

## Classified Employees of the Year

Each year, the California Department of Education invites County Offices of Education to participate in the Classified School Employees of the Year (CSEY) Program. The CSEY Program highlights the contributions of classified school employees who support the education of California's public school students in preschool through grade twelve. The programs six extraordinary professionals from throughout the county were honored as the 2016 Santa Barbara County Classified School Employees of the Year.



*Pictured from L to R: Karen Pickford; Teresa Acosta; Richard McKinley; Virginia Villa; Corina Raya.*

Foothill Elementary's **Karen Pickford**, library media specialist, was the winner in the Para-Educator and Instructional Assistance category.

Honored in the Support Services and Security category was **Teresa Acosta**, an administrative assistant in the Lompoc Unified School District.

**Richard McKinley**, who retired this year with 33 years of service on the maintenance crew at Santa Maria High School, was honored in the Maintenance Category.

**Virginia "Virgie" Villa**, bus driver in the Santa Maria Joint Union High School District, was recognized in the Transportation Category.

And **Corina Raya** won in the Child Nutrition Category. Ms. Raya is the Food Services Coordinator in the Vista Del Mar Union School District.



Finally, school secretary **Lisa Andresen** from Los Olivos Elementary, won in the Office and Technical category. Lisa also went on to win at the state level and was recognized by the California Department of Education as one of six Classified School Employees of the Year for 2016.

# Personnel Commission Report 2015-16



SANTA BARBARA  
County Education Office  
William J. Cirone, Superintendent

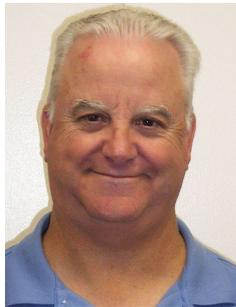
service & leadership

## The Personnel Commission

**THE SBCEO PERSONNEL COMMISSION** is a nonpartisan public body responsible for the administration of the Merit System. It is composed of three members appointed for three-year terms. One is appointed by the Board of Education; one is appointed by the CSEA; and the third is a neutral member jointly appointed by the remaining commissioners.



**Gary Pickavet**  
Board of Education  
appointee  
since 2014



**Michael Ostini**  
CSEA appointee  
since 2014



**Hugo Lara**  
Joint appointee of the  
Personnel Commission  
since 2013

The commission employs staff to administer the Merit System. The staff members are responsible for conducting personnel management procedures for the classified service according to the commission's rules. Current staff members are:

### Personnel Commission Staff

**Jane Jackson**  
Director, Human Resources  
805-964-4711, extension 5256

**Tracie Cordero**  
Classified Human Resources Specialist

**Teri Carter**  
Classified Human Resources Technician

## The Merit System

**THE SBCEO MERIT SYSTEM** was adopted at the Santa Barbara County Education Office in 1975. The Merit System provides employers with a system of selection, retention, and promotion based on merit and fitness. The system requires an impartial body, the Personnel Commission, whose individual members implement and interpret Merit System rules. The Personnel Commission acts on appeals to those facets of employment within its purview and adopts and follows a set of rules aligned with related legal codes and case law. The SBCEO's director of human resources is the secretary to the Personnel Commission and prepares all necessary information provided to the Commission on a monthly basis for a public meeting during which the Commissioners review data, discuss topics within the jurisdiction of the Personnel Commission, and take action on necessary items to maintain efficiency and fidelity of the Classified Human Resources.

## Personnel Commission Meetings

**BEGINNING IN 2015-2016, THE COMMISSION AND STAFF** developed website access to monthly Personnel Commission meetings, agendas, and minutes (see <http://hr.sbceo.org/pc/pc-overview.shtml>).

The Personnel Commission meets monthly, typically on the fourth Thursday of each month, at 12:30 p.m. in the board room at the SBCEO south county office, 4400 Cathedral Oaks Road, Santa Barbara. The meetings are also available via video conference in the board room at the north county office, 402 Farnel Road, Santa Maria. In October, March, and June, meetings are held at the north county location and can be viewed via video conference at the south county office. All Personnel Commission meetings are open to the public.

## Job descriptions

**IN 2016, THE CLASSIFIED HUMAN RESOURCES DEPARTMENT** organized a project to update all classified job descriptions by 2018. Twelve new and revised job descriptions were completed in 2015-16—a 58 percent increase over the previous year—and many more are now underway. New job descriptions are available on our website at [sbceo.org](http://sbceo.org).

## Reemployment

**THE 2015-2016 DATA** reflects increases over prior years and is indicative of staff efforts to reemploy individuals who have been laid off or are working in reduced positions.

	2013-14	2014-15	2015-16
Reemployment	11	4	15
Reinstatement	1	7	8
Individuals on reemployment	74	91	72
Individuals removed	11	8	6
Individuals working reduced positions	19	34	28

## Recruitment and examinations

	2013-14	2014-15	2015-16
Positions announced	27	50	42
Applications	832	1,005	653
Written examinations	24	19	24
Oral examinations	22	30	30
Eligibles established	214	342	176
Eligibility lists established	36	48	38
New hire appointments	36	44	33

The average number of applications per positions announced continues to fall. This is attributable, in part, to economic factors such as low unemployment rates and competitive employment opportunities on the central coast. This trend is likely to reverse as unemployment increases.