for calendar year 2020 was held in accordance with Personnel Commission Rule 4422.2. Gary Pickavet nominated a slate of Mike Ostini for Chair and Jennie Batiste for Vice Chair.

Moved: Gary Pickavet

Seconded: Jennie Batiste

Passed: 3-0

5.0 PERSONNEL COMMISSIONER ITEMS

All three Commissioners expressed happy holiday wishes to all.

6.0 DIRECTOR, HUMAN RESOURCES ITEMS

The Director expressed her appreciation for seeing Personnel Commissioners at the South County Service Awards on December 13.

The Director reported that, along with Jessica Lopez and Summer Ellis from HR, she had attended a roundtable for HR professionals hosted by the San Luis Obispo County Office of Education in early December. It was an excellent opportunity to make connections with professional colleagues and learn from them as well as from the invited speakers about benefits, the interactive process in workers' compensation, and legislative changes affecting employment.

The Director reported that Erika Fox-Benito's leave of absence is anticipated to start by early or mid-February, and Toni Gutierrez will be filling in for Erika during her leave. The training process has already begun training. Once Erika goes on leave, Toni will be placed in an out of class assignment to fill behind her. The plan is that Toni will work full-time during Erika's leave, and that she'll work primarily from the North County office. The classified team will make sure to establish strong channels of communication with each other, so the transition is as

seamless as possible and we can continue to provide high quality service to classified employees and applicants.

Finally, the Director noted that travel packets for the CSPCA conference will be provided at next month's meeting. The Director requested that Commissioners notify her if they wished to change their travel plans now that the conference program had been finalized, and there is only a half-day of programming on Saturday.

7.0 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION ITEMS

No report from CSEA.

8.0 CLOSED SESSION

The Personnel Commission went into closed session at 1:39 p.m. for a discussion of the performance of the Director, Human Resources.

9.0 ADJOURNMENT

The Personnel Commission returned from closed session and, there being no further business, adjourned the meeting at 2:27 p.m. The next regularly scheduled meeting will be held on January 23, 2020 at 12:30 p.m. in the Santa Barbara County Education Office South County Board Room.



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

Gary Pickavet
Chair, Personnel Commission