

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

AGENDA

May 13, 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**
1. 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)
 2. Each speaker may speak only once.
 3. A five (5) minute time limit will be allotted to each speaker, unless extended by the Chairperson.
 4. 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 discuss and conduct a public hearing on the proposed budget for Fiscal Year 2015-2016. Members of the public, representatives from collective bargaining units, employees of the district, executives and managers of the district, and members of the governing board may comment on the proposed budget at this time.
- It is moved that the commission approve the proposed budget for fiscal year 2015-2016 as submitted.

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

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 777 N. F Street, San Bernardino, CA 92410 (909) 381-1182

B. The commission will consider ratifying Eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:

- | | |
|----------------------------------|---------------|
| 1. Assistant School Police Chief | Exam # 15-022 |
| 2. Bilingual Clerk I | Exam # 15-024 |
| 3. Bilingual Library Assistant | Exam # 15-023 |
| 4. Bilingual Secretary II | Exam # 15-025 |
| 5. Bilingual Secretary III | Exam # 15-026 |
| 6. Custodian II | Exam # 15-036 |
| 7. Equipment Operator | Exam # 15-039 |
| 8. Library Assistant | Exam # 15-028 |
| 9. Machinist | Exam # 14-092 |
| 10. Painter | Exam # 15-032 |
| 11. Public Safety Dispatcher | Exam # 15-014 |
| 12. Secretary III | Exam # 15-034 |
| 13. Transportation Supervisor | Exam # 15-021 |
| 14. Tree Trimmer | Exam # 14-085 |

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

C. The commission will consider extending the following eligibility list for an additional year.

Administrative Assistant (Exam # 14-028) 14 Eligible Ranks

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

D. The commission will consider approving the title and revisions to the following classification specification(s):

1. Assistant Director of MIS to Assistant Information Technology Director
2. Assistant Building Services Director to Assistant Maintenance and Operations Director

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

E. The commission will consider approving revisions for the following classification specification(s):

1. Administrative Assistant
2. Affirmative Action Officer
3. Buyer
4. Clerk II / Bilingual Clerk II
5. Food Worker Trainee
6. Nutrition Services Operation Supervisor
7. School Licensed Vocational Nurse (LVN) / Bilingual School Licensed Vocation Nurse (LVN)
8. Secretary /Bilingual Secretary
9. Secretary II / Bilingual Secretary II

10. Secretary III / Bilingual Secretary III
11. Senior Clerk /Bilingual Senior Clerk
12. Superintendent's Assistant

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

F. The commission will consider ratifying the following recruitments:

- | | | | |
|----|---|------------------|-----------------------|
| 1. | Computer Specialist I | Open/Promotional | 4/22/2015 - 5/19/2015 |
| 2. | Computer Specialist II | Open/Promotional | 4/22/2015 - 5/19/2015 |
| 3. | Computer Specialist III | Open/Promotional | 4/22/2015 - 5/19/2015 |
| 4. | Custodian I | Open/Promotional | 4/22/2015 - 5/12/2015 |
| 5. | Instructional Aide | Open/Promotional | 5/06/2015 - 6/02/2015 |
| 6. | Maintenance Worker I | Open/Promotional | 5/06/2015 - 6/02/2015 |
| 7. | Program Clock and Fire Alarm Technician | Open/Promotional | 5/06/2015 - 6/02/2015 |
| 8. | Sprinkler System Specialist | Open/Promotional | 5/06/2015 - 6/02/2015 |

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

G. The commission will consider approving the following recruitments:

- | | | | |
|----|---|------|-----------------------|
| 1. | Affirmative Action Officer | Dual | 5/20/2015 – 6/16/2015 |
| 2. | Assistant Information Technology Director | Dual | 5/20/2015 - 6/16/2015 |
| 3. | Assistant Maintenance and Operations Director | Dual | 5/20/2015 - 6/16/2015 |
| 4. | Food Worker Trainee | Open | 5/20/2015 - 6/16/2015 |

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

H. The commission will discuss the process regarding filling classified positions.

Moved: _____ Seconded _____
 Discussion: _____

I. The commission will consider the First Reading to the proposed revisions of the Personnel Commission Rules.

3.16 Reallocation of Classifications:

A reallocation of a classification is a change from one salary range to another salary range and includes all positions allocated to the class at the time of the change.

3.16.1 Reallocation is based on (1) findings that compensation for a classification are significantly different from market survey data and/or (2) maintenance of the organization's internal relationships with other classifications within and among job families of the classification plan.

3.16.2 The Personnel Commission Director shall determine and direct the methodology for reallocation studies and make recommendations to the Personnel Commission.

4.11.11 Examination Procedures

Reference Education Code Sections 45256 and 45268, 45273

Moved: _____ Seconded _____
Discussion: _____

J. The commission will consider approving minutes for April 1, 2015.

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

V. *Commissioners/Director's 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

2. PERSONNEL MATTERS

Title: Employee Appointment or Employment

ID #15-1001

ID #15-1002

ID #15-1003

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

Adjournment

The commission adjourned the meeting at _____.

2015-2016 PERSONNEL COMMISSION BUDGET

DISTRICT San Bernardino City Unified School District

Please complete the following Account Code Information:

FUND	RESOURCE	PROGRAM	FUNCTION	OBJECT	SCHOOL	MANAGEMENT
01	0000	0000	7490		842	071

Please submit the completed budget on or before June 1, 2015 to SBCSS- Business Advisory Services, 760 E. Brier Dr., San Bernardino, CA 92408, Attention: Lupe Saldivar.

	COLUMN 1 2014-15 ADOPTED BUDGET	COLUMN 2 2014-15 ACTUAL OR ESTIMATED	COLUMN 3 2015-16 BUDGET
2000 CLASSIFIED SALARIES:			
District Administrative Personnel	72,772	67,707.00	69,720.56
Commission Members	3,600	3,600	3,600
Director	113,385	124,892.40	132,486.98
Secretaries/Clerks	180,373	180,373.00	242,153.19
Other:	9,500	10,000	10,000
SUBTOTAL (2000):	\$379,630.00	\$386,572.40	\$457,960.73
3000 EMPLOYEE BENEFITS:			
3100 STRS			
3200 PERS	41,275	45,676	54,254.61
3300 OASDI/ARS/MEDICARE	28,193	29,686	35,034.00
3400 Health and Welfare	79,824	105,939.00	122,590.00
3500 Unemployment Insurance	4,054	194.00	228.98
3600 Workers' Compensation Insurance	4201.00	6907.00	8,151.70
3700 Other Benefits	8295.00	8295.00	10,308.70
SUBTOTAL (3000):	\$165,842.00	\$196,697.00	\$230,567.99

	COLUMN 1 2014-15 ADOPTED BUDGET	COLUMN 2 2014-15 ACTUAL OR ESTIMATED	COLUMN 3 2015-16 BUDGET
4000 BOOKS AND SUPPLIES:			
4200 Other Books	3,000	3,000	3,000
4300 Other Supplies	4,000	4,000	4,000
Literature/Periodicals			
Printing and Forms	7,000	7,000	7,000
Office Supplies	7,000	7,000	7,000
Miscellaneous	4,000	4,000	4,000
Other:			
SUBTOTAL (4000):	\$25,000	\$25,000	\$25,000
5000 SERVICES, OTHER OPERATING EXPENSES			
5200 Travel, Conference & Other Reimbursement	15,000	15,000	15,000
Mileage	1000.00	1,000.00	1,000
Conference			
Other	400	400	400.00
5300 Dues and Memberships	4,000	4,000	4,000
5500 Utilities and Housekeeping Services			
Telephone			
Other			
5600 Rentals, Leases, Repairs			
Advertising			
Machine Maintenance Contracts	4,000	4,000	4,000
Consultants	15,000	15,000	15,000
5700 Inter-Program Services (Printing, Repairs)	15,000	15,000	15,000

	COLUMN 1 2014-15 ADOPTED BUDGET	COLUMN 2 2014-15 ACTUAL OR ESTIMATED	COLUMN 3 2015-16 BUDGET
Other	5000	5000	5,000
5800 Other Services and Expenditures	15,000	15,000	15,000
Advertising	20,000	20,000	20,000
Consultants	15,000	15,000	15,000
Other			
SUBTOTAL (5000):	\$109,400.00	\$109,400.00	\$109,400.00
6000 CAPITAL OUTLAY			
6400 Equipment (Audio Visual Equipment)	3,715	3,715	3,715
6500 Equipment Replacements	5,000	5,000	5,000
SUBTOTAL (6000):	\$8,715	\$8,715	\$8,715
TOTAL EXPENDITURES	\$726,384.00	\$726,384.00	\$831,643.72

Includes 5% retro pay and 2% raise for fiscal year 2015-2016
\$831,643.72

Certification

I, Personnel Commission Chairman, hereby certifies that in accordance with Education Code section 45253, a public hearing was held on **May 6, 2015**, following which this budget was adopted by the Personnel Commission of the **San Bernardino City Unified School District**. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

The District's Chief Business Official certifies to above budget being completely and accurately reflected in District's Adopted Budget.

PERSONNEL COMMISSION CHAIRMAN
(Signature)

APPROVED BY: *(Signature)*
SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOL

Date : _____

Date : _____

DISTRICT CHIEF BUSINESS OFFICIAL *(Signature)*

Date: _____

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j:\personnel commission\2015-16\Personnel Commission Budget Form

Includes 5% retro pay and 2% raise for year 2015-2016.



San Bernardino County
Superintendent of Schools

Ted Alejandre
County Superintendent

Transforming lives through education

March 23, 2015

Bulletin No. 15-051

TO: Chief Business Official and Personnel Commission Chair Person
San Bernardino City USD
Victor Valley Union High School District

SUBJECT: **2015-16 PERSONNEL COMMISSION BUDGET**

The procedure for adopting the annual budget of the Personnel Commission in a merit system district is outlined below in conformance with Education Code 45253.

1. The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district.
2. The budget shall be prepared for a public hearing by the Commission to be held not later than May 30 of each year, or a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the school district budget.
3. The Commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administration representatives to attend and present their views. The Commission shall fully consider the views of the governing board prior to adoption of its proposed budget.
4. The Commission shall then forward its proposed budget to the County Superintendent of Schools for action.

Attached is the "2015-16 Personnel Commission Budget" form to complete your 2015-16 budget. Please return two copies to Lupe Saldivar of this office no later than June 1, 2015.

If your hearing is in connection with the district's Adopted Budget Certification, and it is agreed upon by the Governing Board and the Personnel Commission, please advise us of that date as soon as possible. After approval, one signed copy will be returned to you.

Sincerely,

Ted Alejandre
County Superintendent of Schools
Signed by Cynna Hinkle
Director
Business Advisory Services

CH:ls

Attachment: "2015-16 Personnel Commission Budget" Form

Business Services • Richard De Nava, Assistant Superintendent

Business Advisory Services • Cynna Hinkle, Director
760 East Brier Drive • San Bernardino, CA 92408 • P: 909.386.9676 • F: 909.386.9690 • www.sbass.k12.ca.us

Expenditure Balances

District 76 -- San Bernardino City Unified

Management 071 -- HR/PERSONNEL COMMISSION

As of 4/28/2015

Object	Adopted Budget	Budget Adjustments	Current Budget	Actual	Encumbrances	Remaining Balance	Pct. Spent
2000-2999 CLASSIFIED SALARIES							
2312 -- MNGT- DIRECTOR/ASST D..REGULAR	124,892.40	-42,136.62	82,755.78	73,735.84	9,019.94	0.00	89.1
2340 -- MANAGEMENT SUB	0.00	42,136.62	42,136.62	46,582.12	0.00	-4,445.50	110.6
2350 -- BOARD & COMMISSION.....REGULAR	3,000.00	0.00	3,000.00	1,400.00	1,600.00	0.00	46.7
2410 -- CLERK/BIL CLERK.....REGULAR	33,616.00	-17,550.00	16,066.00	12,528.72	3,537.28	0.00	78.0
2411 -- CLERK/TECHNCN-SPECIALIZD...REG	110,813.00	0.00	110,813.00	37,540.02	73,272.98	0.00	33.9
2413 -- SECRETARY/BIL SECY.....REGULAR	48,012.00	0.00	48,012.00	38,481.84	9,530.16	0.00	80.2
2414 -- TECHNICAL/FINANCIAL/OFFC...REG	67,707.00	0.00	67,707.00	34,405.16	33,301.84	0.00	50.8
2420 -- CLERICAL OT	0.00	2,500.00	2,500.00	3,969.73	0.00	-1,469.73	158.8
2440 -- CLERICAL SUB	0.00	15,000.00	15,000.00	14,516.55	483.45	0.00	96.8
Total 2000-2999 CLASSIFIED SALARIES	388,040.40	-50.00	387,990.40	263,159.98	130,745.65	-5,915.23	67.8
3000-3999 EMPLOYEE BENEFITS							
3202 -- PERS- CLASSIFIED	45,676.00	0.00	45,676.00	22,406.96	23,269.04	0.00	49.1
3312 -- SOCIAL SECURITY- CLASSIFIED	24,059.00	0.00	24,059.00	12,139.50	11,919.50	0.00	50.5
3332 -- MEDICARE- CLASSIFIED	5,627.00	0.00	5,627.00	3,585.70	2,041.30	0.00	63.7
3352 -- PARS- CLASSIFIED	0.00	50.00	50.00	49.07	0.00	0.93	98.1
3412 -- HEALTH & WELFARE- CLASSIFIED	105,939.00	0.00	105,939.00	36,735.31	69,203.69	0.00	34.7
3502 -- STATE UNEMPLOYMENT- CLASSIFIED	194.00	0.00	194.00	123.02	70.98	0.00	63.4
3602 -- WORKERS COMP- CLASSIFIED	6,907.00	0.00	6,907.00	4,376.70	2,530.30	0.00	63.4
3702 -- OPEB-RETIREE BENEFITS CLASSIF	4,051.00	0.00	4,051.00	2,089.57	1,961.43	0.00	51.6
3752 -- OTHER POST EMP BENEFIT CLASS	4,684.00	0.00	4,684.00	2,422.98	2,261.02	0.00	51.7
3999 -- PAYROLL MAPPING ERRORS	0.00	0.00	0.00	5,007.27	0.00	-5,007.27	--
Total 3000-3999 EMPLOYEE BENEFITS	197,137.00	50.00	197,187.00	88,936.08	113,257.26	-5,006.34	45.1
4000-4999 BOOKS AND SUPPLIES							
4210 -- OTHER BOOKS (NOT TEXTS)	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.0
4340 -- COMP SOFTWARE & RELATE EXPENSE	500.00	-135.05	364.95	364.46	0.00	0.49	99.9
4350 -- OFFICE SUPPLIES	8,000.00	-2,659.95	5,340.05	4,920.02	0.00	420.03	92.1
4390 -- OTHER MATERIALS	4,500.00	-720.00	3,780.00	-3,269.12	213.44	6,835.68	-86.5

Selection Criteria: District = 76; Management = 071; Restricted & Unrestricted Filtered By: 76.dcthomas.External 1

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Expenditure Balances

District 76 -- San Bernardino City Unified

Management 071 -- HR/PERSONNEL COMMISSION

As of 4/28/2015

Object	Adopted Budget	Budget Adjustments	Current Budget	Actual	Encumbrances	Remaining Balance	Pct. Spent
4440 -- COMPUTER NON-DPRC. EQUIPMENT	2,000.00	1,870.00	3,870.00	2,653.54	1,221.09	-4.63	68.6
4450 -- OFFICE NON-DPRC. EQUIPMENT	2,000.00	-762.00	1,238.00	0.00	0.00	1,238.00	0.0
Total 4000-4999 BOOKS AND SUPPLIES	20,000.00	-2,407.00	17,593.00	4,668.90	1,434.53	11,489.57	26.5
5000-5999 SERVICES, OTHER OPER. EXPENSE							
5220 -- INSERVICE & BUSINESS EXPENSE	15,000.00	0.00	15,000.00	3,825.31	0.00	11,174.69	25.5
5229 -- VARIABLE MILEAGE	1,000.00	0.00	1,000.00	127.98	0.00	872.02	12.8
5300 -- DUES & MEMBERSHIPS*	4,000.00	1,120.00	5,120.00	3,550.00	1,118.00	452.00	69.3
5538 -- BOTTLED WATER SERVICE	400.00	0.00	400.00	334.13	15.87	50.00	83.5
5630 -- REPAIRS/OUTSIDE SERVICES	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.0
5633 -- MAINTENANCE AGREEMENTS	4,000.00	0.00	4,000.00	-268.29	0.00	4,268.29	-6.7
5713 -- INTERPRGM: PRINTING & DUP SVS	0.00	14.40	14.40	38.40	0.00	-24.00	266.7
5714 -- INTERPRGM: WORK ORDERS	5,000.00	0.00	5,000.00	41.00	0.00	4,959.00	0.8
5717 -- INTERPRGM: POSTAGE	5,000.00	0.00	5,000.00	347.75	0.00	4,652.25	7.0
5718 -- INTERPRGM: COMPUTER REPAIR	0.00	600.00	600.00	400.00	200.00	0.00	66.7
5752 -- INTERFUND: CATERING	5,000.00	0.00	5,000.00	668.74	0.00	4,331.26	13.4
5810 -- CONTRACTED SERVICES	15,000.00	-10,312.00	4,688.00	0.00	0.00	4,688.00	0.0
5823 -- LEGAL FEES	806.60	0.00	806.60	0.00	0.00	806.60	0.0
5830 -- ADVERTISEMENT	20,000.00	0.00	20,000.00	0.00	5,000.00	15,000.00	0.0
5840 -- COMPUTER/TECH FEES, TRNG, SVS	15,000.00	16,999.00	31,999.00	29,004.03	1,944.97	1,050.00	90.6
5850 -- INDEP CONTRACTOR/CONSULTANT	15,000.00	-15,000.00	0.00	-4,733.00	0.00	4,733.00	--
5890 -- OUTSIDE PRINTING/DUPLICATING	5,000.00	-1,661.40	3,338.60	0.00	0.00	3,338.60	0.0
Total 5000-5999 SERVICES, OTHER OPER. EXPENSE	115,206.60	-8,240.00	106,966.60	33,336.05	8,278.84	65,351.71	31.2
6000-6899 CAPITAL OUTLAY							
6410 -- Furniture & Equipment	0.00	16,647.00	16,647.00	16,646.69	0.00	0.31	100.0
6450 -- COMPUTERS & OTH COMP HARDWARE	6,000.00	-6,000.00	0.00	0.00	0.00	0.00	--
Total 6000-6899 CAPITAL OUTLAY	6,000.00	10,647.00	16,647.00	16,646.69	0.00	0.31	100.0
Total HR/PERSONNEL COMMISSION	726,384.00	0.00	726,384.00	406,747.70	253,716.28	65,920.02	56.0

Selection Criteria: District = 76; Management = 071; Restricted & Unrestricted Filtered By: 76.dcthommas.External 1

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Expenditure Balances

Management 071 -- HR/PERSONNEL COMMISSION

Selection Criteria: District = 76; Management = 0741; Restricted & Unrestricted Filtered By: 76.dctomas.External 1

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Exam #	15-022	Exam Title		ASSISTANT SCHOOL POLICE CHIEF		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/9/2015	3/29/2015	5/6/15	4	3	17	10

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

3/30/2015
 Date

Exam #	15-024	Exam Title		BILINGUAL CLERK I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/9/2015	3/29/2015	5/6/16	28	14	281	150

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

4/30/2015
 Date

Exam #	15-023	Exam Title		BILINGUAL LIBRARY ASSISTANT		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/9/2015	3/29/2015	5/6/16	5	5	84	27

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

4/29/2015
 Date

Exam #	15-025	Exam Title		BILINGUAL SECRETARY II		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/9/2015	3/29/2015	5/6/16	24	16	127	35

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 Analyst

5/1/2015

Date

Exam #	15-026	Exam Title		BILINGUAL SECRETARY III		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/9/2015	3/29/2015	5/6/16	4	4	84	15

*Merged with exam #14-097-2, expiration date of 2/4/2016, ranks included above.

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

4/15/15
 Date

Exam #	15-005	Exam Title		CUSTODIAN II		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	4/1/16	7	7	10	7

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

3/26/2015
 Date

Exam #	15-005	Exam Title		EQUIPMENT OPERATOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	5/6/16	1	1	29	3

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

4/28/2015
 Date

Exam #	15-028	Exam Title		LIBRARY ASSISTANT		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/9/2015	3/29/2015	5/6/16	15	8	132	43

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

4/20/2015
 Date

Exam #	14-092	Exam Title		MACHINIST		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/12/2014	3/13/2015	5/6/16	2	2	54	8

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

4/17/2015
 Date

Exam #	15-032	Exam Title		PAINTER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/9/2015	3/29/2015	5/6/16	3	3	55	15

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

4/27/15
 Date

Exam #	15-014	Exam Title				
Posting Dates		PUBLIC SAFETY DISPATCHER				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
1/21/2015	3/13/2015	5/13/16	12	10	286	49

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 Analyst

5/8/2015

Date

Exam #	15-021	Exam Title		TRANSPORTATION SUPERVISOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/12/2015	3/8/2015	5/6/15	6	5	50	12

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

4/16/2015
 Date

Exam #	14-085	Exam Title		TREE TRIMMER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/6/2014	3/2/2015	5/6/16	3	3	256	24

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

4/17/2015
 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0102	Work Year:	Salary Range:	38M
Job Family:	Management		HR/Day:	
FLSA Status:	Exempt	EEOC Occupational Group:	1-	Management

ADMINISTRATIVE ASSISTANT

JOB SUMMARY:

To provide supervisory office management assistance and complex administrative support services to an Assistant Superintendent or the Board of Education; and serve as liaison between the administrator and members of the community, parents, and staff.

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

SUPERVISION:

Receives direction from an Assistant Superintendent or Board of Education member.
Exercises direct supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS:

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

- Interprets policy, rules, regulations, and administrative procedures for the guidance of other employees and the public on behalf of the Assistant Superintendent.
- Represents Assistant Superintendent at various meetings as required.
- Reviews and coordinates division budget and monitors expenditures.
- Serves as office manager providing administrative direction and guidance for the clerical functions within the division.
- Supervises, evaluates, and assists in the selection of clerical staff.
- Determines schedules and priorities of the work to be performed; monitors work flow.
- Receives calls and visitors and assists parents and community members with complaints and requests for services or information, referring calls to other staff members when appropriate.
- Maintains calendar of appointments and meetings in a timely manner for the Assistant Superintendent.
- Establishes and maintains files as necessary.
- Composes and dictates correspondence.
- Gathers information and summarizes data pertinent to a variety of administrative and operational areas; prepares recommendations and reports accordingly.
- Composes routine items for Board presentation and gathers background information related to Board presentations.
- Receives incoming correspondence, refers to appropriate staff for reply or action and follows up to ensure that deadlines are met.
- May serve as administrative secretary to the Board of Education: prepares and distributes agendas, compiles supporting administrative and other reports, records Board proceedings and prepares minutes, provides office management and related services for the Board, provides communication services to and from the Board.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of applicable laws, regulations and procedures.
- Knowledge of budgeting methods and procedures.
- Knowledge of supervision principles and practices.
- Knowledge of principles and methods of effective report preparation and presentation.
- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of modern office management practices, procedures, methods, and equipment.
- Ability to analyze data, information, and problems and recommend actions or solutions.
- Ability to research, gather, analyze data, and prepare and present written and oral reports.
- Ability to read, interpret, and apply provisions of law codes and regulations and administrative and departmental policies.
- Ability to supervise, train and evaluate assigned staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop cooperative work relationships with others.
- Ability to operate standard office equipment, including computers and related software applications.
- Ability to develop and administer a budget.
- Ability to perform secretarial functions.
- Ability to take and transcribe dictation.
- Ability to use Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to work effectively in the absence of supervision.

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

An appropriate, valid California driver's license.

EXPERIENCE, EDUCATION, AND TRAINING:

Four (4) years of permanent experience as a Secretary III with the San Bernardino City Unified School District, which includes at least one (1) year in a lead or supervisory capacity.

-OR-

Five (5) years of fulltime paid experience at the level of secretary or higher to an administrator of a public or private organization, which includes at least one (1) year of experience in a lead or supervisory capacity.

~~Four years of paid secretarial or administrative office manager employment in an educational institution with an enrollment of at least 10,000 students, two of which must have been reporting directly to an administrator no lower in rank than a certificated coordinator or vice principal.~~

~~-AND-~~

High school graduation or the equivalent.

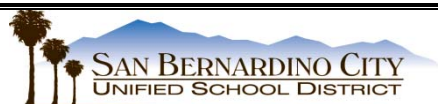
(Substitutions: Sixty (60) semester units of college level coursework in business administration, secretarial science or a related field may be substituted for one (1) year of experience.

~~-AND- High school graduation or the equivalent.~~

SPECIAL REQUIREMENTS:

Positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

Positions in this classification may require attendance at evening Board of Education and other meetings.



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0166	Work Year:	Salary Range:	70
Job Family:	Human Resources		HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management	

AFFIRMATIVE ACTION OFFICER

JOB SUMMARY:

To ~~Coordinate~~ the District's Affirmative Action Program; ~~to Investigate~~ and ~~processes~~ discrimination complaints; ~~to assist~~ employees and applicants with complaints, problems, and concerns about District policies and procedures; to prepare reports and forms required by other governmental agencies; and to provide technical training related to Equal Opportunity and Affirmative Action matters to District staff.

SUPERVISION:

Receives ~~administrative~~ direction from the ~~Superintendent~~ an Assistant Superintendent or cabinet level administrator.

Exercises direct supervision over ~~clerical staff~~ assigned staff.

ESSENTIAL JOB FUNCTIONS:

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

- Serves as an adviser to the District concerning Equal Employment Opportunity and Affirmative Action matters.
- Monitors information related to the latest court decisions, administrative rulings and legislation affecting Equal Employment Opportunity and Affirmative Action.
- Investigates charges of discrimination filed by employees and applicants.
- Meets with individuals and groups of employees and applicants concerning complaints, problems and concerns about district policies, procedures and practices.
- Attempts to resolve potential conflicts by opening communications between management and employees.
- Plans, organizes, and presents training programs dealing with employment discrimination to apprise district managers of their obligations to comply with Affirmative Action plans and state and federal anti-discrimination laws.
- Recommends and assists with the development of targeted recruitment and other programs and activities which increase employment opportunities for minorities, women, the aged and the handicapped.
- Implements and manages the Equal Opportunity Counselor program.
- Prepares reports and forms required by state and federal agencies, including requests for information on discrimination cases filed through Fair Employment and Housing and Equal Employment Opportunity Commission.
- Provides direction and technical assistance to Equal Employment Opportunity Counselors and secretarial staff.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of state and federal employment anti-discrimination laws.
- Knowledge of principles and practices of organization, administration and personnel management.
- Knowledge of basic investigative and interview techniques.
- Knowledge of the processes involved in the development and maintenance of Affirmative Action programs.
- Knowledge of principles and techniques of budget development and administration.
- Ability to develop, implement and maintain an effective Affirmative Action plan and program.
- Ability to provide sound recommendations to District staff on matters related to Affirmative Action and Equal Employment Opportunity practices.
- Ability to plan, organize and conduct investigations.
- Ability to interpret and explain the effect and meaning of employment discrimination laws and District policies and procedures.
- Ability to prepare clear and comprehensive presentations and reports.
- Ability to analyze situations carefully and adopt effective courses of action.
- 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 November 20, 1996.)~~

Three (3) years of fulltime experience in the interpretation and compliance of federal, state and local laws, regulations and guidelines relating to equal employment opportunities; which includes investigating and resolving complaints.

-AND-

~~Three years responsible experience in personnel, affirmative action administration or related field.~~

One (1) year fulltime supervisory or management experience in an EEO or related office.

-AND-

A Bachelor's degree from an accredited college or university with major course work in personnel management or a related field.

Licenses/Certificates/Registrations:

An appropriate, valid California driver license.*

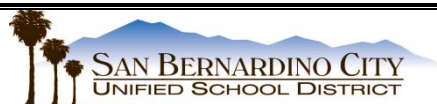
SPECIAL REQUIREMENT:

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

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

APPOINTMENT:

Persons appointed to this position are subject to a probationary period of one (1) year, in accordance with Education Code 45301.



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0160	Work Year:	Salary Range:	63
Job Family:	Human Resources		HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management	

ASSISTANT MIS INFORMATION TECHNOLOGY DIRECTOR

JOB SUMMARY:

To assist in planning, organizing and directing the activities of the MIS Information Technology (IT) department including maintenance of existing systems, development of new systems, hardware maintenance and data processing services; to supervise MIS IT staff; and to provide highly responsible and technical staff assistance to District staff and the department director.

SUPERVISION:

Receives general direction from the Director of MIS IT.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL JOB FUNCTIONS:

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

- Assists in the development and implementation of goals, objectives, policies and procedures related to the MIS IT Department.
- Assists in developing and monitoring the department budget
- Assists in planning and directing the development of new systems, acquisition of additional hardware and maintenance of existing systems and hardware. .
- Consults with management and users about services being performed, available, and planned.
- Assists in departmental and system planning.
- Assists in the supervision of daily operations and personnel; establishes and monitors work priorities.
- Develops system and program specifications and criteria.
- Assists in preparing bid specifications for hardware and software.
- Evaluates vendor products and prepares recommendations for purchase.
- Assesses user needs and develops appropriate enhancements.
- Acts on behalf of the director in all departmental respects as directed.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of ~~mainframe~~ Network connected computer operations.
- Knowledge of local and wide area computer networks.
- Knowledge of principles and practices of organization and administration.
- Knowledge of operation, capacity, and applications of hardware and software of the kinds implemented by IT. ~~used in the department of MIS.~~
- Knowledge of programming languages and advanced programming techniques.

- Knowledge of system analysis principles and practices.
- Knowledge of data base design and installation.
- Knowledge of technical report and systems documentation preparation.
- Knowledge of supervisory principles and practices.
- Ability to select, supervise, train, and evaluate assigned staff.
- Ability to analyze job requirements and coordinate data processing operations.
- Ability to evaluate software and related products and make recommendations.
- Ability to design applications, develops programs, and prepare documentation for data processing operations.
- Ability to prepare written reports of various kinds.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop cooperative work relations with others.
- Ability to proficiently use Microsoft Office Suite tools such as excel, Projects, Visio, PowerPoint.

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 September 28, 1998.)

Five (5) years of experience in data processing work, with ~~both mainframe and~~ network connected computer systems, which has included at least one (1) year of lead or supervisory responsibility over employees performing systems analysis, programming, or LAN/WAN duties.

A bachelor's degree from an accredited college or university with major course work in computer science, data processing, or a related field.

~~(Substitution: Two years of additional lead or supervisory experience of the kind specified in excess of the required year may be substituted for the major course work required. [NOTE: All candidates shall have a bachelor's degree.]})~~

Licenses/Certificates/Registrations:

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

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.

APPOINTMENT:

Persons appointed to this position are subject to a probationary period of one (1) year, in accordance with Education Code 45301.



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0108	Work Year:	Salary Range:	63
Job Family:	Protective Services		HR/Day:	
FLSA Status:	Exempt	EEOC Occupational Group:	1- Management	

ASSISTANT BUILDING SERVICES MAINTENANCE AND OPERATIONS DIRECTOR

DEFINITION: JOB SUMMARY:

To assist in the planning, budgeting, contracting implementation, and supervision of District ~~Building Services~~ Maintenance and Operations programs and policies; and to provide technical and complex staff assistance to the ~~Building Services~~ Maintenance and Operations Director.

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

SUPERVISION:

Receives general direction and supervision from the ~~Building Services~~ Maintenance and Operations Director.
Assist with the ~~exercises~~ functional and technical supervisor over professional, maintenance and clerical staff.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Assists in the development and implementation of goals, objectives, policies and procedures related to the ~~Building Services~~ Maintenance and Operations Department.
- Assists in the preparation and administration of the department budget; monitors and approves expenditures.
- Assists in planning and directing the maintenance, repair and construction of District buildings, facilities and equipment; assists in directing the cleaning and care of District buildings and facilities.
- Analyzes data and studies management methods to determine programs which will improve work flow, simplify reporting procedures, and/or reduce costs.
- Investigates and evaluates labor saving devices and provides appropriate recommendations.
- Coordinates the collection and preparation of operating reports including budget expenditures, and condition of buildings and equipment.
- Organizes and implements ~~Building Services~~ Maintenance and Operations Safety Program and other technical training programs.
- Inspects ~~Building Services~~ Maintenance and Operations facilities and equipment, reports unsatisfactory conditions to Director of ~~Building Services~~ Maintenance and Operations.
- Assists in the preparation of plans for proposed modifications of ~~Building Services~~ Maintenance and Operations facilities and equipment.
- Writes and prepares specifications and bids for acquisition of contracted goods and services used by ~~Building Services~~ Maintenance and Operations.
- ~~Operates and programs the energy management computer, and coordinates with supervisors to obtain maximum energy savings.~~
- Assist with the development and oversight of the District energy conservation program to include all utilities and refuse collection.
- Performs the duties of the ~~Building Services~~ Maintenance and Operations Director in the Director's absence.
- Operates district vehicle to sites required by duties.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of methods and techniques used in the maintenance, repair and construction of a variety of buildings and facilities.
- Knowledge of applicable Federal, State and local laws, regulations and procedures.
- Knowledge of basic principles and practices of engineering design.
- Knowledge of budgeting procedures and techniques.
- Knowledge of principles and practices of organization, administration and personnel management.
- Knowledge of asbestos, lead paint, and hazardous waste management.
- Knowledge of OSHA and Cal-OSHA regulations.
- Knowledge of fire and life safety laws and regulations.
- Knowledge of International and Uniform Building Codes.
- Knowledge of Division of State Architect (DSA) regulations pertaining to K-12 schools.
- Ability to plan equipment layout and work flow.
- Ability to maintain efficient and safe utilization of equipment and facilities.
- Ability to prepare clear and comprehensive oral and written reports.
- Ability to prepare and administer a budget.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to develop cooperative work relations with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to supervise and train personnel.
- Ability to learn, interpret and apply administrative and departmental policies, laws and regulations.
- Ability to estimate personnel and materials/equipment requirements.
- Ability to compile records of labor and material costs.
- Ability to prepare specifications, ~~and~~ plans, and bid documents for goods and services.
- Ability to understand/interpret blueprints, specifications, and contracts.

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

- An appropriate, valid California driver's license.

EXPERIENCE, 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 September 22, 1998.)~~

Six years of paid work experience in the maintenance, repair, and construction of buildings and facilities, which includes two years of supervision or management of the work activities of workers in three or more separate building/construction trades.

-AND-

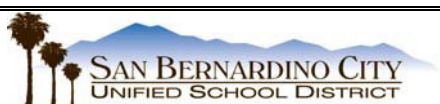
A bachelor's degree from an accredited college or university with major coursework in engineering, architecture, or construction management.

~~Sixty semester units (or an associate degree) of college-level course work, which includes courses in any of the technologies pertaining to building/facilities maintenance, construction, engineering, architectural design, or building inspection.~~

~~(Substitutions: (1) Additional supervisory/managerial experience of the kind specified in excess of the required two years may be substituted for college course work at the rate of four months of such experience for five semester units of course work up to a maximum of 30 semester units of the general but not the specific course work. (2) Additional college course work in excess of that required may be substituted for the general but not the supervisory/managerial experience at the rate of five semester units for two months experience, up to a maximum of twenty-four months.)~~

SPECIAL REQUIREMENTS:

- There are no special requirements for this classification.
- Persons appointed to this position are subject to a probationary period of one (1) year, in accordance with Education Code 45301.

 <div>SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT</div>	<div>San Bernardino City Unified School District</div> <div>Personnel Commission</div>																				
<div>Classification Specification</div> <table><tr><td>Job Code:</td><td>0412</td><td>Work Year:</td><td>12 months</td><td>Salary Range:</td><td>44</td></tr><tr><td>Job Family:</td><td>Fiscal Services</td><td></td><td></td><td>HR/Day:</td><td>8</td></tr><tr><td>FLSA Status:</td><td>Non-Exempt</td><td>EEOC Occupational Group:</td><td colspan="3">3 – Fiscal Services</td></tr></table>				Job Code:	0412	Work Year:	12 months	Salary Range:	44	Job Family:	Fiscal Services			HR/Day:	8	FLSA Status:	Non-Exempt	EEOC Occupational Group:	3 – Fiscal Services		
Job Code:	0412	Work Year:	12 months	Salary Range:	44																
Job Family:	Fiscal Services			HR/Day:	8																
FLSA Status:	Non-Exempt	EEOC Occupational Group:	3 – Fiscal Services																		
<div>BUYER</div>																					

JOB SUMMARY:

Performs technical duties associated with the purchase, lease, rental, delivery, and quality of supplies, equipment and services at an optimum price and timely delivery schedule. Facilitates product and service agreements, coordinates assigned activities with other departments, vendors, outside agencies, and the general public; provides assistance to the Purchasing Director.

SUPERVISION:

Receives direction from the Purchasing Director.

ESSENTIAL JOB FUNCTIONS:

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

- Assist the Director by coordinating operational activities for the Purchasing department as they relate to the purchase of goods and services.
- Coordinate purchasing services with other departments, vendors and service providers.
- Makes independent judgment on purchases up to authorized dollar limits and specifications.
- Facilitates and prepares bid documents, including public work bids, and requests for proposals.
- Coordinates chronological activities connected with bid and RFP process, including bid evaluation, analysis and recommendation for contract award.
- Researches, contacts and selects potential vendors to receive proposals for price, quality, and timeliness of delivery.
- Read, write and interpret contractual terms and conditions.
- Use of automated purchase order system to facilitate ordering of equipment, supplies and services.
- Coordinates purchasing activities with receiving and warehouse.
- Pre-qualifies vendors based on price, service, quality, etc.
- Ensures compliance with applicable laws, rules and regulations.
- Awards contracts to vendors based on successful bid and compliance with the District's purchasing policies, procedures, standards, and needs.
- Prepare written reports and Board correspondence as required.
- Uses personal vehicle for travel to sites where attendance is required.
- Perform other duties as assigned that support the overall objective of the position.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Methods and procedures used in the purchasing of school supplies and equipment, including applicable laws.
- Types and sources of supplies, materials, furniture and equipment commonly used in a large school district.
- Public works bid process.
- Interpersonal relations.
- Microsoft Word and Excel.
- Procure a wide variety of furniture, equipment, supplies, and services.
- Negotiate contract and purchase order terms and conditions.
- Prepare a wide variety of written specifications and reports.
- Prepare, solicit, evaluate and award bid, RFP, contracts, etc.
- Use computer and automated processing systems.
- Analyze data and formulate sound conclusions.
- Exercise self-reliance to identify and carry out appropriate work tasks.

- Communicate effectively, both orally and in writing.
- Develop effective relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING :

- Two (2) years of full-time purchasing experience that involves issuing purchase orders and contracts for materials, equipment, services, or supplies.
- ~~Two years of professional experience purchasing a wide variety of supplies, equipment, furniture, maintenance and services.~~

-AND-

- An Associate degree or the equivalent number of college semester hours.

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

- An appropriate valid California driver's license and auto liability insurance.

SPECIAL REQUIREMENT:

- Personal transportation for job-related travel.

WORKING ENVIRONMENT:

Indoor office environment. Driving a vehicle to conduct work.

PHYSICAL LEVEL 1: MINIMAL:

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

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:	0391/0509	Work Year:	9-12 months	Salary Range:	33
Job Family:	Clerical/Miscellaneous			HR/Day:	4-8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	06 – Secretarial/Clerical		

CLERK II BILINGUAL CLERK II

JOB SUMMARY:

To perform a wide variety of clerical tasks of average difficulty and complexity in support of the area to which assigned. Some positions in this classification may require fluency in reading, speaking, or writing a second language.

DISTINGUISHING CHARACTERISTICS:

This is the journey level class in the Clerk series. Positions assigned to this class can be distinguished from the lower class of Clerk I by the assignment of a wide variety of general clerical duties which are expected to be performed with a great deal of independence. Work is performed within a framework of established procedures and only occasional instruction or assistance is provided. Incumbents assigned to this class are expected to have and apply knowledge of office procedures and precedents to a wide scope of duties.

SUPERVISION:

Positions in this classification are supervised by designated administrative staff.
May provide occasional technical and functional direction to less experienced clerical staff.

ESSENTIAL JOB FUNCTIONS:

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

- Performs a wide variety of clerical work including tasks such as standard and statistical computer entry, verifying, filing, recording and compiling information for reports.
- Types confidential and technical materials.
- Answers the telephone and gives or requests information.
- Acts as receptionist by greeting visitors and providing information at counters.
- Maintains a variety of computer and manual files and records; gathers and compiles the required information as necessary.
- Types rough and final copies of materials from written rough drafts, brief verbal instruction, or notes.
- Operates a variety of office equipment.
- Independently composes simple or routine letters; schedules appointments and rooms; sets up meetings.
- Receives, sorts, and distributes mail.
- May perform specialized clerical duties related to library activities.
- May be involved in maintaining permanent records of employees or students.
- May be involved in matching purchase orders and purchase requisitions, insuring proper signature authorization, or that all materials have been received.
- Maintains routine financial records and prepares deposits.
- May direct and instruct student helpers in the performance of clerical and office duties.
- May order, receive, sort, count and distribute materials and supplies.
- May prepare leaflets, booklets, and other lists for publication and distribution.
- May assist with special mailings, assemblies, mass registration, or other school-related activities or programs.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of modern office practices, procedures, methods, and computer equipment.
- Knowledge of principles of business correspondence and report preparation.

- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of principles and procedures of basic record keeping.
- Knowledge of basic mathematics.
- Ability to perform general clerical work involving independent judgment.
- Ability to prepare clear and accurate reports on a computer.
- Ability to maintain detailed records.
- Ability to use basic word functions.
- Ability to understand and carry out oral and written directions.
- Ability to work effectively in the absence of supervision.
- 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.

EDUCATION, TRAINING AND EXPERIENCE:

Two years of experience equivalent to a Clerk I or higher clerical classification in the San Bernardino City Unified School District.

-OR-

Thirty months of paid clerical paid experience in a public or private organization.

~~Two years of experience equivalent to a Clerk I or higher clerical classification in the San Bernardino City Unified School District (for promotional lists).~~

-OR-

~~Three years of experience equivalent to a Clerk I or higher clerical classification in the San Bernardino City Unified School District for non-promotional lists.~~

-AND-

High school graduation or the equivalent.

WORKING ENVIRONMENT:

Indoor office environment.

PHYSICAL DEMANDS:

PHYSICAL ABILITY LEVEL 1: MINIMAL

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 25 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

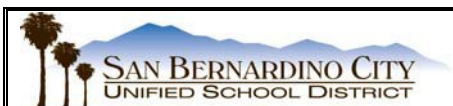
AMERICANS WITH DISABILITIES ACT Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations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

SPECIAL REQUIREMENTS:

- There are no special requirements for this classification.

APPOINTMENT:

- Persons appointed to this position must successfully 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:	0738	Work Year:	9-12 months	Salary Range:	23A
Job Family:	Food Services			HR/Day:	1.5
FLSA Status:	Non-Exempt	EEOC Occupational Group:	4 - Food Services		

FOOD WORKER TRAINEE

JOB SUMMARY:

Receives training in a wide variety of district food preparation and service tasks, including sanitary procedures, operation of equipment and computer terminals, and cashiering procedures.

SUPERVISION:

Receives supervision from a Nutrition Services Supervisor or a related member of management. Receives work instructions from positions such as Serving Kitchen Operator.

Exercises no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Receives training to perform a variety of food preparation and related tasks in the preparation of hot and cold foods, such as cutting and slicing fruits and vegetables, panning and rethermalizing foods, applying spreads to breads, assembling sandwiches, mixing salads, baking French fries, and heating soups and sauces.
- Placing foods in warmers, ovens, steam tables, ice tables, chilling units, and racks.
- Assisting in the preparation of a la carte items.
- Serving food to students and staff.
- Collecting monies, entering data into sales record keeping equipment and making change.
- Counting money collected and preparing cash reports.
- Counting and arranging prepackaged foods, snack and beverage items.
- Preparing records to replenish supplies and to return damaged and outdated items.
- Participating in the cleaning of utensils, appliances and facilities.
- Arranging food and supply stores in proper order.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Learn and apply the methods, equipment, and materials involved in school food preparation and service.
- Learn and apply sanitary practices and principles involved in school food preparation, service, and cleaning.
- Learn operation of computerized equipment.
- Learn and apply safe work practices.
- Learn report/record preparation.
- Perform duties involving basic arithmetic operations.
- Perform duties involving lifting and carrying objects of moderate weight.
- Communicate effectively.
- Work cooperatively with others.
- Perform duties in environments of heat and refrigeration.

EXPERIENCE AND EDUCATION/TRAINING:

None

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

- A valid Food Handlers card ~~provided by the district within 30 days of appointment.~~

WORKING ENVIRONMENT:

Indoor environment; may be subjected to extreme hot or cold temperatures for a short period of time; subject to regular exposure to food substances and cleaning products.

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.

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:	197	Work Year:		Salary Range:	45
Job Family:	Food Services			HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:		1 - Management	

NUTRITION SERVICES OPERATIONS SUPERVISOR

DEFINITION JOB SUMMARY:

Plan, implement, and supervise the Nutrition Services Department programs and work units responsible for centralized warehousing, delivery and transportation of food and non-food items, vehicle and equipment maintenance and repair, departmental operations and routine maintenance and the cleaning and sanitizing of utensils and appliances; administer service contracts related to new construction, central facility and site remodeling and equipment and facility repair and servicing; assure compliance with State and Federal safety regulations; participate in the work of the assigned unit.

SUPERVISION: RECEIVED AND EXERCISED:

Receives general supervision from the Assistant Nutrition Services Director or the Nutrition Program Manager.

Exercises supervision over center warehousing, delivery, maintenance, and custodial workers.

DISTINGUISHING CHARACTERISTICS:

~~He/she is responsible for the smooth operation of the Central Kitchen located at the Nutrition Center.~~

EXAMPLE OF DUTIES ESSENTIAL JOB FUNCTIONS:

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

- Implements approved programs and services related to centralized warehousing, inventory control, transportation of daily food items, and transfer of equipment between satellite locations for the Nutrition Services Department, equipment maintenance and repair, cleaning and routine maintenance of the central kitchen, and the cleaning and sanitation of departmental utensils and appliances
- Assures operation and proper maintenance of departmental vehicles.
- Administers a variety of warranty agreements and service contracts to assure vendor performance.
- Schedules and monitors the work of vendors related to warranty work and service contracts, coordinating work with site personnel, inspecting completed work, and reviewing charges.
- Communicates with appropriate personnel to resolve scheduling, work quality and cost problems related to facility and equipment maintenance and repair.
- Assigns, trains, and supervises the work of Nutrition Services and support personnel.
- Applies departmental standards of performance to each position supervised, advises subordinates of performance standards.
- Observe and document performance and prepare periodic and special evaluations of performance for supervisory review and approval.
- Prepares supporting documentation for and recommends employee recognition and discipline.
- Recommends modifications of work procedures and schedules to meet special needs and conditions.
- Disseminates oral and written directives.
- Monitors payroll related record-keeping.
- Monitors, reviews, corrects, and submits records and reports prepared by subordinate staff, extracting information for reports and other management information purposes and assuring timeliness of submission.

- Consults with manager and other supervisory personnel to resolve warehousing, inventory control, equipment maintenance and repair, facility cleanliness and maintenance and utensil and appliance cleanliness problems.
- Utilizes automated record-keeping software and computer terminals to monitor and maintain records and to generate reports.
- Travels to various school sites to monitor equipment maintenance and repairs, food storage methods, cafeteria repairs and modifications, equipment installation and to conduct regularly scheduled audits and inspections.
- Provides basic instructions to subordinates in the use of a computer to perform regularly assigned job duties.
- Provides on-the-job training for staff of the assigned unit.
- Analyzes equipment repair costs and specifications for new equipment purchases and recommends the implementation of improvements in service, equipment, and facilities.
- Assures compliance with Federal, State, and local laws and regulations, and District requirements concerning such matters as sanitation, safety, ergonomics, hazardous waste control, employee's right-to-know act, inventory control, and compliance with applicable building codes.
- Assures proper utilization, care, and repair of equipment.
- Reports operational problems to the Nutrition Program Manager.
- Serves as a member of the Nutrition Services Department and San Bernardino City Unified School District management team.
- Serves on assigned committees and advisory groups.
- ~~Uses personal transportation for required district travel.~~
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Procedures and principles of contract administration.
- Modern methods, techniques, and products used in the maintenance and repair of buildings and facilities including electrical, HVAC, plumbing, carpentry, flooring, and masonry.
- Modern methods and techniques used in the maintenance and repair of a broad range of commercial food production and related equipment.
- Principles and practices of centralized food warehousing, handling, delivery, and automated inventory control.
- Advanced concepts of occupational safety related to assigned functions.
- Programs for job site risk factor reduction.
- Principles of hazardous waste control.
- Record-keeping and report preparation techniques.
- Business mathematics.
- Principles of supervision and training.
- Establish priorities, plan, organize, monitor, and schedule the activities of diverse work units and integrate staff work and priorities with vendor/supplier availability.
- Plan, assign, schedule, train, review, and evaluate the activities and work performed by assigned personnel.
- Analyze, interpret, and apply technical manuals, engineering drawing and schematics, contracts and warranty agreements, legal mandates, and rules and regulations applicable to the assigned areas of responsibility.
- Prepare specifications for service agreements, equipment, and building modifications.
- Develop and implement inventory control methods and documentation.
- Develop and implement preventive maintenance procedures.

- Administer contracts and warranty agreements in a firm and fair manner, assuring contractor performance.
- Prepare clear, complete, and concise reports, directives, and recommendations.
- Prepare and analyze financial records and detect errors.
- Make accurate measurements, mathematical calculations, and cost estimates.
- Operate a computer terminal and utilize applicable record-keeping programs.
- Analyze situations carefully, solve problems, and adopt effective courses of action.
- Communicate effectively, both orally and in writing.
- Interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; provide effective management; accept supervision and constructive criticism; and appear for work on time.
- Apply applicable Federal, State, local, and District laws, regulations, policies, and practices.

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 23, 1999.)

Four (4) years of full-time work experience ~~journey-level (or above)~~ involving food service plant and equipment maintenance and operations ~~experience~~ in a large-scale facility.

-AND-

One year of lead or supervisory experience.

-AND-

High school graduation (or the equivalent) ~~supplemented by training/education in any field directly related to physical plant engineering or construction or facilities/buildings and equipment maintenance and operations.~~

(Substitution: (1) 24 semester units [or the equivalent] in mechanical drafting, occupational safety, ~~basic~~ engineering, engineering mathematics, electrical, electronic or thermodynamic theory and technologies or closely related areas may be substituted for the required year of lead or supervisory experience. (2) An associate degree in ~~any of the areas indicated in substitution (1)~~ in mechanical drafting, occupational safety, engineering, engineering mathematics, electrical, electronic or thermodynamic theory and technologies, or closely related areas may be substituted for one (1) year of the required ~~four years of~~ experience

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

- ~~SERVSAFE Certification must be submitted no later than 90 calendar days after employment~~
- ServSafe Certificate, provided by the district within 30-days of appointment.
- Universal Freon Handling Certification at time of employment.
- Possession of a valid California driver's license, liability auto insurance.*
- ~~Must be presented/available upon acceptance of offer of employment and maintained throughout employment.~~

SPECIAL REQUIREMENT:

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

WORKING ENVIRONMENT:

- Indoor environment; may be subjected to extreme hot or cold temperatures for a short period of time; subject to regular exposure to food substances and cleaning products.

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 51 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. 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.

APPOINTMENT:

- Persons appointed to this position are subject to a probationary period of one (1) year, in accordance with Education Code 45301.



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0593 / 0591	Work Year:	12 months	Salary Range:	39A
Job Family:	Health/Auxiliary Service			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	7- Health/Auxiliary		

SCHOOL LICENSED VOCATIONAL NURSE (LVN) BILINGUAL SCHOOL LICENSED VOCATIONAL NURSE (LVN)

JOB SUMMARY:

To assist a credentialed school nurse in providing physical care for students in regular and special education programs and to participate in maintaining student health records. Bilingual positions in this classification require fluency in a second language.

DISTINGUISHING CHARACTERISTICS:

School Licensed Vocational Nurse (LVN) / Bilingual School Licensed Vocational Nurse (LVN) differs from the Office Assistant I (Health Aide) / Bilingual Office Assistant I (Health Aide) in that employees in this classification render basic nursing care.

SUPERVISION:

Supervised by the Health Services Director or Coordinator. Receives general direction from a certificated manager and technical supervision from a credential school nurse.

Positions in this classification exercises no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Administers specialized physical health care services including gastrostomy and nasogastric feedings and catheterizations.
- Assists or initiates emergency procedures.
- Provides toileting, tracheotomy care, suctioning and ostomy care.
- Lifts and positions physically disabled students, as needed.
- Initiates emergency procedures related to seizure disorders and allergic reactions.
- Administers first aid.
- Provides instruction to the students regarding health care and personal hygiene.
- Administers medications to students as prescribed.
- May perform and supervise student blood sugar checks.
- May give medication by injection under supervision of credentialed school nurse.
- Assists in maintaining daily logs and medical records.
- Records health related information in student cumulative records.
- Audits student records for compliance with immunizations, first grade physicals, and oral health exams per California regulations.
- Performs duties at other district sites, using personal automobile for transportation.
- Provide training to disabled students in relation to their own personal medical needs.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of special health needs of children with physical disabilities.
- Knowledge of general nursing principles, practices, methods and techniques.
- Knowledge of procedures used in medical diagnosis and knowledge of proper nursing practices implementing health care.
- Knowledge of anatomy and physiology.
- Knowledge of medications, dosages and schedules of administration.
- Knowledge of potential side effects of medication given to children with exceptional needs.
- Knowledge of current communicable diseases and health concerns.
- Ability to care for the medical/physical needs of severely disabled students.
- Ability to perform emergency medical procedures.
- Ability to administer medication.
- Ability to perform student medical record keeping.
- Ability to perform routine mathematic calculations with accuracy.
- Ability to understand and carry out oral and written directions.
- Ability to lift, position, and perform physical duties related to disabled students.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop cooperative work relations with others.
- Ability to empathize with disabled persons.
- Ability to provide training to disabled students.
- Ability to provide tracheotomy, suctioning and ostomy care.

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

- A valid California Vocational Nurse's license.*
- A current American Red Cross First Aide Certificate or an acceptable equivalent.*
- A current American Red Cross CPR certificate which includes infants, children and adults or an acceptable equivalent.*
- An appropriate, valid California driver's license* and auto liability insurance.**

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

One year of nursing experience working with children or adults with severe physical disabilities.

~~One year of pediatric or nursery hospital experience and/or recent experience in care of children with severe physical disabilities.~~

AND

High school graduation or the equivalent.

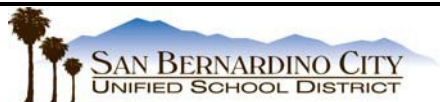
SPECIAL REQUIREMENTS:

- Personal transportation for job-related travel.**

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.

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

 <div>SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT</div>	<div>San Bernardino City Unified School District</div> <div>Personnel Commission</div>																		
<div>Classification Specification</div> <table><tr><td>Job Code:</td><td>0567/0568</td><td>Work Year:</td><td>Varied 9-12 mos.</td><td>Salary Range:</td><td>37</td></tr><tr><td>Job Family:</td><td>Secretarial</td><td></td><td></td><td>HR/Day:</td><td>8 hrs.</td></tr><tr><td>FLSA Status:</td><td>Non-Exempt</td><td></td><td>EEOC Occupational Group:</td><td colspan="2">06 – Secretarial/Clerical</td></tr></table>		Job Code:	0567/0568	Work Year:	Varied 9-12 mos.	Salary Range:	37	Job Family:	Secretarial			HR/Day:	8 hrs.	FLSA Status:	Non-Exempt		EEOC Occupational Group:	06 – Secretarial/Clerical	
Job Code:	0567/0568	Work Year:	Varied 9-12 mos.	Salary Range:	37														
Job Family:	Secretarial			HR/Day:	8 hrs.														
FLSA Status:	Non-Exempt		EEOC Occupational Group:	06 – Secretarial/Clerical															
<div>SECRETARY</div> <div>BILINGUAL SECRETARY</div>																			

JOB SUMMARY:

To provide a wide variety of full-performance secretarial and office services in support of a certificated or classified manager whose organizational level is below that of school principal or department head; to provide information and assistance to staff, parents, students, and the public. Bilingual positions in this classification require fluency in a second language.

DISTINGUISHING CHARACTERISTICS

A Secretary III reports to a certificated or classified manager at or above middle or high school principal or a department director. A Secretary II reports to a certificated Principal at the elementary or special education school. A Secretary I reports to a certificated or classified manager at the organization level below middle or high school principal or department head. A Senior Clerk has complexity of duties, scope of responsibility, and lead responsibility but not at the organizational level of the supervisor incumbents report to.

SUPERVISION:

Positions in this classification are supervised by a designated manager.

May provide or give work instruction to clerical workers, as required.

Positions in this classification exercise no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Screens incoming correspondence and telephone calls.
- Initiates and answers telephone calls; makes appointments and interview callers; provides information or assistance; refers caller to other sources of information.
- Schedules and arranges appointments and meetings for supervisor.
- Prepares a variety of documents including letters, reports, bulletins, minutes, and memoranda.
- Composes routine letters and memoranda.
- Compiles general and financial data to be used in reports.
- Operates a variety of office equipment.
- Maintains general and financial files and records.
- Verifies information in reports and records for accuracy, completeness, and compliance with established standards.
- Relieves supervisor of clerical work and minor administrative and business detail.
- Reads and routes incoming mail.
- Locates and attaches appropriate file to correspondence to be answered by supervisor.
- Greets visitors, ascertains nature of business, and conducts visitors to supervisor or appropriate person.

Secretary/Bilingual Secretary Revised 1/01; 1/7/14; Revised by Personnel Commission 1/22/14; 05/13/2015

- May arrange travel schedule and reservations.
- May compile and type statistical reports.
- May oversee clerical workers.
- May keep personnel records.
- May record minutes of staff meetings.
- May make copies of correspondence or other printed matter, using copying or duplicating machine.
- Prepares various kinds of outgoing mail.
- May prepare notes, correspondence, and reports, using word processor or computer terminal.
- May monitor budgets and other financial data.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of principles and procedures of records management.
- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of modern office management practices, methods, and equipment.
- Knowledge of school district operations, policies, and procedures.
- Ability to use personal computer software commonly used in modern offices.
- Knowledge of public relations principles and practices.
- Ability to solve work-related problems.
- Ability to learn, interpret, and apply administrative and departmental policies, laws, and regulations.
- Ability to understand and carry out complex oral and written directions.
- Ability to use basic Word.
- Ability to perform basic arithmetic reasoning and operations.
- 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

~~Two years of paid experience performing clerical or secretarial duties in the San Bernardino City Unified School District (required for promotional lists).~~

~~-OR-~~

~~Thirty months of paid experience performing clerical or secretarial office duties.~~

Thirty months of clerical experience at the level of Clerk II or higher with the San Bernardino City Unified School District.

OR

Thirty months of fulltime paid clerical experience.

~~-AND-~~

High school graduation or the equivalent.

WORKING ENVIRONMENT:

Indoor office environment.

PHYSICAL LEVEL 1: MINIMAL

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 25 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.


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 REQUIREMENT:

Bilingual positions in this classification require fluency in a second language.

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.

		<h2 style="text-align: center;">San Bernardino City Unified School District Personnel Commission</h2>	
Classification Specification			
Job Code:	0759/0760	Work Year: 9-12 mos.	Salary Range: 38
Job Family:	Secretarial		HR/Day: 8 hrs.
FLSA Status:	Non-Exempt	EEOC Occupational Group:	06 – Secretarial/Clerical
<h3>SECRETARY II BILINGUAL SECRETARY II</h3>			

JOB SUMMARY:

To provide a wide variety of secretarial services and assistance to an elementary or special education principal and serve as lead office services worker in such schools. Bilingual positions in this classification require fluency in a second language.

DISTINGUISHING CHARACTERISTICS:

A Secretary III reports to a certificated or classified administrator at or above middle or high school principal or a department director. A Secretary II reports to a certificated Principal at the elementary or special education school. A Secretary I reports to a certificated or classified administrator at the organization level below middle or high school principal or department head.

SUPERVISION:

Positions in this classification are supervised by an elementary or special education principal.

May provide or give work instruction to clerical workers, as required.

Positions in this classification exercise no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Provides work instructions to members of office staff and related workers and reviews completed work as needed.
- Answers telephones, responds to inquiries and provides information to parents and the public.
- Receives, distributes, and monitors material of a confidential nature.
- May distribute authorized medications to students according to physician instructions and may perform minor first aid.
- Notifies parents and obtains other assistance as needed for sick and injured students.
- Verifies attendance registers and prepares monthly attendance reports for the District office.
- Composes routine correspondence independently or from brief verbal instructions or notes.
- Types a variety of materials such as memoranda, letters, records, and reports.
- Receives, opens, and routes mail and various materials.
- Registers new students and verifies related documentation.
- Types necessary forms and sets up individual student file folders.
- Assembles and mails notices to parents concerning special events and conferences.
- Prepares master copy of schedule for faculty and staff.
- Communicates with Transportation Department to arrange field trip transportation, bus passes, report student enrollment and drop in bus program.

- Contacts parents via letter or phone to obtain completed cards, surveys, authorization slips, or other informational forms.
- Maintains daily attendance records on certificated and classified personnel, including substitute and temporary employees.
- Orients new substitutes to the school.
- Collects monies and maintains related records.
- Assists principal in the monitoring, control and preparation of budgets.
- Compiles budgetary data and maintain financial records.
- Transcribes from tape recordings, as needed.
- Requisitions office supplies and materials.
- Files a variety of correspondence and forms.
- Arranges for needed repairs to school facilities and equipment.
- Directs the work of student assistants and other office staff as assigned.
- Operates a variety of office equipment including a desktop computer, typewriter, and copier.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of modern office management practices, procedures, methods, and equipment.
- Knowledge of work delegation methods.
- Knowledge of standard record keeping and reporting practices.
- Knowledge of operations, procedures, and policies of a large public school district.
- Knowledge of standard English usage, spelling, grammar, and punctuation.
- Knowledge of effective customer relations practices, methods, and techniques.
- Knowledge of basic governmental budgeting practices and financial record keeping.
- Ability to provide leadership of office services and related staff.
- Ability to learn, interpret, and apply administrative and departmental policies, laws and regulations applicable to the work.
- Ability to adhere to confidentiality requirements.
- Ability to compose written communications and maintain records and prepare reports.
- Ability to exercise resourcefulness, initiative and self-reliance.
- Ability to operate a variety of modern office equipment including a desktop computer.
- Ability to exercise effective customer relations skills.
- Ability to manage frequent interruptions to work projects.
- Ability to perform numerical calculations applicable to the work with accuracy and speed.
- Ability to work at a medium level of proficiency with software such as Word, and Excel.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING:

Thirty months of clerical experience at the level of Clerk II or higher with the San Bernardino City Unified School District.

- OR -

Three (3) years of paid clerical or secretarial experience.

~~Thirty months of paid experience performing clerical or secretarial duties Clerk II or higher level classification in the San Bernardino City Unified School District (required for promotional lists).~~

~~-OR-~~

~~Three years of complex and highly responsible clerical or secretarial experience.~~

-AND-

High school graduation or the equivalent.

WORKING ENVIRONMENT:

Indoor office environment.

PHYSICAL LEVEL 1: MINIMAL

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 25 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.


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 REQUIREMENT:

Bilingual positions in this classification require fluency in a second language.

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.

		<h2 style="text-align: center;">San Bernardino City Unified School District Personnel Commission</h2>	
Classification Specification			
Job Code:	0757 / 0794	Work Year:	9-12 months
Job Family:	SECRETARIAL/CLERICAL	Salary Range:	39
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	EEO6-Secretarial/Clerical
<h3>SECRETARY III</h3> <h3>BILINGUAL SECRETARY III</h3>			

JOB SUMMARY:

To perform highly responsible and complex secretarial and clerical work such as financial record keeping and reporting functions in support of an administrator at the level of director of a district department or higher, or middle or high school principal; and to provide work instructions to other office services staff.

SUPERVISION:

Receives direction from an administrator at the level of director of a district department or higher, or middle or high school principal. Exercises no supervision.

Provides work instructions to secretarial and clerical personnel assigned to their work unit.

ESSENTIAL JOB FUNCTIONS:

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

- Performs a variety of complex secretarial/clerical duties.
- Determines the needs of callers, including administrators, teachers, parents, students, and members of the public.
- Provides information, refers caller to other sources; arranges appointments for supervisor.
- Prepares minutes for supervisor's approval.
- Composes correspondence; screens and routes incoming correspondence.
- Maintains office files and records; checks records and other data for accuracy, completeness and compliance with established standards.
- Collects a large variety of data from office records for use by supervisor.
- Prepares periodic reports and schedules which involve researching materials from various sources and developing format for presentation.
- Operates a variety of duplicating and office equipment.
- Prepares notes, correspondence and reports, using word processor or computer terminal.
- Monitors budgets and financial data.
- Maintains current budget information for unit.
- Posts financial information to records and reconciles accounts.
- Compiles data for use in budget projections.
- Arranges travel schedule and reservations.
- Plans, coordinates, and reviews the work of secretarial and clerical personnel.
- Maintains records for substitutes, teacher sick leave and vacation, and other time.
- Maintains attendance records for certificated and non-certificated employees.
- Prepares and maintains financial records of student activity funds, receives, receipts, and prepares deposit slips for money collected.
- Provides technical staff assistance as requested.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is advanced-level secretarial work. Positions in this class generally report to an administrator at the level of director of a district department or higher, or a middle or high school principal. Shorthand skills are not required in this classification.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Functions and practices of executive or administrative offices.
- General district and/or school operations, procedures, rules, and policies.
- Methods and practices of financial record keeping.
- Principles and procedures of record keeping.
- Intermediate usage of Word, Excel, and other computer software and databases commonly used in modern offices.
- Correct English usage, spelling, grammar, vocabulary and punctuation.
- Modern office practices, procedures, methods and equipment.
- Public relations principles and practices. .

ABILITY TO:

- Perform difficult and responsible secretarial work with accuracy and speed.
- Analyze situations carefully and adopt effective courses of action.
- Learn, interpret, and apply administrative and departmental policies, laws, and regulations.
- Operate and utilize modern office equipment including desk top computers.
- Type at a rate of 60 words per minute. Provide work instructions to others.
- Maintain complete records and prepare reports.
- Make basic mathematic calculations with speed and accuracy.
- Perform financial record keeping including monitoring and tracing a unit budget.
- Work effectively in the absence of or with minimal supervision.
- Communicate effectively, both orally and in writing.
- Interact with others with courtesy and respect.
- Understand and follow oral and written instructions, work rules, regulations and procedures.
- Accept supervision and constructive criticism.
- Appear for work on time and adhere to all procedures concerning use of leave time.

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

- None.

EXPERIENCE, EDUCATION AND TRAINING:

Three (3) years of experience at the level of Secretary or higher with the San Bernardino City Unified School District.

-OR-

Four (4) years of paid experiences as a secretary to an administrator of a public or private organization.

-AND-

High school graduation or the equivalent

~~Three years of permanent secretarial experience equivalent to a Secretary or higher level classification in the secretarial/clerical family or closely related classification or job family in the San Bernardino City Unified School District within the last six years.~~

~~-Or-~~

- ~~• Four years of complex and highly responsible administrative or secretarial experience, involving substantial use of office related software and data management applications within the last six years.~~

WORKING ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Physical level 1: Minimal

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and

Job Description for Secretary III / Bilingual Secretary III

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keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

SPECIAL REQUIREMENTS:

Some positions in this classification may require fluency in reading, speaking, or writing a second language.

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:	0386/520	Work Year:	10-12 months	Salary Range:	35A
Job Family:	Clerical/Miscellaneous			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	06 – Secretarial/Clerical		

SENIOR CLERK BILINGUAL SENIOR CLERK

JOB SUMMARY:

To perform a variety of complex and responsible clerical duties; to provide direction to other clerical staff; and to provide specialized clerical support to a program or department. Some positions in this classification may require fluency in reading, speaking, or writing a second language.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the Clerk series. Positions assigned to this class are distinguished from the lower class of Clerk II by the performance of more complex and responsible clerical duties which requires the application of specialized knowledge of a particular field, interpretation of policies and procedures and greater impact on the District, department or unit. This class can be further distinguished by responsibility for providing direction to other clerical staff including prioritizing work, providing work assignments, monitoring work flow and providing technical assistance.

SUPERVISION:

Positions in this classification are supervised by designated managers.
Provides functional and technical direction to assigned clerical staff.
Positions in this classification exercise no supervision

ESSENTIAL JOB FUNCTIONS:

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

- Independently obtains reviews, evaluates and processes records, transcripts, test results, applications, news copy, permits, materials and other records.
- Provides information and assistance to employees and the public by answering questions involving an understanding of policies, procedures, regulations and technical processes.
- Types and processes technical and confidential materials from written rough drafts, brief verbal instruction or notes.
- Independently composes letters, memoranda, lists, reports and other written materials.
- Modifies or devises forms for reporting data and establishes controls for insuring accuracy of data.
- Compiles and prepares complex reports based on a wide variety of sources.
- Maintains a complex system of interrelated files and records.
- May direct the work of other clerical staff in an office and may be responsible for the clerical operation of the unit.
- Schedules facilities; prepares agenda items for meetings.
- Maintains payroll, detailed purchase or budget records.
- Monitors and tracks budget expenditures; posts information to accounts.
- May check references of prospective employees.
- May prepare billing notices.
- May assist teachers and administrators with selection of instructional materials.

- Interviews and transacts routine business with individuals outside the unit.
- May assist supervisor with preparation of budget estimates.
- Performs other difficult, independent and technical clerical work requiring knowledge of the procedures and policies of the office or unit.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of principles of business correspondence and report preparation.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of principles and procedures of financial record keeping.
- Knowledge of principles and procedures of basic record keeping.
- Knowledge of principles of basic mathematics.
- Ability to perform difficult and complex clerical work involving independent judgment and requiring accuracy and speed.
- Ability to prepare clear and accurate reports.
- Ability to maintain detailed and confidential records.
- Ability to use basic word functions.
- Ability to organize and direct the work of clerical assistants.
- Ability to understand and carry out oral and written directions.
- Ability to work effectively in the absence of supervision.
- 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, 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 August 27, 1996.)

Two years of experience equivalent to a Clerk II or higher clerical classification in the San Bernardino City Unified School District (for promotional lists).

OR

Thirty months of fulltime paid clerical experience.

AND

~~Three years of experience equivalent to a Clerk II or higher clerical classification in the San Bernardino City Unified School District for non-promotional lists.~~

High school graduation or the equivalent.

WORKING ENVIRONMENT:

Indoor office environment.

PHYSICAL DEMANDS:

PHYSICAL ABILITY LEVEL 1: MINIMAL

Positions in this physical ability level may require the following physical abilities:

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 25 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

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:

- This classification has no special requirements.

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:	0125	Work Year: 12 months	Salary Range: 47M
Job Family:	Management	HR/Day 8:	
FLSA Status:	Exempt	EEOC Occupational Group:	1 – Management

SUPERINTENDENT'S ASSISTANT

JOB SUMMARY:

To provide supervisory office management assistance and complex administrative support services to the District Superintendent and serve as liaison between the Superintendent, district staff, parents, and the community at large. The Superintendent's Assistant is responsible for coordinating and overseeing the calendar, meetings, and special projects on behalf of the Superintendent. This position will require attendance at community and organizational events.

SUPERVISION:

Receives direction from the Superintendent.

Exercises direct supervision over assigned office staff.

ESSENTIAL JOB FUNCTIONS:

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

- Interprets policy, rules, regulations, and administrative procedures for the guidance of other employees and the public on behalf of the Superintendent.
- Serves as liaison to other administrative staff in matters relating to decisions made by key staff and the Superintendent in order to formulate time lines and strategies for completion of work.
- Represents the Superintendent at various meetings as required.
- Coordinates with the Chief Business and Financial Officer, develops and manages the Superintendent's and annual budgets for departments within the Superintendent's division.
- Serves as office manager providing administrative direction and guidance for the clerical functions within the Superintendent and Board of Education offices.
- Supervises, evaluates and assists in selection of Superintendent and Board of Education clerical staff.
- Transmits instructions and directions from Superintendent to office clerical staff.
- Determines schedules and priorities of the work to be performed; monitors work flow.
- Oversees the preparation, editing and reviewing of bulletins, reports and correspondence.
- Reviews outgoing correspondence prepared by other clerical staff members for the Superintendent's signature, reviewing for consistency with administrative procedure and Board policy as well as format, grammatical construction and accuracy.
- Receives calls and visitors and assists parents and community members with complaints and requests for services or information, referring calls to other staff members when appropriate.
- Maintains and regulates appointment calendar for the Superintendent.
- Establishes and maintains files as necessary.
- Composes and dictates correspondence on a wide range of subjects calling for thorough knowledge of the procedures and policies of the District.
- Receives, transcribes and types dictation as needed.
- Gathers information and summarizes data pertinent to a variety of administrative and operational areas; prepares recommendations and reports accordingly.
- Composes routine items for Board presentation and gathers background information related to Board presentations.
- Receives incoming correspondence, refers to appropriate staff for reply or action and follows up to ensure that deadlines are met.

- Attends to administrative procedural detail on matters assigned by the Superintendent.
- Attends meetings as directed by the Superintendent.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Principles and methods of effective report preparation and presentation.
- Applicable federal, state and local laws, regulations and procedures.
- District Board policies, District administrative procedures, and California State Education Code.
- Supervisory principles and practices.
- District organization and operations.
- Budgeting procedures and techniques.
- English usage, spelling, grammar and punctuation.
- Modern office management practices, methods, and equipment.
- Public and community relations principles and practices.
- Coordinates modern technology including: conference calls, video conferencing, webinars, computer information systems and software; high level use of Word, Excel and other new technology.
- Learn, interpret and apply policies, laws and regulations.
- Analyze data, issues and problems and recommend or adopt appropriate solutions.
- Perform math operations/calculations.
- Provide office management services.
- Perform the various secretarial functions.
- Operate a variety of office keyboards.
- Gather, analyze, and condense data and information.
- Write clear and concise reports.
- Supervise, train and evaluate assigned staff.
- Communicate effectively, both orally and in writing.
- Work effectively in the absence of supervision.
- Builds positive relationships through communicating and working effectively with a variety of public agencies, groups, and individuals.
- Meet deadlines, maintain appropriate records, and effectively represent the San Bernardino City Unified School District and the Superintendent.

EXPERIENCE AND EDUCATION/TRAINING:

Five (5) years of permanent experience as a Secretary III with the San Bernardino City Unified School District, which includes at least two (2) years in a lead or supervisory capacity.

-OR-

Six (6) years of fulltime paid experience at the level of secretary or higher to an executive of a public or private organization, which includes at least two years of experience in a lead or supervisory capacity.

- ~~Three years of permanent experience as a Secretary or higher or as an Administrative Assistant or equivalent with the San Bernardino City Unified School District at least one year of which must include lead or supervisory experience as part of assigned duties to the classification.~~

~~-OR-~~

- ~~Five years of experience as an administrative assistant or higher to an executive of a public or private organization with duties equivalent or higher to those of an administrative assistant with the San Bernardino City Unified School District, at least one year of which must include lead or supervisory experience.~~

Qualifying experience in an educational institution is highly desirable.

Thirty (30) semester units of college level coursework is highly desirable.

- (Substitutions: Sixty (60) semester units of college level coursework in business administration, secretarial science or a related field may be substituted for ~~one~~ two years of the required non-supervisory experience.

-AND-

- High school graduation or the equivalent.

SPECIAL REQUIREMENT:

- Attendance at evening Board of Education and other meetings.

WORKING ENVIRONMENT:

Indoor office environment. Constant interruptions.

PHYSICAL LEVEL 1: MINIMAL:

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

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.

APPOINTMENT:

- This position has been exempted from Education Code section 45272(a) per resolution of the governing board on August 20, 2013 and as approved by the personnel commission on October 9, 2013.

The following will be submitted to the Commission for consideration:

3.16 Reallocation of Classifications:

A reallocation of a classification is a change from one salary range to another salary range and includes all positions allocated to the class at the time of the change.

3.16.1 Reallocation is based on (1) findings that compensation for a classification are significantly different from market survey data and/or (2) maintenance of the organization's internal relationships with other classifications within and among job families of the classification plan.

3.16.2 The Personnel Commission Director shall determine and direct the methodology for reallocation studies and make recommendations to the Personnel Commission.

REFERENCE: Education Code Sections 45256 and 45268

~~4.11.11 Competitors in any non-continuous examination shall not be permitted to retake a single part examination or any part of a multi part examination within the immediate ninety (90) day period following. When the number of persons passing such an examination or part of an examination is determined to be insufficient and a new recruitment is held, the passing part or final score on the earlier examination shall be used in scheduling such competitor for the next part of a multi part examination or in determining appropriate rank on the new list, as the case may be. (The number of service points credited to promotional candidates shall be adjusted, if appropriate.) Tests administered to District employees to re-certify qualifications to perform the duties of the position held, typing, shorthand, or bilingual certification tests are not subject to this rule.~~

4.11.11 Competitors shall not be permitted to retake a single part examination or any part of a multiple part examination until a ninety (90) day period has elapsed.

MINUTES

April 1, 2015

I. CALL TO ORDER

A. The meeting was called to order at 5:33 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 seconded by Mr. Bohn to approve the agenda.

Motion carried.

III. PUBLIC COMMENTS

Maria Garcia commented that she feels that many of the management positions are at a higher range management level than the position she currently holds as a Communication Officer. She stated the management scale schedule lacks equality. She would like for the Commission to consider bringing the position of Communications Officer up to a higher paying range.

No more public comments.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S)

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

1. Assistant Affirmative Action Officer (Exam #15-018)
2. Assistant Warehouse Manager (Exam #15-003)
3. Bilingual Education Assistant III (SI) (Exam #15-010-2)
4. Bilingual Instructional Assistant SDC (Exam #15-010-2)
5. Custodian II (Exam #15-005)
6. Education Assistant III (SI) (Exam #15-006-1)

7. Human Resources Technician (Exam #15-019)
8. Instructional Assistant (SDC) (Exam #15-010-1)
9. Instructional Tutor LH/PH – Bilingual (Exam #14-101)
10. Lead Electronics Technician (Exam #15-020)
11. Nutrition Services Manager I (Exam #15-011)
12. Nutrition Services Manager II (Exam #15-012)
13. Senior Budget Analyst (Exam #15-015)
14. Senior Food Production Worker (Exam #15-016)

Motion carried.

B. REVISIONS TO CLASSIFICATION SPECIFICATION(S).

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the revisions to the classification.

1. The Environment Safety Compliance and Safety Officer

Discussion: Ms. Byrd stated the Environment Safety and Compliance Officer that it is a difficult classification to determine whether it needs a degree or not. In 1998 the position required a bachelor's degree. In 2012 the position was approved only with a high school diploma. Commissioner Bohn asked which one was the first job description approved for environmental compliance safety officer.

Ms. Byrd directed him to the list job spec, which was on page 18 of the agenda packet. Ms. Byrd explained that if the commission approved this one, the High School Requirement will need to be added, or if the commission decided to add higher level than high school, then it would need to be added.

Mr. Norton stated that Maintenance and Operation department management positions do not require a degree. He stated the Environmental Safety and Compliance officer is a difficult position.

Ms. Dixon: Call for the vote.

Mr. Bohn: Aye.

Ms. Dixon: Abstain

Mr. Salazar: Abstain.

Motion Carried.

C. Discussion on Report from Director regarding Writ vacancies, recruitments, and Personnel Commission staff duties.

Ms. Byrd reported on a visit to Pasadena USD. She stated Pasadena USD Personnel Commission is responsible for everything that pertains to classified recruitment, classified hire, and vacancies. The Personnel Commission determines when recruitment is needed to be open. Human Resources does the employee's background checks. All transfer cards go to Human Resources; they check their files to see if they have satisfactory evaluations.

Irma Garcia expressed the same similarities as Ms. Gladys. She was glad to see how the process ran, as it is smoother.

Mr. Bohn requested a flowchart of the steps that take place and the different categories. Ms. Byrd will have the report of the flowchart for the next meeting agenda.

Ms. Byrd gave an update on the status of the Writ report. She stated that the commission is in compliance.

D. RECRUITMENTS

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

1. Bilingual Instructional Aide	Open/Promotional
2. Custodian II	Open/Promotional
3. Bilingual School Licensed Vocational Nurse (LVN)	Open/Promotional
4. Environmental Compliance and Safety Officer	Dual
5. Equipment Operator	Open/Promotional
6. HVACR Mechanic	Open/Promotional
7. School Accounting Technician I (MS)	Open/Promotional
8. School Licensed Vocational Nurse (LVN)	Open/Promotional
9. Nutrition Services Business Manager	Open/Promotional
10. School Police Officer	Open/Promotional

Motion carried.

E. APPROVAL ON REVISIONS FOR PERSONNEL COMMISSION RULES

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the revisions for personnel commission rules.

4.8 Holding of Examinations

5.1.1 Establishment of Eligibility List

5.12 Removal of Names from Eligibility List: reemployment,
Reinstatement, Promotional and Open

6.5 Transfer

Motion carried.

F. Discussion on public hearing for Budget 2015-2016.

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve a hearing date for the draft budget 2015-2016:

The public hearing for the budget will be May 6, 2015.

G. 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 March 4, 2015.

Motion carried.

H. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon, and seconded by Mr. Bohn to accept and approve the meeting minutes as submitted for March 16, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Mr. Bohn requested a flow chart of the district and the commission to have a clear understanding of how things flow in Personnel Commission and Human Resources by creating job hiring, a person hiring, a person filling in the vacancy.

Mr. Salazar thanked the staff for the work, stating we have been working for a long time to be in compliance with the Writ. He also expressed the desire to have a flowchart. And thanked the District and CSEA for doing a great job.

Ms. Dixon stated that she will speak to the Board in public comments on the progress of the commission. She would like to thank Dr. Marsden and Dr. Wiseman for the meeting held on March 16th.

Meeting adjourned at 6:19 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:19 p.m. for:

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 7:30 p.m. There was no report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:30 p.m.