

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OFFICE, PORTABLE B

AGENDA

February 4, 2015

5:30 P.M

I. CALL TO ORDER

- A. The meeting was called to order at _____.
- B. Pledge of Allegiance
- C. Roll-Call
 - Commissioner Valerie Dixon, Chairperson Present _____
 - Commissioner Michael Salazar, Vice Chairperson Present _____
 - Commissioner George Bohn, Member Present _____

II. APPROVAL OF AGENDA

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

III. PUBLIC COMMENTS

- NOTE:**
- The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)
 - Each speaker may speak only once.
 - A five (5) minute time limit will be allotted to each speaker, unless extended by the Chairperson.
 - A *Request to Speak* form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

IV. ACTION ITEMS

- A. The commission will consider ratifying Eligibility List(s). Proposed motions are: It is moved that the commission ratify the eligibility list for:
 1. Account Analyst (Exam #14-098)
 2. Bilingual Secretary II (Exam #14-096)
 3. Bilingual Secretary III (Exam #14-097)
 4. Chief Business Officer (Exam #15-001)
 5. Food Production Worker (Exam #14-100)
 6. Secretary III (Exam #14-097)

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

B. The commission will consider approving revisions to the following classification specification(s) as submitted:

1. Assistant Affirmative Action Officer
2. Environmental Compliance and Safety Officer
3. Human Resources Technician
4. Lead Electronics Technician
5. Risk Management/Employee Benefits Director
6. Transportation Supervisor

Moved: _____ Secoded _____
 Discussion: _____
 Vote: Dixon: _____ Salazar: _____ Bohn: _____

C. The commission will consider approving the following recruitment(s):

- | | |
|--|------------------|
| 1. Assistant Affirmative Action Officer | Dual |
| 2. Environmental Compliance and Safety Officer | Dual |
| 3. Human Resources Technician | Open/Promotional |
| 4. Lead Electronics Technician | Open/Promotional |
| 5. Risk Management/Employee Benefits Director | Dual |
| 6. Transportation Supervisor | Dual |

Moved: _____ Secoded _____
 Discussion: _____
 Vote: Dixon: _____ Salazar: _____ Bohn: _____

D. The commission will discuss the recruitments for Employee Relations Director, and Facilities Administrator.

Moved: _____ Secoded _____
 Discussion: _____
 Vote: Dixon: _____ Salazar: _____ Bohn: _____

E. The commission will consider extending the following Eligibility List(s) for an additional year.

| Classification | Active Candidates |
|--|-------------------|
| Bilingual Clerk I (Exam #14-002) Clerk 1 (Exam #14-002) | 140 |
| Bilingual Instructional Aide (Exam #14-004) Instructional Aide (Exam #14-004) | 86 |
| Bilingual Instructional Assistant (SDC) (Exam #14-016) Instructional Assistant (SDC) (Exam #14-016) | 37 |
| Bilingual Library Assistant (Exam #14-005) Library Assistant (Exam #14-005) | 37 |
| Bilingual Office Assistant I (HA) (Exam #14-008) Office Assistant I (HA) (Exam #14-008) | 131 |
| Bilingual Secretary II (Exam #14-013) Secretary II (Exam #14-013) | 22 |
| Maintenance Worker II (Exam #14-006) | 8 |

Moved: _____ Secoded _____
 Discussion: _____
 Vote: Dixon: _____ Salazar: _____ Bohn: _____

F. It is moved that the commission approve the Human Resources Specialist(s) (PC) to attend the 2015 Merit System Training Academy at Huntington Beach Union School District. The sessions are scheduled as follows: February 21, 2015, March 21, 2015, April 18, 2015, May 30, 2015 and June 20, 2015. The cost per person is \$500.

Moved _____ Seconded _____
Discussion: _____
Discussion: _____

G. Revision: It is moved that the commission approve the total cost for CSPCA conference registration from January 22-25, 2015 a total of \$700.00 and the hotel cost is \$655.88 for the Director and Personnel Analyst.

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

H. The commission will consider approving minutes for January 14, 2015 as submitted.

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

V. COMMISSIONERS/DIRECTOR COMMENTS

VI. CLOSED SESSION

The commission adjourned into closed session at _____ pursuant to Government Code Section 54957 to discuss:

- 1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Commission Director
Personnel Analyst


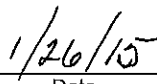
The commission reconvened into open session at _____ and announced the following action taken into closed session:

VII. ADJOURNMENT

The commission adjourned the meeting at _____.

| Exam # | 14-098 | Exam Title | | ACCOUNT ANALYST | | |
|---------------|-----------|-----------------|------------|-----------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 12/9/2014 | 1/11/2015 | 2/4/16 | 19 | 14 | 132 | 36 |

I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Personnel Commission Director
Date

| Exam # | 14-096 | Exam Title | | BILINGUAL SECRETARY II | | |
|---------------|-----------|-----------------|------------|------------------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 11/12/2014 | 12/3/2014 | 2/4/16 | 5 | 5 | 185 | 30 |

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

1/27/2015
 Date

| Exam # | 14-097-1 | Exam Title | | SECRETARY III | | |
|---------------|-----------|-----------------|------------|---------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 11/12/2014 | 12/3/2014 | 2/4/16 | 3 | 3 | 122 | 15 |

I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

| Exam # | 14-097-2 | Exam Title | | BILINGUAL SECRETARY III | | |
|---------------|-----------|-----------------|------------|-------------------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 11/12/2014 | 12/3/2014 | 2/4/16 | 2 | 2 | 70 | 10 |

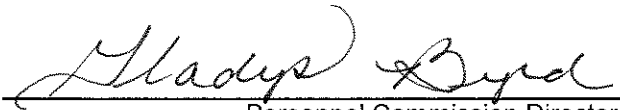
I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

1/27/2015
 Date

| Exam # | 15-001 | Exam Title | | CHIEF BUSINESS OFFICER | | |
|---------------|-----------|-----------------|------------|------------------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 1/16/2015 | 1/28/2015 | 2/4/16 | 14 | Unranked | 23 | 14 |

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

1/30/2015

Date

| Exam # | 14-100 | Exam Title | | FOOD PRODUCTION WORKER | | |
|---------------|-----------|-----------------|------------|------------------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 12/9/2014 | 1/11/2015 | 2/4/16 | 22 | 14 | 201 | 32 |

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

1/26/2015
 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

| | | | | |
|--------------|-----------------|--------------------------|---------------|----|
| Job Code: | 0767 | Work Year: | Salary Range: | 46 |
| Job Family: | Human Resources | | HR/Day: | |
| FLSA Status: | Exempt | EEOC OCCUPATIONAL GROUP: | Management | |

ASSISTANT AFFIRMATIVE ACTION OFFICER

JOB SUMMARY:

To perform technical and administrative support work in the area of district equal employment opportunity compliance, including the investigation and resolution of complaints and to advise management concerning a variety of equal opportunity issues, such as educational and personnel civil rights Law and applicable legal standards.

SUPERVISION:

Receives direction from the Affirmative Action Officer.
Provides work instructions to office support staff and supervision, as needed.

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Researches, interprets, and analyzes legislation, case law, and administrative regulations in the area of equal opportunity and civil rights applicable to education and employment.
- Investigates complaints filed by employees, applicants, students, parents, and/or other interested parties concerning problems or issues about any misapplication, misinterpretation, or alleged violation of District policies, procedures and practices.
- Prepares reports on investigative findings and composes any correspondence required under the Uniform Complaint Policy and Procedures.
- Conducts special studies related to equal opportunity and civil rights issues pertinent to the District.
- Provides technical support to all District departments and managers in all aspects of equal opportunity and the Uniform Complaint Policy and Procedures.
- Develops recommended solutions to administrative and operational problems related to the area of equal opportunity or as a result of investigative findings under the Uniform Complaint Policy and Procedures.
- Makes oral presentations. Conducts District-wide and site training in equal opportunity, civil rights, and related District policies. Meets with employees, applicants, students, parents, complainants and association representatives to resolve complaints.
- Recommends and prepares disciplinary documents for management.
- Promotes and monitors compliance of the District policies and equal opportunity laws and regulations for the District and its various sites and departments.
- Uses personal vehicle for travel to sites for investigative or support work. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of: Principles and practices of federal and state equal opportunity and civil rights laws in the area of employment and education.
- Knowledge of basic investigative and interview techniques.
- Knowledge of principles and practices of organization, administration and personnel management.
- Ability to plan, organize and conduct investigations. .
- Ability to collect, analyze and interpret data.
- Ability to perform technical studies and analyses. .
- Ability to carry out a workload of many projects simultaneously.
- Ability to present data, information and recommendations.
- Ability to analyze and interpret legislation, legal decisions and similar materials.
- Ability to prepare clear and comprehensive written reports and investigative findings.
- Ability to make oral presentations.
- Ability to communicate effectively, both orally and in writing.
- Ability to utilize modern office equipment such as personal computers and peripherals in the performance of job duties.
- Ability to interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.

EXPERIENCE AND EDUCATION/TRAINING: ~~(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on June 28, 2000)~~

Two years of paid experience investigating employment discrimination complaints.

AND

A Bachelor's degree from an accredited college or university.

~~(Substitution: College coursework in human resources management or a closely related field may be substituted for experience on the basis of two semester units for one month of experience up to a maximum of 12 months.)~~

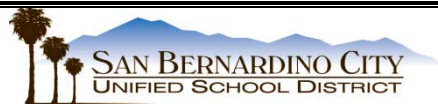
Licenses/Certificates/Registrations:

An appropriate, valid California driver license.*

SPECIAL REQUIREMENT:

Personal transportation for job-related travel throughout the District.**

*Must be presented/**available upon offer of employment and maintained throughout employment in this classification.



San Bernardino City Unified School District Personnel Commission

Classification Specification

| | | | | |
|--------------|-----------------|--------------------------|---------------|-----|
| Job Code: | 185 | Work Year: | Salary Range: | 45M |
| Job Family: | Human Resources | | HR/Day: | |
| FLSA Status: | Exempt | EEOC OCCUPATIONAL GROUP: | Management | |

ENVIRONMENTAL COMPLIANCE AND SAFETY OFFICER

JOB SUMMARY:

To formulate, implement, and administer the Districts safety and environmental compliance programs emphasizing employee and student safety, and air, water, and hazardous materials management; and to provide instruction to District personnel in the techniques of safety environmental compliance and disaster preparedness. To work with Workers' Compensation Department to reduce work related safety issues.

SUPERVISION:

Supervises designated secretary. Receives supervision from a designated Cabinet Member.

EXAMPLES OF DUTIES - ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Performs a wide range of activities in the development, administration and evaluation of safety and environmental compliance programs, disaster preparedness and hazardous materials management for the District relating to student, public, fire, occupational, motor vehicle and physical plant safety, and air, water, underground tanks, and hazardous material compliance management.
- Directs and participate in site/facility inspections including shops, labs and kitchens.
- Performs accident and injury investigations.
- Gathers and reviews reports of injuries, accidents and property damage to determine preventive measures.
- Conducts in-service training for employees.
- Assists in complying with Federal, State, and local air, water, soil, underground tank, hazardous materials, and safety requirement.
- Develops safety and environmental educational material, activities and programs.
- Analyzes statistical and other material and prepares reports and correspondence.
- Provides consultation to schools and the Workers' Compensation Office on safety and environmental programs.
- Schedules and chairs the District Safety Committee meetings.
- Develops and monitors a self-inspection system.
- Oversees the Disaster Preparedness Program.
- Updates and maintains a District Safety handbook and applicable safety data.
- Operates district vehicle to sties required by duties.
- May be required to work evenings or weekends as required by emergency situations.
- Establishes and maintains a district-wide formal environment compliance training program that is updated annually and that includes Environmental Compliance Awareness Training and Job-Specific Environmental Compliance Training.
- Ensuring a direct line is established so that any employee may contact upper management about policy violations or other questions pertaining to environmental, hazardous material, and safety issues.
- Conducts occasional unannounced inspections to enforce policies and laws pertaining to environmental, hazardous material, and safety issues.

- Audits districts procedures for compliance with policies and laws pertaining to environmental, hazardous material, and safety issues.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Toxic Substance Control Act (TOSCA), California Health and Safety Statutes, and California Code of Regulations (CCR) pertaining to hazardous materials, solid and hazardous waste, lead, underground storage tanks, water, and labeling requirements.
- Principles, trends, methods and procedures pertaining to safety, disaster preparedness and hazardous materials management.
- Laws pertaining to work-related injury or illness, school district liability and safety (including OSHA regulations), and disaster preparedness.
- American with Disabilities Act (ADA) pertaining building compliance, handicapped parking spaces, and other related topics.
- Methods of abating or controlling sources of environmental pollutants and contaminants in air, water, and soil.

ABILITY TO:

- Understand and accurately interpret laws, rules and regulations pertaining to safety, environmental compliance, hazardous materials, and hazardous waste management.
- Organize and manage effective safety, disaster preparedness, and hazardous materials management programs.
- Develop cooperative work relations with others.
- Gather, analyze, and interpret data.

SKILLED IN:

- Formulating, implementing, and administering the District’s safety and environmental compliance programs emphasizing employee and student safety, and air, water, and hazardous materials management; and providing instruction to District personnel in the techniques of safety.
- Preparing various written reports.
- Preparing and conducting workshops.
- Conducting investigations of occurrences involving injury/property damage or environment pollution.
- Conducting safety, disaster preparedness, and hazardous materials management inspections.
- Making oral presentation to groups and provide training.
- Effectively communicating in oral and written form.

EDUCATION/TRAINING:

- ~~Bachelor’s Degree Graduation from a recognized university, preferably with a major in industrial engineering, environmental engineering, or related field.~~

AND

- ~~High school graduation or the equivalent~~

QUALIFICATIONS: Experience and Education/Training:

- Two (2) years of fulltime paid work experience in the formulation, implementation, or administration of an environmental and safety compliance program in a public agency, which includes one (1) year as a lead or supervisor.

AND

- Bachelor's degree from an accredited college or university with major coursework in Business, Engineering, Construction Law, Accounting, Finance, Public Administration, or other related field.

Licenses/Certificates:

- A current American Red Cross Advance First Aide Certificate or an acceptable equivalent.**
- A current American Red Cross Advance CPR Certificate or an acceptable equivalent.**
- An appropriate, valid California driver's license. Must be presented upon offer of employment and maintained throughout employment in this position.
- Employees in this classification are responsible for renewing the documents listed to ensure their validity throughout employment in this class.

Special Requirements:

- Personal transportation for job-related travel throughout the District. Attendance at evening meetings is occasionally required.

WORKING INVIRONMENT:

- Indoor and outdoor environment; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office equipment; seeing to review and analyze reports, documents or other records; hearing and speaking to exchange information in person, electronically or telephonically; climbing stairs, ladders and ramps; walking and standing for extended periods of time; sitting for extended periods of time.

PHYSICAL LEVEL 2: MODERATE

Positions in this physical level may require the following physical demands:

Stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 50 pounds; manipulate hands and fingers to operate equipment relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects or students from one location to another; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

SPECIAL REQUIREMENTS (Must be maintained during employment)

- ~~A current American Red Cross Advance First Aide Certificate or an acceptable equivalent.~~
- ~~A current American Red Cross Advance CPR Certificate or an acceptable equivalent.~~
- ~~An appropriate, valid California driver's license.~~

- ~~This position and the some duties performed by this position are governed by a stipulated judgment in the case of *The People of the State of California vs. San Bernardino City Unified School District*, Case No. SCV 53036, San Bernardino Superior Court.~~

- **APPOINTMENT:**

- An employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least overall satisfactory performance. Failure to do so shall result in the employee's termination. This position is designated as administrative pursuant to Education Code section 45301 and is designated management by the District.



San Bernardino City Unified School District Personnel Commission

Classification Specification

| | | |
|-------------------------|--------------------------|-------------------|
| Job Code: 0135 | Work Year: 12 months | Salary Range: 38A |
| Job Family: | | HR/Day: 8 hours |
| FLSA Status: Non-Exempt | EEOC Occupational Group: | |

HUMAN RESOURCES TECHNICIAN

DEFINITION JOB SUMMARY:

To perform technical and complex clerical work relating to the application, interpretation and maintenance of the District's personnel policies, regulations, rules and records.

DISTINGUISHING CHARACTERISTICS:

A Human Resources Technician performs professional level technical Human Resources work in the area of personnel procedures, selection, transfer, promotion, demotion, layoff, dismissal and termination notices.

SUPERVISION:

Receives general supervision from a classified or certificated supervisor or manager.

Exercises no supervision.

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Receives inquiries into personnel procedures; acts as information resource for employees and persons seeking employment with the District.
- Interprets the policies, regulations and rules of the District in addition to the California Education Code in the selection, transfer, promotion, demotion, layoff, dismissal and termination of certificated and classified employees.
- Maintains records in compliance with law and modern personnel practices. Meets with members of management to determine procedures to accomplish personnel functions as required by law and District necessity.
- ~~Advertises for vacancies utilizing the media, inter-school posting and placement office distribution.~~
- Conducts selection processes including background investigation, assessment of experience/education in terms of vacancy minimum qualifications.
- Composes correspondence in the control of the selection process.
- May monitor classified eligibility lists. ~~and make recommendations on further advertising and screening.~~ Communicates with federal and state agencies such as EEOC, FEPC, local police jurisdictions, State Credentials Commission to obtain information and assistance in the interpretation of laws, rules and regulations.
- May assist applicants in the completion and submission of credential applications.
- Processes classified and certificated substitute teacher, hourly teacher and hourly classified time entry cards;
- Coordinates changes in employee status, salary increases, and hiring of new classified and certificated employees. ~~employees with payroll staff.~~
- May ~~compute~~ anniversary increments and provides data upon which employees are assigned to higher step, column, range position.
- Prepares reports for District use and for various outside agencies.
- Performs job related duties as assigned.

QUALIFICATIONS EMPLOYMENT STANDARDS:

KNOWLEGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of general personnel office functions and procedures.
- Knowledge of principles and procedures of detailed record keeping.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of modern office practices, procedures, methods and equipment.
- Ability to learn, interpret and apply administrative and departmental policies, laws and regulations.
- Ability to learn and apply federal, state and local laws, regulations and procedures related to personnel management.
- Ability to maintain the security of confidential materials.
- Ability to meet deadlines.
- Ability to exercise high degree of clerical skill in the control of complex personnel transactions.
- Ability to compose letters requiring knowledge and tact.
- Ability to type forms, letters, reports and statistical summaries.
- Ability to understand and carry out oral and written directions.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING: (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, ~~as approved on August 27, 1996.~~)

Three years of responsible clerical experience in a personnel related position.

High school graduation or the equivalent. Additional specialized clerical training is desirable.

AND

High school graduation or the equivalent. Additional specialized clerical training is desirable.

LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and during employment)

An appropriate, valid California driver's license.

WORKING ENVIRONMENT:

Office environment.

Constant interruptions.

SPECIAL REQUIREMENTS:

There are no special requirements for this classification.

APPOINTMENT:

Persons appointed to this position must successfully complete a 6 month (or 130 working days of paid service) probation period prior to permanent appointment.



San Bernardino City Unified School District Personnel Commission

Classification Specification

| | | |
|-------------------------|--------------------------|------------------|
| Job Code: 0326 | Work Year: 12 months | Salary Range: 45 |
| Job Family: | | HR/Day: 8 hours |
| FLSA Status: Non-Exempt | EEOC Occupational Group: | |

LEAD ELECTRONICS TECHNICIAN

DEFINITION JOB SUMMARY:

To plan, assign, review, and participate in the maintenance/repair program for District equipment utilizing electronic components including but not limited to microcomputers, fire alarm and security alarm systems, office machines, appliances, clock systems, telephones, public address systems, communications radios, and other equipment.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the Electronics series. A position in this class serves as lead worker over a unit performing installation, maintenance and repair of equipment containing electronic components.

SUPERVISION RECEIVED AND EXERCISED SUPERVISION:

Receives general supervision from the Electrical and Electronics Supervisor.

Exercises functional and technical supervision over assigned Electronics Technicians and related positions

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Plans and implements the District maintenance/repair program for equipment utilizing electronic components.
- Prepares work schedules for efficient operations of the section.
- Estimates costs of repairs and purchases parts.
- Troubleshoots and identifies maintenance repair needs.
- Assists in developing and maintaining an effective preventive maintenance program for all electronic-related equipment.
- Maintains records involving time, labor, and material costs.
- Reports work progress to supervisor.
- Responds to after-hour District Police dispatch calls for emergency fire alarm systems, PA/Bells systems, and related electronic equipment repairs.
- Operates district vehicle for incidental travel related to duties.
- Performs job related duties as assigned.

QUALIFICATIONS EMPLOYMENT STANDARDS:

KNOWLEGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of theory of electronic circuitry and related equipment.
- Knowledge of the practices and procedures pertaining to the installation, maintenance, and repair of electronic equipment.
- Knowledge of electrical terms, materials and equipment.
- Knowledge of applicable safe work practices.
- Knowledge of supervisory principles and practices.
- Ability to plan, assign, and review the work of others.
- Ability to read and interpret written diagrams, schematics, electrical plans and specifications.
- Ability to estimate job costs.
- Ability to analyze and interpret data applicable to the work.
- Ability to develop efficient procedures.
- Ability to troubleshoot and repair a wide variety of electronic equipment, electronic components, devices, machines, etc., using electronic systems and circuits.
- Ability to maintain records and reports of repairs and maintenance.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform duties involving a wide variety of physical activities including ascending/descending ladders and scaffolds and lifting objects ~~weighing 40-50 lbs.~~
- Ability to interact with others with courtesy and respect; understand and follow oral and written instruction, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.

Experience and Education and Training:

These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on June 27, 2001.

Four years of full time paid experience including two years at the journey level, in the installation maintenance, and repair, of equipment and devices containing electronic circuitry and components.

AND

High school graduation or the equivalent.

LICENSES/CERTIFICATES/REGISTRATIONS:

An appropriate, valid California driver license.*

*Must be present upon offer of employment and maintained throughout employment in this position.

PHYSICAL LEVEL 3: SUBSTANTIAL

Positions in this physical level may require the following physical demands:

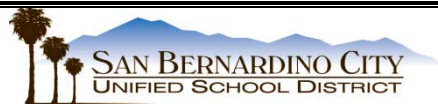
Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 75 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information. **AMERICANS WITH DISABILITIES ACT** Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

SPECIAL REQUIREMENTS:

There are no special requirements for this classification.

APPOINTMENT:

Persons appointed to this position must successfully compete a 6 month (or 130 working days of paid service) probation period prior to permanent appointment.



San Bernardino City Unified School District Personnel Commission

Classification Specification

| | | | | |
|--------------|-----------------|--------------------------|---------------|----|
| Job Code: | 0172 | Work Year: | Salary Range: | 70 |
| Job Family: | Human Resources | | HR/Day: | |
| FLSA Status: | Exempt | EEOC OCCUPATIONAL GROUP: | Management | |

RISK MANAGEMENT/EMPLOYEE BENEFITS DIRECTOR

JOB SUMMARY:

To plan, organize, and direct the District’s risk management program, workers= compensation, safety, benefits, property and liability insurance programs; direct the staffs assigned to those programs; and provide varied and highly complex assistance to senior district management.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an Assistant Superintendent.

Exercises direct supervision over supervisory, technical, and office support staff.

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Directs and participates in the development and implementation of goals, objectives, policies and procedures related to District’s workers compensation, property, liability, employee and public safety, health and welfare benefits, and other related insurance and risk management programs.
- Coordinates committees and training related to District safety issues.
- Receives and analyzes all liability claims against the District; evaluates District liability and coordinates the adjustment, defense or settlement of claims in answering discovery requests, preparing a defense, and appearing in court and other legal proceedings.
- Keeps abreast of all local, state, federal and other regulatory agency laws, rules, regulations and policies applicable to assigned programs to assure compliance.
- Reviews, evaluates and reports on the effectiveness of the comprehensive risk management, safety, and benefits programs.
- Negotiates and administers insured and self-insured plans including employee benefits.
- Prepares and monitors budget, including justification for new risk management programs and activities.
- Conducts and ensures the maintenance of records and preparation of reports and documents necessary for program operation.
- Plans, assigns, supervises and evaluates the work of department staff.
- Prepares and presents special studies and reports for the Assistant Superintendent and the Board of Education.
- Uses personal transportation for incidental travel related to job duties.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of Insurance and risk management administration, principles and procedures.
- Knowledge of state workers compensation laws; liability, property, health and safety, including Cal OSHA laws and regulations, principles and procedures.
- Knowledge of applicable insurance, labor, safety, and environmental laws, regulations, and procedures.
- Knowledge of supervision and training.
- Knowledge of laws of contracts relating to risk management and asset program protection.
- Knowledge of budget preparation and control.
- Knowledge of methods, practice, terminology and procedures used in risk management and employee benefits program administration.
- Ability to collect, investigate, and analyze data and prepare clear and concise reports and manuals.
- Ability to represent the District in quasi-judicial hearings.
- Ability to direct the District's risk management, benefits, safety, and related programs
- Ability to develop plans and programs to reduce workers' compensation and liability claims and losses.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to negotiate and work effectively with attorneys, insurance representatives, medical personnel, claims adjusters, and others.
- Ability to select, direct, train, supervise, and evaluate assigned staff.
- Ability to interpret, apply, and explain policies, legislation, and regulations.
- Ability to communicate effectively, both orally and in writing.
- Ability to promote, foster, and maintain positive, harmonious working relationships with employees, representative of other agencies, vendors, and the public.

EXPERIENCE AND EDUCATION/TRAINING: ~~(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on November 28, 2001.)~~

Five years of ~~responsible~~ management work experience in directing workers' compensation, claims administration, and adjudication, safety engineering and loss control programs or employee benefits.

AND

A bachelor's degree from an accredited college or university with major coursework in Risk Management, Public Administration, Business, Finance, or a closely related field.

Licenses/Certificates/Registrations:*

Possession of Associate Risk Management accreditation (ARM).**

A valid California driver's license and auto liability insurance.**

SPECIAL REQUIREMENT:

Personal transportation for incidental travel related to job duties.

*Employees in this classification are responsible for renewing the documents listed to ensure their validity throughout employment in this classification.

**Submitted upon offer of employment.



San Bernardino City Unified School District Personnel Commission

Classification Specification

| | | | | | |
|--------------|-----------------|------------|--------------------------|---------------|------------|
| Job Code: | 1070 | Work Year: | 228 Work Days | Salary Range: | 45 |
| Job Family: | Human Resources | | | HR/Day: | 8 |
| FLSA Status: | Exempt | | EEOC OCCUPATIONAL GROUP: | | Management |

TRANSPORTATION SUPERVISOR

DEFINITION JOB SUMMARY:

Plans, organizes, participates, and supervises in the Transportation Program activities and staff including contract operations, route planning and scheduling.

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Recommends and assists in the implementation of goals, objectives, policies and procedures.
- Establishes schedules and methods for transportation activities and services.
- Informs District personnel, staff bus drivers, parents and members of the public of legal requirements, restrictions, policies and procedures pertaining to the pupil transportation program.
- Keeps abreast of pending and current state legislation relative to pupil transportation.
- Submits justification for additional buses, changes in routes, needed supplies and equipment.
- Acts as a liaison with contractors, bus drivers, and school personnel.
- Monitors budgetary accounts for regular and special transportation programs throughout the District.
- Directs the District's State Bus Evacuation Program for both regular and D & I programs.
- Coordinates the planning of bus routes, stops, load size, and new procedures.
- Authorizes requisitions for office supplies and equipment.
- Prepares a variety of technical reports and materials.
- Reviews and revises the student transportation program to maintain compliance with state laws and District rules and regulations.
- Supervises, trains, evaluates and monitors the work of Transportation staff.
- Performs related job duties as assigned

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Federal and state laws governing student transportation programs.
- Efficient and economical bus routing techniques.
- Student and community concerns relative to student transportation.
- Principles and procedures of financial record keeping.

- Learn local community demographic, geographical, and topographical characteristics.
- Analyze transportation costs and ensure effective and economical use of staff, seNices and equipment.
- Principles, trends, methods, and procedures pertaining to modern transportation administration.
- Computer/software systems applicable to transportation.
- Understand and accurately interpret laws, rules, and regulations pertaining to pupil transportation.
- Communicate effectively, both orally and in writing.
- Make oral presentations.
- Prepare and conduct benefits workshops.
- Gather, analyze, and interpret data, related to student transportation.
- Principles and practices of supervision and training.
- Analyze situations carefully and adopt effective courses of action.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION/TRAINING:

Any combination of experience and education/training that demonstrates an ability to perform the essential functions of the job. (These are the minimum experience and education/training standards that will be used to admit or reject applicants for examination.)

Five years paid experience of increasingly responsible transportation experience which includes two (2) years of experience as a lead or including 2 years lead or supervisory.

AND

High school graduation or equivalent. ~~from an accredited high school, or an acceptable equivalent.~~

Licenses/Certificates/Registrations:

~~The applicant should have a valid California driver's license and auto liability insurance, which must be available upon acceptance of offer of employment and maintained throughout employment in this position.~~

An appropriate, valid California driver license and auto liability insurance.

Must be submitted upon offer of employment and maintained throughout employment in this position.

SPECIAL REQUIREMENTS:

The applicant must have personal transportation available for job-related travel.

~~Smoke and drug free environment and background checks are required.~~

APPOINTMENT:

Persons appointed to this class are subject to a probationary period of one (1) year

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OFFICE

MINUTES

January 14, 2015

I. CALL TO ORDER

A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.

B. Roll-Call

1. Commissioner Valeria Dixon, Chairperson
2. Commissioner Michael Salazar, Vice-Chairperson
3. Commissioner George Bohn, Member

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

A motion was made by Ms. Dixon and Mr. Salazar to approve the agenda.

The motion unanimously carried.

III. PUBLIC COMMENTS

No public comments were made.

IV. ACTION ITEMS

A. **RATIFYING ELEGIBILITY LIST(S)**

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the following eligibility list(s).

1. Campus Security Officer (Exam #14-088)
2. Lifeguard (Exam #14-046)
3. Multimedia Manager (Exam #14-093)

The motion carried to approve the eligibility list(s). The vote was unanimous.

B. **REVISIONS TO CLASSIFICATION SPECIFICATION(S)**

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the revisions to classification Specification(s) as submitted.

1. Application Analyst II

2. Assistant Affirmative Action Officer
3. Assistant Warehouse Manager
4. Budget Officer
5. Custodian II
6. Environmental Compliance and Safety Officer
7. Equipment Operator
8. Facilities Administrator
9. Pool Attendant
10. Risk Management/Employee Benefits Director
11. Senior Budget Analyst
12. Senior Food Production Worker
13. Youth Services Specialist

Ms. Karen Hoch, acting classified HR director, asked, on behalf of the district to pull the revised job specifications and recruitments on the agenda as follows: Assistant Affirmative Action Officer, Custodian II, Equipment Operator, Pool Attendant, and Risk Management/Employee Benefits Director due to the District did not review the job specification before they were placed on the agenda. Ms. Byrd, PC Director, stated that she asked the District and the Union in October and November schedule a meeting to review the job specifications. The meetings were not scheduled.

Mr. Salazar recommended the following revised classifications be pulled: Assistant Affirmative Action Officer, Environmental Compliance and Safety Officer, and Risk Management/Employee Benefits Director.

The motion carried. The vote was unanimous.

C. RECRUITMENTS

It was moved by Ms. Dixon and seconded by Mr. Salazar to open the following recruitments.

1. Application Analyst
2. Assistant Warehouse Manager
3. Budget Officer
4. Custodian II
5. Education Assistant III (SI)/Bilingual Education Assistant III(SI)
6. Education Assistant III (Spanish)
7. Equipment Operator
8. Facilities Administrator
9. Instructional Assistant (SDC)/Bilingual Instructional Assistant SDC
10. Nutrition Services Manager I

11. Nutrition Services Manager II
12. Pool Attendant
13. Public Safety Dispatcher
14. Senior Budget Analyst
15. Senior Food Production Worker
16. Youth Services Specialist

The request to open recruitment for Assistant Affirmative Action Officer, Environmental Compliance and Safety Officer, and Risk Management/Employee Benefits Director were pulled based on the recommendation of Mr. Salazar to pull the revised job specification.

The motion carried. The vote was unanimous with all members present participating in the vote.

- D. The commission discussed and approved the salary adjustment for the position of Employee Relations Director from Salary range 75 to Salary range 70 to align with other directors.

The motion carried. The vote was unanimous with all members present participating in the vote.

- E. The commission discussed the remainder of classified positions that require eligibility list as mandated by the Writ.
- F. The commission approved for Personnel Commission Director and Personnel Analyst to attend the conference hosted by the California School Personnel Association (CSPCA) from January 22-25, 2015 in San Diego for a total of \$600.00.

The motion carried. The vote was unanimous with all members present participating in the vote.

- G. The commission approved for the office staff and the commissioners to attend the 2015 Merit System Training Academy taking place at Huntington Beach Union School District. The sessions are scheduled as follows: February 21, 2015, March 21, 2015, April 18, 2015, May 30, 2015 and June 20, 2015. The cost per person is \$500.00 each.

The office staff is approved to attend the merit academy. There was discussion that Ms. Dixon needed to attend two missed sessions. Mr. Bohn and Mr. Salazar declined to attend the training academy because they had completed the academy previously.

The motion carried. The vote was unanimous with all members present participating in the vote.

H. **APPROVAL OF THE MINUTES**

A motion was made by Ms. Dixon, and seconded by Mr. Salazar to accept and approve the meeting minutes as submitted for December 3, 2014.

The motion unanimously carried. The vote was unanimous with all Members present participating in the vote.

I. **APPROVAL OF THE MINUTES**

The motion was made by Ms. Dixon, and seconded by Mr. Salazar to accept and approve the meeting minutes as submitted for December 16, 2015.

The motion was unanimously carried. The vote was unanimous with all members present participating in the vote.

V. **COMMISSIONER'S AND DIRECTOR'S COMMENTS:**

Ms. Byrd thanked Karen Hoch for teaching her the job and for being there for her. She has been a great mentor throughout the years.

Mr. Bohn said how impressed he is on all the great work the commission has done.

Ms. Dixon said Happy New Year everybody. She would be happy to do a presentation report to the Board on the positions filled.

Mr. Salazar said Happy New Year, and thanked Ms. Byrd on the classification report put together, the numbers look outstanding.

Meeting adjourned at 6:06 p.m.

VI. **CLOSED SESSION**

The commission adjourned into closed session at 6:06 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE APPOINTMENT

1. PUBLIC EMPLOYEE APPOINTMENT

Title: Human Resources Specialist (PC)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Personnel Commission Director

Personnel Analyst

3. PUBLIC EMPLOYMENT HEARING STATE MEDIATION AND CONCILIATION
SERVICE CASE APPEAL

Case Number ARB 14-0181.

Appointment of hearing officer Mark Keppler for case ARB 14-0181.

The commission reconvened into open session at 7:52 p.m. and announced the following:

1. The commission chose two candidates for Human Resources Specialist (PC) pending job offer and acceptance.

The motion carried. The vote was unanimous with all members present to Participate in the vote.

2. Public Employment Hearing State Mediation and conciliation service case appeal case number ARB 14-0181 to appoint of Hearing Officer Mark Keppler for case ARB 14-0181 is approved by commissioners

The motion carried. The vote was unanimous with all members present to Participate in the vote.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:54 p.m.