

PERSONNEL COMMISSION

REGULAR MEETING
February 28, 2019 – 12:30 p.m.

AGENDA

Location:

SBCEO South
Cabinet Conference 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

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.

During the time for public comment as specified on the agenda, the Personnel 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 Personnel Commission.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 Pledge of Allegiance

1.4 Changes to the Agenda

1.5 Introduction of Guests

1.6 Public Comment

1.7 Approval of Minutes — Attached

1.7.1 January 24, 2019

Moved:

Seconded:

Roll Call Vote:

1.8 Communications — None

1.9 Informational Items

1.9.1 Media Releases

Available for review from the County Superintendent of Schools.

1.9.2 Legislative Updates

Available for review from the Director, Human Resources.

1.9.3 List of New Positions — Attached

For the period of January 19, 2019 through February 22, 2019. These positions have been approved by the County Superintendent of Schools and fall within a classification previously approved by the Personnel Commission.

2.0 REGULAR BUSINESS

2.1 Classified Personnel Report dated March 7, 2019

This information item will be presented at the meeting.

2.2 Ratification of Eligibility Lists — Attached

Director, Communications (Dual – South)
Office Assistant (Dual – South, 87.5% FTE)
Office Assistant (Dual – South, 75% FTE)

Moved: Seconded: Roll Call Vote:

2.3 Classification of Positions — None

2.4 Job Description — Attached

Proposed job description for new classification of Business and Workforce Support Specialist

2.5 Position Announcements — Attached

Program Associate (Dual – South)
Office Assistant (Dual – North)

3.0 UNFINISHED BUSINESS

3.1 Personnel Commission Meeting Dates for 2019-20 — Attached

Moved: Seconded: Roll Call Vote:

4.0 NEW BUSINESS

4.1 Resolution for Classified School Employee Week, 2019 — Attached

Moved: Seconded: Roll Call Vote:

5.0 PERSONNEL COMMISSIONER ITEMS

6.0 DIRECTOR, HUMAN RESOURCES ITEMS

7.0 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION ITEMS

8.0 CLOSED SESSION — None scheduled

9.0 ADJOURNMENT

The next scheduled meeting will be held on Thursday, March 28, 2019, at 12:30 p.m. in the Santa Barbara County Education Office Board Room, Santa Maria. This meeting will also be available via videoconference at the Santa Barbara County Education Office Board Room, Cabinet Conference Room, Santa Barbara.