



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
March 26, 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 time the meeting is 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 March 26, 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](mailto:aramos@sbceo.org) prior to 11:30 a.m. on March 26 to obtain login credentials for the meeting.

## **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 February 27, 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**  
(Attachment)  
For the period February 22, 2020 through March 20, 2020. These positions have been approved by the County Superintendent of Schools and fall within a classification previously approved by the Personnel Commission.
  - b. Classified Personnel Report dated April 2, 2020**  
(Attachment)

- c. Position Announcement**  
(Attachment)
  - i. Accounting Assistant (Dual – South)

**11. Action Items**

- a. Ratification of Eligibility List**  
(Attachment)
  - i. Paraprofessional (Dual – North)

MOVED:                      SECONDED:                      VOTE:

- b. Classification of Positions — None**
- c. Job Descriptions — None**

**UNFINISHED BUSINESS**

- 12. Personnel Commission Meeting Dates for 2020-21**  
(Attachment)

MOVED:                      SECONDED:                      VOTE:

- 13. Out of Class Assignments**  
(Attachments)

Chair Ostini requested a continuation of the discussion from the February meeting about employees' pay status while training to assume an out of class assignment. PC Rules 4432.8 and 4491.5 are attached for reference during the discussion.

**NEW BUSINESS**

- 14. Review of Proposed Personnel Commission Budget for 2020-21**  
(Attachment)

**REPORTS**

- 15. PERSONNEL COMMISSIONER REPORTS**
- 16. DIRECTOR, HUMAN RESOURCES REPORT**

## **17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

**CLOSED SESSION** — None scheduled

### **ADJOURNMENT**

The next scheduled meeting will be held on Thursday, April 16, 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 its regular location: the Santa Barbara County Education Office Board Room, Santa Barbara, and via videoconference at the Santa Barbara County Education Office Room, Santa Maria.