



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
April 27, 2023 – 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 may 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 end of the public comment period. Members of the public will also have the opportunity to address the Personnel Commission in real time, without making a request in advance. Alternatively, public comments may be submitted in writing. 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. Speakers who need more time may submit written comments.

GENERAL FUNCTIONS

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Changes to the Agenda**
- 5. Introduction of Staff and Guests**
- 6. Public Comment**

7. Approval of Minutes of Regular Meeting Held March 23, 2023
(Attachment)

MOVED: SECONDED: VOTE:

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

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)

b. Classified Personnel Report dated May 4, 2023

(Attachment)

c. Position Announcements

(Attachments)

i. Administrative Assistant (Dual – Santa Maria)

ii. Clerical Assistant (Dual – Santa Barbara)

11. Action Items

a. Ratification of Eligibility Lists
(Attachments)

- i. Accounting Assistant (Dual – Santa Barbara)
- ii. Administrative Assistant (Dual – Santa Barbara)
- iii. Computer/Network Technician II (Dual – SY Valley)
- iv. Paraeducator (Open Continuous – North)
- v. Paraeducator (Open Continuous – Santa Barbara)
- vi. School Occupational Therapist (Open Continuous – multiple locations)

MOVED: SECONDED: VOTE:

b. Classification of Position — None

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Revision of Merit System Rules – Presented for Second Reading
(Attachments)

4441.2 Job Announcement Bulletin

MOVED: SECONDED: VOTE:

NEW BUSINESS

13. Revision of Merit System Rule – Presented for First Reading
(Attachment7)

4432.5 Position Announcements

This rule is proposed for deletion, the text of the rule having been incorporated into the proposed revision of PC Rule 4441.2.

14. Quarterly Review of Personnel Commission Budget
(Attachment)

Statement of expenditures through the third quarter of the 2022-23 fiscal year, from January 1, 2023 through March 31, 2023. This is an information item.

15. Review Draft Personnel Commission Meeting Dates for 2023-24
(Attachment)

16. CSEY Update
(Attachment)

MOVED:

SECONDED:

VOTE:

REPORTS

17. PERSONNEL COMMISSIONER REPORTS

18. DIRECTOR, HUMAN RESOURCES REPORT

19. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

CLOSED SESSION — None scheduled

ADJOURNMENT

The next regular meeting will be held on Thursday, May 25, 2023, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.