



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

June 30, 2022 – 12:30 p.m.

LOCATION

As authorized by Assembly Bill 361 allowing local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act, the meeting was conducted by videoconference only. Login information for the meeting was included in the publicly posted agenda for any members of the public who wished to attend.

MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:31 p.m.

2. Roll Call

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance while holding up a U.S. flag for attendees to see.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Mari Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Jill Stevens, Coordinator, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Rachel Walsh, Classified Human Resources Analyst

Pat Noronha

6. Public Comment — None

7. Approval of Minutes

a. Minutes of Regular Meeting Held May 26, 2022

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

b. Minutes of Special Meeting Held June 17, 2022

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

8. Communications — None

9. Informational Items

a. Media Releases/Columns

The County Superintendent of Schools made available media releases about the 2022 Education Celebration and a statement about the school shooting in Uvalde, Texas.

b. Legislative Update — None

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated July 7, 2022

c. Position Announcements

11. Action Items

a. Ratification of Eligibility Lists

- i. Child Care Assistant (Open Continuous – North (Lompoc))
- ii. Health Advocate – Bilingual (Open Continuous – South)
- iii. Health Advocate – Bilingual (Open Continuous – North)
- iv. Office Assistant (Dual – South)
- v. Paraeducator (Open Continuous – North)
- vi. Paraeducator (Open Continuous – South)
- vii. Vocational Assistant (Open Continuous – North)

Approved with a correction noted to the applicant flow for the Office Assistant eligibility list.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

b. Classification of Positions

- i. Health Advocate

The Director, Human Resources recommended the establishment of the new classification of Health Advocate at the salary range of 62.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

- ii. The Director, Human Resources recommended an adjustment to the salary range for the classifications listed below, with an effective date of 7/1/2022.

Data Entry Clerk, from salary range 38 to range 53

Food Service Worker, from salary range 51 to range 53

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

- iii. The Director, Human Resources recommended an adjustment to the salary range for the classification of Child Care Services Technician from salary range 59 to range 61, with an effective date of 7/1/2022.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

- iv. The Director, Human Resources recommended that a single position in the Early Care and Education program currently classified as Administrative Assistant be reclassified to Senior Administrative Assistant, with an effective date of 7/1/2022.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

- v. The Director, Human Resources recommended that a single position currently classified as Senior Administrative Analyst be reclassified to the proposed new classification of Administrative Support Supervisor with an effective date of 7/1/2022. The recommendation was to establish the new classification and reclassify the employee into the new classification.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

c. Job Descriptions

- i. Jill Stevens of Human Resources provided the Personnel Commission with an overview of SBCEO's expanded participation in the DMV Government Employer Pull Notice Program. The Director, Human Resources recommended revisions to the following job descriptions to reflect their inclusion in the program.

- A. Custodian
- B. Custodian/Delivery Driver
- C. Custodian/Maintenance Worker
- D. Delivery Specialist I
- E. Delivery Specialist II
- F. Lead Custodian/Maintenance Worker
- G. Paraeducator
- H. Vocational Assistant

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

- ii. The Director, Human Resources recommended a revision in the job description and title for Paraprofessional, Behavioral Intervention to Paraeducator, Behavioral Intervention.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Consideration of Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2022-12 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

13. Change of Personnel Commission Meeting Date

The Director, Human Resources requested a change in the September Personnel Commission meeting date to September 15.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

REPORTS**16. PERSONNEL COMMISSIONER REPORTS**

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini had no PC-related items to report.

Commissioner Jaramillo reported that her district is gearing up for the coming school year with a lot of recruiting activity.

17. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:41 p.m. The next regularly scheduled meeting may be held on July 28, 2022 at 12:30 p.m., possibly by videoconference.



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



Carmen Jaramillo
Chair, Personnel Commission