

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

AGENDA

January 14, 2015

5:30 P.M

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

III. PUBLIC COMMENTS

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

IV. ACTION ITEMS

- A. The commission will consider ratifying Eligibility List(s). Proposed motions are: It is moved that the commission ratify the eligibility list for:
1. Lifeguard (Exam #14-046)
 2. Campus Security Officer (Exam #14-088)
 3. Multimedia Manager (Exam #14-093)

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

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

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

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

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

- | | |
|--|-------------------------------|
| 1. Application Analyst II | Open/Promotional |
| 2. Assistant Affirmative Action Officer | Dual |
| 3. Assistant Warehouse Manager | Open/Promotional |
| 4. Budget Officer | Dual |
| 5. Custodian II | Promotional |
| 6. Education Assistant III (SI) | |
| /Bilingual Education Assistant III (SI) | Open/Promotional - Continuous |
| 7. Education Assistant III (Spanish) | Open/Promotional |
| 8. Environment Compliance and Safety Officer | Dual |
| 9. Equipment Operator | Open/Promotional |
| 10. Facilities Administrator | Dual |
| 11. Instructional Assistant (SDC) | |
| /Bilingual Instructional Assistant (SDC) | Open/Promotional |
| 12. Nutrition Services Manager I | Open/Promotional |
| 13. Nutrition Services Manager II | Open/Promotional |
| 14. Pool Attendant | Open/Promotional |
| 15. Public Safety Dispatcher | Open/Promotional -Continuous |
| 16. Risk Management/Employee Benefits Director | Dual |
| 17. Senior Budge Analyst | Open/Promotional |
| 18. Senior Food Production Worker | Open/Promotional |
| 19. Youth Services Specialist | Open/Promotional |

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

- D. The commission will consider discussing and approving the Salary Adjustment for the position of Employee Relations Director from salary range 75 to salary range 70 to align with other Directors.

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

- E. The commission will discuss the remainder of classified positions that require eligibility list as mandated by the Writ.

Moved: _____ Seconded _____
Discussion: _____

- F. It is moved that the commission approve Personnel Commission Director and Personnel Analyst to attend the conference hosted by the California School Personnel Commission Association (CSPCA) from January 22-25, 2015 in San Diego for a total of \$600.00.

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

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

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

- H. The commission will consider approving minutes for December 3, 2014 as submitted.

Moved _____ Seconded _____
Discussion _____
Vote Dixon Salazar Bohn

- I. The commission will consider approving minutes for December 16, 2014 as submitted.

Moved _____ Seconded _____
Discussion _____
Vote Dixon Salazar Bohn

V. COMMISSIONERS/DIRECTOR COMMENTS

VI. CLOSED SESSION

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

1. PUBLIC EMPLOYEE APPOINTMENT
Title: Human Resources Specialist (PC)
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Commission Director
Personnel Analyst
3. PUBLIC EMPLOYMENT HEARING
STATE MEDIATION AND CONCILIATION SERVICE CASE APPEAL
Case Number ARB 14-0181.
Appointment of hearing officer Mark Keppler for case ARB 14-0181

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

VII. ADJOURNMENT

The commission adjourned the meeting at _____.

Certification Record

Exam #	14-046	Exam Title		LIFEGUARD						
Posting Dates		Date Certified	# Days to Certify	Date Terminated	# Eligible	# Ranks	Examination Dates			
Opened	Closed						Written	Assessment/ Performance (OPAC)	Oral	Training & Experience
6/9/2014	11/23/2014	1/5/15	31	1/14/16	2	1	NA	NA	NA	12/17/14
Selection Statistics										
# Applied	# Meeting MQ's	# took Written	# Passed Written	# Took Oral	# Passed Oral	# Took T&E	# Passed T&E	# Took Assessment/ Performance (OPAC)	# Passed Assessment/ Performance (OPAC)	
79	12	NA	NA	NA	NA	2	2	NA	NA	

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

01/05/2015
 Date

Certification Record

Exam #	14-088	Exam Title		CAMPUS SECURITY OFFICER I						
Posting Dates		Date Certified	# Days to Certify	Date Terminated	# Eligible	# Ranks	Examination Dates			
Opened	Closed						Written	Assessment/ Performance (OPAC)	Oral	Training & Experience
11/12/2014	12/3/2014	1/5/15	24	1/14/16	34	18	12/11/14	12/23/14	NA	NA
Selection Statistics										
# Applied	# Meeting MQ's	# took Written	# Passed Written	# Took Oral	# Passed Oral	# Took T&E	# Passed T&E	# Took Assessment/ Performance (OPAC)	# Passed Assessment/ Performance (OPAC)	
300	104	72	44	NA	NA	NA	NA	37	34	

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

01/05/2015

Date


Certification Record

Exam #	14-093	Exam Title		MULTIMEDIA MANAGER						
Posting Dates		Date Certified	# Days to Certify	Date Terminated	# Eligible	# Ranks	Examination Dates			
Opened	Closed						Written	Assessment/ Performance (OPAC)	Oral	Training & Experience
11/12/2014	12/3/2014	1/5/15	24	1/14/16	5	2	NA	NA	NA	12/19/14
Selection Statistics										
# Applied	# Meeting MQ's	# took Written	# Passed Written	# Took Oral	# Passed Oral	# Took T&E	# Passed T&E	# Took Assessment/ Performance (OPAC)	# Passed Assessment/ Performance (OPAC)	
35	9	NA	NA	NA	NA	6	5	NA	NA	

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

01/05/2015
 Date

		San Bernardino City Unified School District Personnel Commission	
Classification Specification			
Job Code:	0399	Work Year:	12 months
Job Family:	Systems and Programming	Salary Range:	51A
FLSA Status:	Non-Exempt	HR/Day:	8 hours
		EEOC Occupational Group:	6-Service/Maintenance
APPLICATION ANALYST II			

DEFINITION JOB SUMMARY:

Analyzes, designs and tests; application in the district wide operating environment with emphasis in the client server based platforms. Under limited supervision, designs, codes and tests programs, while assisting in systems analysis and design of new applications. Modified and maintains program currently in productions.

SUPERVISION RECEIVED AND EXERCISED:

An incumbent reports to and receives general supervision from the Information Technology Director and/or Assistant Director. General work instruction and assistance is provided from team technical staff as required.

DISTINGUISHING CHARACTERISTICS:

He/she is expected to exercise judgment when provided application development requirements and established District/Department policies/procedures. He/she is expected to keep management informed of his/her progress. Concepts/procedures/situations that fall outside of established policies/procedures will be discussed with his/her team leadership or supervisor before implementation to ensure conformity with proper application design intent and District/County policies/procedures. The class of Application Analyst II is distinguished from Applications Analyst I in that the former is expected to require minimum supervision; perform routine systems analysis and design; resolve routine problems and issues; carry out regular client interface; and act as project team leader.

EXAMPLES OF DUTIES:

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

- Analyzes program specifications for completeness and conformance to standards.
- Designs the required program logic and develops the varied number of programs necessary to meet specifications.
- Codes programs in authorized language.
- Prepares test data and tests coded programs to validate accuracy.
- Documents programs according to professional and installation standards.
- Designs any special forms required for a system.
- Fulfills administrative reporting requirements.
- Maintains current knowledge of object-oriented event driven standard languages, coding methods, and operations requirements.
- Prepares flow charts and logic diagrams.
- Develops costs and scheduled data.
- Performs related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF: _____

EMPLOYMENT STANDARDS

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of database design and maintenance.
- Knowledge of Student Information or Student Administration Systems, and/or Enterprise Resource Planning (ERP) Systems.
- Knowledge of the principle and practices of project management.

- Knowledge of programming techniques for business processes, accounting and statistical applications.
- Knowledge of web-based technology including Internet and Intranet application development.
- Ability to prepare and modify programs for efficient operation in a multiprogramming environment.
- Ability to analyze situations accurately and devise logical solutions.
- Ability to adapt to changes in equipment, configurations, programming language, data systems, and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact with others with courtesy and respect.
- Ability to accept supervision and constructive criticism.

QUALIFICATIONS

Experience and Education/Training ~~Any combination of experience and education/training that demonstrates and ability to perform the essential functions of the job. (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on the date below.)~~

Two years of recent (within last five (5) years) paid fulltime experience performing systems analysis and computer programming.

AND

An Associate Degree, with major coursework in information technology application development, computer science or a closely related field from an accredited college or university.

Licenses/Certificates/Registrations

Possession of a valid California driver's license, liability auto insurance, personal vehicle for transportation to sites/meetings, must be presented/available upon acceptance of offer of employment and maintained throughout employment. Persons appointed to this class are subject to a probationary period of 130 days in accordance with Education Code 45301.

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 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:

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

ASSISTANT AFFIRMATIVE ACTION OFFICER

JOB SUMMARY:

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

SUPERVISION:

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

ESSENTIAL JOB FUNCTIONS:

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

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

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

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

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

Two years of paid experience investigating employment discrimination complaints.

AND

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

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

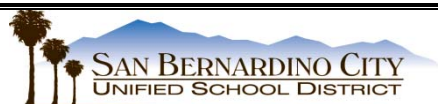
Licenses/Certificates/Registrations:

An appropriate, valid California driver license.*

SPECIAL REQUIREMENT:

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

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0141	Work Year:	Salary Range:	22
Job Family:	Human Resources		HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management	

ASSISTANT WAREHOUSE MANAGER

JOB SUMMARY:

To assist the Warehouse Manager in the planning and coordination of central district warehouse activities (shipping, receiving, storage, order processing, and delivery of supplies, furniture, equipment, and mail) and supervision and training of assigned workers and provide a variety of staff assistance to District administrators.

SUPERVISION:

Receives general supervision from the Warehouse Manager.

Exercises supervision over Delivery Driver/Warehouse Workers and other staff.

ESSENTIAL JOB FUNCTIONS:

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

- Assists with the planning, organizing, and supervision of the operations in the District warehouse, including the receipt, storage, and delivery of supplies and equipment to schools and offices.
- Assists in the supervision of staff performing inventories and notifies appropriate personnel of any stock reaching the reorder point.
- Assists in the supervision of staff performing book processing and storage and delivery of text books and library books.
- Assists in the development and modification of warehousing policies and procedures to assure adequate internal control and proper handling, rotation and storage of District supplies and equipment.
- Receives work assignments and ensures that scheduled work is completed and meets departmental standards.
- Reports crew performance problems to the Warehouse Manager.
- Brings work load and scheduling problems to the attention of the Warehouse Manager.
- Provides shipping and receiving directions to vendors and trucking companies.
- Communicates with District departments and outside organizations to exchange information, coordinate activities and resolve issues, concerns, or questions.
- Directs warehouse operations in the absence of the Warehouse Manager.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for warehouse operations.
- Participates and provides input to performance appraisals and other personnel actions.
- Prepares and maintains a variety of records and reports related to warehouse activities, personnel, and equipment. Provides information and makes necessary adjustments for stock and inventory control; coordinates adjustments with receiving, order processing and inventory control areas.
- Investigates and resolves complaints regarding delivery discrepancies and delay issues as directed.

- Participates in periodic warehouse inventories.
- Maintains manual and automated records of receipt and distribution of warehouse items.
- Guides, instructs, monitors, and corrects the work of warehouse crews.
- Recommends discontinuation of items. Advises the manager of supply and equipment needs.
- Works closely with manager in the development and modification of specialized warehousing policies and procedures.
- Trains warehouse staff in the use of work status, network, and software applications.
- Provides information to the manager relative to system upgrades and needs for the system as necessary.
- Uses District vehicle for travel to other district sites.
- Provides input for department budget development, as needed.
- Supervises, trains, and evaluates assigned staff. Participates in personnel selection.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of operations, procedures, equipment, and terminology used in a large modern central warehouse.
- Knowledge of large-scale institutional or commercial purchasing practices.
- Knowledge of supervisory, training, and employee evaluation principles and practices.
- Knowledge of microcomputers and business applications.
- Knowledge of software used in modern materials and supplies inventory control.
- Knowledge of modern inventory methods and practices.
- Ability to plan, organize, and supervise the functions of a large central warehouse.
- Ability to analyze a variety of data.
- Ability to solve a wide variety of problems.
- Ability to prepare written reports.
- Ability to operate a microcomputer with warehouse-related software.
- 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 develop/amend operating procedures.
- Ability to get into the cabs and beds of trucks, lift items weighing 60 lbs., and operate warehouse material-moving equipment for purposes of training and evaluation.

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 July 23, 1997.)~~

Three years of recent (within last seven years) fulltime paid work experience performing any combination of receiving, transporting, stacking, order filling, shipping, or closely related duties in a warehouse of at least 1000 separate commodities, of which at least one year shall have been as a supervisor or lead worker.

AND

~~2. 30 semester units of college course work.~~

AND

~~3. High school graduation or the equivalent.~~

~~(Substitutions: (1) College course work in excess of the required 30 semester units may be substituted for supervisory experience on the basis of 2.5 semester units per month of experience. (2) Supervisory experience of the kind indicated EXCEEDING THREE YEARS exceeding four (4) years within the last seven (7) years, may be substituted for college course work on the basis of one month per 2.5 semester units.~~

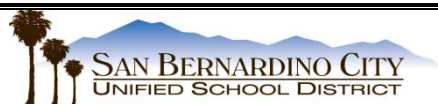
Licenses/Certificates/Registrations:

An appropriate, valid California driver license.*

SPECIAL REQUIREMENT:

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

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0161	Work Year:	Salary Range:	45
Job Family:	Human Resources		HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management	

BUDGET OFFICER

JOB SUMMARY:

To assist in the preparation and supervision of the District's budget and insurance program; to prepare financial reports; and to provide responsible technical staff assistance to the department director, staff and other departments.

SUPERVISION:

Receives direction from the Fiscal Services Director.

Exercises technical and functional supervision over technical and clerical staff.

ESSENTIAL JOB FUNCTIONS:

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

- Assists in the preparation of the District's budget by estimating revenues and expenditures based upon review and analysis of a variety of pertinent factors.
- Controls expenditures to budgeted allotments. Assists with budgetary presentations at various stages prior to final Board approval.
- Assists in providing needed business services for special educational programs in such areas as application preparation, budgeting, analysis, and reimbursement.
- Assists in the supervision of the District's insurance program.
- Performs special financial or statistical research or analytical studies to assist administrative staff or the Board in the formulation of policies and planning of new or revised programs.
- Prepares or directs the preparation of various financial and statistical reports.
- Directs the cost distribution system and assigns account numbers to transactions.
- Supervises the revolving cash fund; authorizes checks and reconciles funding.
- Assists site managers in preparing budgets and interpreting District policies and procedures related to the insurance program.
- Attends various conferences and meetings.
- Performs related duties as assigned

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of Principles and methods of modern public and business administration and management.
- Knowledge of techniques, practices, and principles of governmental accounting and budgeting.
- Knowledge of principles and techniques of auditing.
- Knowledge of office management principles and practices.

- Knowledge of basic financial analysis and research procedures.
- Knowledge of principles and practices of organization and administration.
- Ability to prepare and control the District budget.
- Ability to prepare clear and comprehensive financial and other business reports.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to learn, interpret and apply administrative and departmental policies, laws and regulations.
- 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 years of ~~increasingly responsible professional~~ fulltime paid experience in business management, accounting, or administrative analysis, preferably including experience in a school district.

AND

A Bachelor's degree from an accredited college or university with major course work in business administration, accounting or a related field.

		<h2 style="text-align: center;">San Bernardino City Unified School District Personnel Commission</h2>	
Classification Specification			
Job Code:	0355	Work Year:	12 months
Job Family:	Custodial	Salary Range:	34A
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	6-Service/Maintenance
CUSTODIAN II			

JOB SUMMARY:

To direct the activities of other custodians; and to participate in the work of a custodial crew.

DISTINGUISHING CHARACTERISTICS:

Positions in this class typically have lead supervision over a crew of one to two custodians and typically either work day shift at the Board of Education Building or at an intermediate school, or work swing shift over a cleaning or scrub crew.

SUPERVISION:

Supervised by custodial services management staff or a school principal.
Exercises functional and technical supervision over less experienced custodial staff.

ESSENTIAL JOB FUNCTIONS:

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

- Directs, instructs and leads a custodial crew in scrubbing and waxing resilient floors, shampooing carpeted areas, and in performing other cleaning duties.
- Directs and participates in preparing rooms and auditoriums for special events.
- Reports needed repairs to school principal.
- Picks up papers on grounds.
- Waters lawns and hoes weeds.
- Sweeps, scrubs, mops and waxes floors.
- Vacuums rugs and carpets.
- Dusts and polishes furniture.
- Performs non-technical repairs to buildings and equipment.
- Unlocks doors and passageways.
- Raises school flags and sees that corridors and blacktop are swept each morning.
- Performs daily interior cleaning as established by formula.
- Obtains necessary equipment and supplies to be used by the crew.
- Reports to the Custodial Supervisor or to an authorized delegate regarding crew members as needed.
- Maintains tight security of all school property on the premises and in the area where the crew is working.
- May order custodial supplies for the assigned site.
- May be assigned to lead crews during the summer and other school recesses.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS:**KNOWLEGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of the duties of a custodian.
- Knowledge of cleaning materials, disinfectants, chemicals, equipment, tools and methods used in custodial work.
- Ability to use cleaning equipment and materials with skill and efficiency.
- Ability to Use tools in minor maintenance work.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to plan and direct the work of others.

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

- An appropriate, valid California driver's license.

EXPERIENCE, EDUCATION, AND TRAINING:

One year of paid fulltime work experience performing janitorial or custodial duties.

AND

High school graduation or the equivalent.

WORKING ENVIRONMENT:

Indoor and outdoor environment; subject to regular exposure to dust, fumes and odors.

SPECIAL REQUIREMENTS:

- There are no special requirements for this classification.

APPOINTMENT:

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

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

ENVIRONMENTAL COMPLIANCE AND SAFETY OFFICER

JOB SUMMARY:

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

SUPERVISION:

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

EXAMPLES OF DUTIES - ESSENTIAL JOB FUNCTIONS:

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

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

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

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

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

ABILITY TO:

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

SKILLED IN:

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

EDUCATION/TRAINING:

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

AND

- ~~High school graduation or the equivalent~~

QUALIFICATIONS: Experience and Education/Training:

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

AND

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

Licenses/Certificates:

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

Special Requirements:

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

WORKING INVIROMENT:

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

PHYSICAL DEMANDS:

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

PHYSICAL LEVEL 2: MODERATE

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

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

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

SPECIAL REQUIREMENTS (Must be maintained during employment)

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

- ~~This position and the some duties performed by this position are governed by a stipulated judgment in the case of *The People of the State of California vs. San Bernardino City Unified*~~
- ~~*School District*, Case No. SCV 53036, San Bernardino Superior Court.~~
- **APPOINTMENT:**
- An employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least overall satisfactory performance. Failure to do so shall result in the employee's termination. This position is designated as administrative pursuant to Education Code section 45301 and is designated management by the District.

 <div>SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT</div>	<div>San Bernardino City Unified School District Personnel Commission</div>																		
<div>Classification Specification</div> <table><tr><td>Job Code:</td><td>0348</td><td>Work Year:</td><td>12 months</td><td>Salary Range:</td><td>39</td></tr><tr><td>Job Family:</td><td>Equipment Operations</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">6 – Service/Maintenance</td></tr></table>		Job Code:	0348	Work Year:	12 months	Salary Range:	39	Job Family:	Equipment Operations			HR/Day:	8	FLSA Status:	Non-Exempt	EEOC Occupational Group:	6 – Service/Maintenance		
Job Code:	0348	Work Year:	12 months	Salary Range:	39														
Job Family:	Equipment Operations			HR/Day:	8														
FLSA Status:	Non-Exempt	EEOC Occupational Group:	6 – Service/Maintenance																
<div>EQUIPMENT OPERATOR</div>																			

DEFINITION JOB SUMMARY:

To operate a variety of light power driven construction and maintenance equipment; to operate trucks; and to perform semi-skilled and skilled maintenance tasks.

SUPERVISION RECEIVED AND EXERCISED SUPERVISION:

Receives general supervision from the Operations Supervisor.

Exercises no supervision; provides instructions to workers assigned to assist.

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

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

- Operates a light, wheel tractor and related attachments such as front end loader, drag, small grader, dozer blade, or similar equipment in order to level loose earth, service a variety of sports/athletic fields and play areas, and load a variety of materials.
- Operates power mower, edger, sprayer, fertilizer spreader and renovator.
- Occasionally on an emergency relief, or training basis, operates heavy construction and maintenance equipment.
- Operates heavy compound transmission motor truck with semi-trailer or other trailer equipment.
- Performs minor maintenance on assigned equipment and reports need for major repairs.
- Performs a variety of manual labor, including loading and unloading trucks and grounds maintenance duties.
- Maintains records as required.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An employee in this class operates a variety of light power-driven equipment. Incumbents may occasionally operate some of the heavier equipment, but the work involves less responsibility and skill than that of Heavy Equipment Operator, is infrequent, and is closely supervised. Operation of heavy equipment typically occurs in the event of an emergency or for training purposes.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Operation and maintenance requirements of a variety of front-end loaders, graders, and backhoe equipment.
- Practices, methods, equipment, and materials used in construction and maintenance work.
- Traffic laws, ordinances and rules involved in light equipment operations.
- Safety precautions applicable to the work.
- Methods, equipment, and materials used in the layout, care and maintenance, and renovation of fields used in a variety of sports.
- Operate and make minor adjustments to light tractors, front-end loaders, graders, and backhoe equipment.
- Operate standard tractor attachments used in grounds maintenance work.
- Operate and make minor adjustments to trucks with trailer attachment.
- Perform a variety of semi-skilled and skilled construction and maintenance tasks involving heavy physical labor.
- Understand and carry out oral and written directions.
- Develop cooperative work relations with others.

- Interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.

EXPERIENCE AND EDUCATION/TRAINING ~~(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on August 1, 2001.)~~

Two years of paid fulltime facility maintenance/construction work experience in facility maintenance/construction which has included one year experience in the operation of front-end tractor loaders, graders, or backhoe equipment ~~for at least one year.~~

AND

High school graduation or the equivalent.

LICENSES/CERTIFICATES/REGISTRATIONS

A valid California Class A driver's license and Medical Examiners Certificate.*

*Must be presented upon offer of employment for a position in this class and maintained throughout employment in this classification.

WORKING ENVIRONMENT:

Outdoor environment in varying weather conditions including heat, cold, rain, wind etc.

PHYSICAL LEVEL 3: SUBSTANTIAL

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

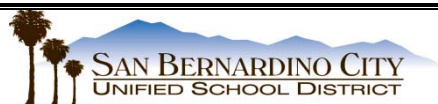
Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 75 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver,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

SPECIAL REQUIREMENT:

A passing pre-employment drug and alcohol test is required of persons offered employment in this classification. Failure to pass any of the drug and alcohol tests provided for in the Omnibus Transportation Employee Testing Act of 1991, while employed in this classification, may result in disciplinary action up to and including termination.

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:	1044	Work Year:	Salary Range:	74
Job Family:	Human Resources		HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management	

FACILITIES ADMINISTRATOR

JOB SUMMARY:

Administers the District facilities and the Facilities Master Plan and performs administrative work in short and long range planning, organizing, directing, and evaluating district-wide facilities programs and services.

ESSENTIAL JOB FUNCTIONS:

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

- Long and short range planning and District liaison with local, state, federal agencies, and private organizations, to accommodate District growth in an efficient and effective manner.
- Prepare and coordinate the District Facilities Master Plan.
- Make recommendations regarding facility utilization and new site acquisition.
- Work closely with architects to ensure cost effective constructions.
- Manage research and development of legal agreements and contracts.
- Oversee State School Building program applications, budgets, and contracts.
- Coordinate and Integrate the services of District architects, construction managers, legal counsel, technical and financial consultants, and agency building inspectors, contractor representatives and consultants as they affect District planning and facility development operations
- Administer the District's facilities, purchasing and planning financial effectiveness.
- Prepare all necessary communications and reports including the status of the special fee accounts.
- Provide facilities growth projections to District departments.
- Prepare and present necessary reports/studies on matters pertaining to the impact of growth to the administration, Board of Education, and other local, state, or federal boards, commissions, councils, and other interested community and/or private organizations.
- Monitor legislation related to school facilities and growth accommodation and assure that the District is informed.
- Uses personal transportation for work related travel.
- Performs all other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Financial/statistical analysis and research procedures.
- Construction planning, project management, and program management.
- Maintain professional relationships with public agencies responsible for the planning and

development of the local area.

- Professional legal and business management concepts necessary to enable the proper functioning of District staff, technical, and legal consultants and the various government and area building industry representative.
- Research and evaluate financial, purchasing, statistical and/or historical data and make sound recommendations.
- Understand construction plans and specifications.
- Communicate effectively, both verbally and in writing.
- Prepare and present reports, analyses, and presentations on District positions, plans, and objectives plan, organize, direct, and control the activities in the areas of responsibility and Evaluate their effectiveness.
- Train and supervise staff.
- Follow oral and written directions
- Analyze situations accurately and adopt an effective course of action.
- Modern office equipment (i.e., computers, keyboard)
- Computers and various electronic communication media devices.
- Establish and maintain an effective working relationship with employees of the District, vendors, and other public agencies.

EXPERIENCE AND EDUCATION/TRAINING:

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

~~Four years of recent (within the past five (5) years) fulltime paid of managerial/administrative work experience within the past 5 years at or above the Department-Director level in a facilities management position within an educational institution of at least 25, 000 students or a public entity with at least 2,000 employees.~~

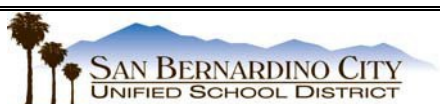
AND

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

~~(SUBSTITUTION:) A Master's Degree in one of the relevant subject areas may be substituted for one year of experience.~~

Licenses/Certificates/Probationary Period

Possession of a valid California driver's license, liability auto insurance, personal vehicle for transportation to sites/meetings, must be presented/available upon acceptance of offer of employment and maintained throughout employment. Persons appointed to this class are subject to a probationary period of one (1) year.

 <div>SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT</div>	<div>San Bernardino City Unified School District</div> <div>Personnel Commission</div>		
Classification Specification			
Job Code:	0354	Work Year:	12 months
Job Family:	Plumbing	Salary Range:	34
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	6 – Service/Maintenance
POOL ATTENDANT			

DEFINITION JOB SUMMARY:

To clean and maintain District swimming pools; and to operate, adjust and repair chemical feed systems, filtering and heating systems.

DISTINGUISHING CHARACTERISTICS

This is the entry-journey level class in the Pool Attendant series. Positions in this class perform the more routine swimming pool maintenance activities. Lead Pool Attendant has lead worker responsibility and performs more difficult work tasks.

SUPERVISION RECEIVED AND EXERCISED SUPERVISION:

Receives immediate supervision from the Plumbing/HVACR Supervisor, and functional and technical supervision from the Lead Pool Attendant.

Exercises no supervision.

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

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

- Maintains the District swimming pools.
- Cleans bottoms and sides of pool using underwater diving equipment, underwater vacuum cleaners, hoses and brushes, detergents, and acid solutions.
- Cleans and repairs pool filtering system and chemical feed systems.
- Monitors and cleans pool decks, deck drains, and pool equipment and maintains them in good order.
- Checks, maintains, and repairs heating, filtering, and chemical lines and controls as needed.
- Maintains logs on pool equipment and materials.
- Orders necessary supplies and equipment and distributes them to proper locations as required.
- Responds to aquatic emergencies and administers first aid as required.
- Uses personal automobile to transport supplies.
- Tends cogenerating and heat pump equipment.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of methods and practices, equipment and materials used in the cleaning and maintenance of swimming pools and appurtenances.
- Knowledge of the operation and repair of swimming pool heaters, filters, chemical feed systems, and other auxiliary pool equipment.
- Knowledge of procedures for responding to aquatic emergencies.
- Knowledge of first aid procedures.
- Ability to perform swimming pool cleaning and maintenance procedures.
- Ability to make repairs of swimming pool chemical feed, filtration, and heating systems.
- Ability to respond to an aquatic emergency.
- Ability to perform first aid, including CPR procedures.
- Ability to perform, interpret, and record standard chemical tests of swimming pool water.

EXPERIENCE, AND EDUCATION, AND TRAINING: ~~(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on August 24, 1994.)~~

One year of paid swimming pool maintenance work experience.

AND

High school graduation or the equivalent.

LICENSES/CERTIFICATES/REGISTRATIONS

An appropriate, valid California driver's license and automobile liability insurance.*

A valid American Red Cross First Aid Certificate or a verifiable equivalent.*

A valid American Red Cross Community CPR Certificate which includes infants, children, and adults or a verifiable equivalent.*

A valid American Red Cross Emergency Water Safety Certificate.*

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

WORKING ENVIRONMENT:

Outdoor environment in varying weather conditions including heat, cold, rain, wind etc.

PHYSICAL LEVEL 3: SUBSTANTIAL

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

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

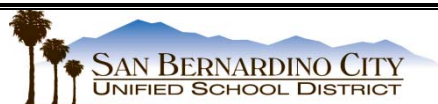
SPECIAL REQUIREMENTS:

Personal automobile for performing duties required of the position.

Employees in this class are subject to weekend and holiday duty as part of the regular forty-hour work week.

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

RISK MANAGEMENT/EMPLOYEE BENEFITS DIRECTOR

JOB SUMMARY:

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

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an Assistant Superintendent.

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

ESSENTIAL JOB FUNCTIONS:

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

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

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

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

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

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

AND

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

Licenses/Certificates/Registrations:*

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

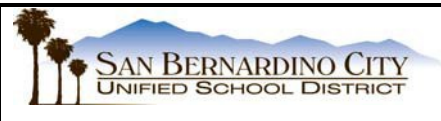
A valid California driver's license and auto liability insurance.**

SPECIAL REQUIREMENT:

Personal transportation for incidental travel related to job duties.

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

**Submitted upon offer of employment.

		<h2 style="text-align: center;">San Bernardino City Unified School District Personnel Commission</h2>	
Classification Specification			
Job Code:	0752	Work Year:	12 months
Job Family:	Protective Services	Salary Range:	49
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	9 – Police
SENIOR BUDGET ANALYST			

JOB SUMMARY:

Performs a wide variety of professional budgeting and lead analyst duties in support of the budget development and control function of the District Business Services Division; and provide complex technical staff assistance to the department Director, staff and other departments

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Fiscal Services Director.

Provides work instruction to and coordination of technical and related staff.

ESSENTIAL JOB FUNCTIONS:

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

- Serves as lead analyst relative to a small unit of budget analysts and related technical staff performing budget development and control activities.
- Oversees daily operations and coordinates work activities of members of work unit.
- Assists in the preparation of the district's budget.
- Controls expenditures to budgeted allotments.
- Assists in preparing financial reports.
- Performs a variety of research and other analytical methods in assisting departments implement various programs.
- Maintains the integrity of the Standardized Account Code Structure (SACS).
- Uses personal transportation for incidental travel related to job duties.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of techniques, practices, and principles of governmental accounting and budgeting.
- Knowledge of principles and techniques of auditing.
- Knowledge of basic financial analysis and research procedures.
- Knowledge of applicable federal, state and local laws, regulations and procedures.
- Ability to Establish and maintain fiscal records and procedures.
- Ability to understand and apply the principles, laws and procedures related to accounting and budgeting.
- Ability to serve as lead technical worker in a small work unit.
- Ability to prepare clear and concise statistical, fiscal, and narrative reports.
- Ability to establish and meet deadlines.
- Ability to perform complex work with speed and accuracy.
- Ability to perform compile and maintain accurate records and reports.
- Ability to collect, analyze, organize, and interpret complex data.
- Ability to use computers and computer software in job performance.
- Ability to communicate effectively orally and in writing.
- Ability to interact with others with courtesy and respect; understand and follow oral and written instruction, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.

EXPERIENCE AND EDUCATION/TRAINING: ~~(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on October 27, 1999.)~~

Three years of ~~paid~~ fulltime paid work experience performing technical budgeting, accounting, or auditing ~~work~~, preferably in the public sector.

AND

Sixty (60) or more semester units of college coursework which includes (a) at least thirty (30) semester units of accounting or closely related business or public administration coursework or (b) an Accounting Certificate earned at a two- or four-year college.

AND

High school graduation or the equivalent

(Substitutions: [1] An associate degree which includes the coursework specified above shall satisfy the education requirement; ~~[2] College coursework in excess of the minimum requirement specified above may be substituted for experience on the basis of five [5] semester units for one [1] month of experience up to a maximum of twelve [12] months.)~~

Licenses/Certificates/Registrations

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

SPECIAL REQUIREMENTS:

Personal transportation for incidental travel related to job duties.**

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0545	Work Year:	10 months	Salary Range:	32
Job Family:	Food Services			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	4 – Food Services		

SENIOR FOOD PRODUCTION WORKER

DEFINITION: JOB SUMMARY:

To perform the more responsible large quantity food preparation work in an assigned food production unit of the Nutrition Center; to guide assigned helpers in the proper use of specialized large quantity food production equipment; and to assist in coordinating work to meet production schedules.

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

SUPERVISION:

Supervised and receives general supervision from a Nutrition Services Supervisor.

Serves as a lead/provides direction to exercises limited technical supervision over Food Production Workers assigned to the unit.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Receives daily production assignments, quantities and schedule from the unit supervisor.
- Assembles specialized large quantity production equipment required to complete work assignments.
- Checks ingredients and recipes.
- Weights and measures ingredients.
- Increases and decreases recipes.
- Performs varied hot and cold food production in accordance with established methods and standards.
- Observes and instructs Food Production Workers in the performance of food production work, enforcing departmental standards for safety, sanitation and quality.
- Checks products during production and upon completion for conformity with standards.
- Verifies preparation of requisitioned quantities of product.
- Packages finished products for storage and transport, affixing proper labels on packaging.
- Loads food onto carts and pushes carts to food storage areas.
- Works in alternating hot and cold areas.
- Tests new products, equipment and new uses for equipment.
- Advises the supervisor of performance problems, production problems, equipment malfunction, and the need for supplies.
- Operates mobile conveyor, commercial ovens, slicers, cutters, mixers and steam jacketed kettles, cook tank, food pumps, packaging equipment, chillers, control panels and scales.
- Maintains assigned production area in clean and orderly condition.
- Disassembles, cleans and stores equipment.
- Prepares routine production reports.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of large quantity food preparation equipment and methods.
- Knowledge of basic arithmetic and measures.
- Knowledge of basic elements of work simplification.
- Knowledge of basic leadership techniques.
- Knowledge of safe work practices.
- Knowledge of sanitation practices and procedures.
- Ability to learn and follow departmental standards for product quality, safety and sanitation.
- Ability to operate large quantity food production equipment with skill and efficiency.
- Ability to plan and layout work to meet production schedules.
- Ability to learn leadership methods and to use assigned staff efficiently and enforce departmental standards.
- Ability to measure ingredients, expand and decrease large quantity recipes.
- Ability to prepare routine reports.
- Ability to perform moderately heavy manual labor involving lifting, bending, stooping and pushing and to stand for prolonged periods.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to learn and follow District policies, regulations, procedures and practices.

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 fulltime paid work experience operating equipment found in large quantity commercial or institutional food preparation.

High school graduation or the equivalent.

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

- ~~Possession of an appropriate, valid Food Handlers Card at time of appointment to and during employment in a position in this class.~~
- ServSafe Certificate, provided by the district within 30-days of appointment.
- Certification from American School Food Service Association, is desirable.

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 DEMANDS:

PHYSICAL LEVEL 2: MODERATE

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

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:

- Must adhere to rigid sanitation standards, wear protective clothing, and perform duties in hot and cold environments.

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:	1126	Work Year:	260 days
Job Family:		Salary Range:	42
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	
YOUTH SERVICES SPECIALIST			

DEFINITION:

To work in collaboration with various District, city, county, and private agencies, in a school-youth service integration model, to provide journey-level case management services to district students with habitual truancy and behavioral problems.

EXAMPLES OF DUTIES:

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

- Oversees case management activities for selected District students and families.
- Works as a member of an interdisciplinary team comprised of staff from SBCUSD, probation, social services, public health, mental health, police, and other community service agencies.
- Meets with students identified as habitual truants and/or chronic behavioral problems in order to establish rehabilitation or family service plans.
- Gathers information from schools, family members, current or previous service providers and others involved with students/families.
- Provides linkage and coordination of services to student/families being case managed, which may include assessing counseling, parenting, and/or drug and alcohol rehabilitation services.
- Develops linkages with county, city, and other public and private human service agencies/programs to facilitate case management services.
- Meets with school representative, counselors, and attendance personnel to periodically review attendance and academic progress of case managed students.
- Maintains case files.
- Works with staff to establish a comprehensive system for tracking case students and families.
- Uses personal vehicle for travel to all sites where presence is require.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

None

EMPLOYMENT STANDARDS:

KNOWLEDGE OF

- Community resources available locally.
- Youth Services practices and procedures.
- Attendance Educational Codes pertaining to attendance (SARB).
- Principles and practices of social work as applied to children, youth and families.
- Provide student case management services.
- Provide a variety of social work services.
- Coordinate services provided to students in caseload.
- Formulate and modify service plans in conjunction with families and services.
- Work both independently and as a team player.

- Keep accurate and detailed student case files.
- Interface with multiple providers, community members, and bureaucracies.
- Provide services to members of varying groups.
- Communicate in English both orally and in writing.
- Develop cooperative relations with other, including a wide variety of serviced providers and service organizations.
- Interact with others with courtesy and respect; understand and follow oral and written instruction, work rules, regulations and procedures; provide effective management; accept supervision and constructive criticism; and appear for work on time.

EDUCATION AND TRAINING:

~~Experience and Education/Training (These are the minimum experience and education/training standards that will be used to admit or reject applicants for examination, as approved on the date below.)~~

Two years of fulltime, paid work experience in attendance and interpreting the education attendance codes.

AND

High school graduation or the equivalent.

~~(Substitution: An Associate of Arts Degree may be substituted for the required 2 years of fulltime, paid experience)~~

The Merit System's Value in the Improving Economy

2015 Statewide
CSPCA Conference

January 22–25, 2015
Thursday–Sunday
Wyndham Bayside Hotel
San Diego, CA

Presented by:

**The California School Personnel Commissioners
Association and the San Diego County School
Personnel Commissioners Association**

Conference Sessions Schedule

Thursday, January 22, 2015

	Registration All Day	
1:00–2:30 p.m.	Unproctored Testing/Talent Acquisition Manager and PeopleSoft Robin Down, <i>County of Riverside</i>	Analyst Series Part I Supplemental Application Forms AKA Experience Evaluation Eliana Ceja, <i>CODESP</i>
2:45–4:15 p.m.	Classification and Compensation Amy Lawton, <i>Escondido Union School District</i> Jolie Napier, <i>Poway Unified School District</i>	Analyst Series Part II Writing and Situational Exercise Development Eliana Ceja, <i>CODESP</i>
4:30–6:00 p.m.	New Directors Round Table: Alaina Jankly, <i>Carlsbad USD</i> , Joan Stiegelmar, <i>Rowland USD</i> , Corrie Amador, <i>San Dieguito UHSD</i> , Carol Long, <i>Santa Monica Community College</i>	

Friday, January 23, 2015

7:30 a.m.	Registration All Day		
7:30–8:15 a.m.	Breakfast		
8:15–8:45 a.m.	Welcome/Opening Remarks/Posting of Colors		
8:45–10:15 a.m.	Keynote Session: Leadership in the 21 st Century Neville Billimoria, <i>Mission Federal Credit Union</i> and Dr. Alan Daly, <i>University of California, San Diego</i>		
10:15 a.m.	Break		
	Director/Staff	Director/Staff	Personnel Commissioners
10:30–12 noon	Employee Development: Engagement, Retention, Staff Motivators Stacy Edwards-Adrian/Robyn Warren, <i>Los Angeles Unified School District</i>	Interactive Process/ Accommodation, Christine Gerbasi, <i>Keenan & Associates</i>	Merit System 101 Bob Guerrero, <i>Oceanside Unified School District</i>
12:00–1:30 p.m.	Lunch		
1:45–3:00 p.m.	Performance Evaluation and Job Analysis Debby Wulff, <i>Poway Unified School District</i>	Avoiding Discrimination in Employment Practices Dean Adams, <i>Fagen, Friedman, Fulfro</i>	How to oversee your Personnel Commission (How to select your Director—assessing HR job fit) George Cole, <i>CSPCA</i> / Marianne Tonjes, <i>CODESP</i>
3:00 p.m.	Break		
3:15–4:45 p.m.	Succession Planning and Gen Y Employees (career development) Marianne Tonjes, <i>CODESP</i>	Leading Into the Economy Kathy Espinoza, <i>Keenan & Associates</i>	Brown Act Pat Heineke, <i>CSPCA Life Member</i>
5:00–6:00 p.m.	NEOGOV Technology Showcase CSPCA President's Reception		

Saturday, January 24, 2015

7:30 a.m.	Registration		
7:30–8:30 a.m.	Breakfast		
8:30–10:15 a.m.	Plenary Session Address: Customer Service in the 21 st Century Jan Brannen, <i>Grossmont Union High School District</i>		
10:15 a.m.	Break		
10:30–11:45 a.m.	General Session: Legal Updates Kristin Kwong, <i>Musick, Peeler, and Garrett, LLP</i>		
12:00–1:30 p.m.	Lunch/Business Meeting		
1:30–3:00 p.m.	Merit System Triumphs and Challenges! Pat Collison (Panel), <i>Garden Grove Unified School District</i>	Legal Q&A Kristine Kwong, <i>Musick, Peeler, and Garrett, LLP</i>	What an investigation looks like: The Commissioners' and Director's Role in an Appeal Tony DiMarco, <i>AALRR</i> and Michele Fort-Merrill, <i>San Diego County Office of Education</i>
3:00 p.m.	Break		
3:15–4:45 p.m.	The Dynamic Art of Setting Pass Points Rod Freudenburg, <i>Los Angeles County Office of Education</i>	The New Workplace: Social Media, Flex Scheduling, Telecommuting Josh Michaels, <i>ED-JOIN</i>	On the Horizon: New Merit System Rules Template & Pursuing Ed Code Changes Steve Bailey/Pat Heineke
5:30–6:30 p.m.	New Officer Appointment and Reception		

Sunday, January 25, 2015

8:00–9:00 a.m.	Breakfast		
9:00–10:15 a.m.	Closing Session—Topic TBA Devin Vodicka, Ed.D., Superintendent, <i>Vista Unified School District</i>		
10:30 a.m.	CSPCA Board Meeting		

Jan Brannen

Jan Brannen is Director, Human Resources at Grossmont Union High School District. She works directly with classified employees in all matters of recruitment and selection strategies, contract negotiations, professional growth and employee relations. Formerly, she held positions in human resources at Sweetwater High School District and South Bay School District.



Kristine Kwong

Ms. Kwong is a partner in the Los Angeles Office of Musick Peeler and Garrett, LLP. She advises and counsels clients on a wide range of business and employment issues, including wage and hour matters, executive compensation, the full range of disciplinary matters, discrimination, harassment and leaves of absences, including the FMLA, CFRA, PDL and ADA. She has defended class action lawsuits in wage and hour matters, discrimination harassment and retaliation claims. She also has a particular expertise in representation Personnel Commissions of merit system school districts throughout the State of California in counseling and litigation.



Keynote Presenters

Neville Billimoria

Neville Billimoria brings experience, energy and empowerment to his leadership role as Senior Vice President of Membership/Marketing and Chief Advocacy Officer at Mission Federal Credit Union. He has accountability for a strategic array of crucial member-focused and outward facing functions including leading and managing the Marketing, Community Relations, eBusiness & Business Development Departments. This includes shared responsibility with the President and CEO for promoting Mission Fed's public image and brand. Neville also serves on the Mission Federal Credit Union Community Foundation Board of Directors.



Neville is an effective communications and values leader, with more than 30 years of experience growing organizations through external marketing, media, and sales effectiveness, as well as internal organizational alignment, corporate communications, leadership development and social capital optimization.

A primary focus of his position is to advocate for credit union members. He interacts with external constituencies including the financial industry as a whole, the credit union movement in particular, media, public relations, the education and business sectors, and the greater community of San Diego.

After graduating from UC San Diego, Neville has remained actively involved on campus, teaching martial arts there for 34 years, as well as serving in a variety of roles including currently serving on the Executive Committee of the UCSD Alumni Board of Directors. He was nominated as the inaugural "True Triton" by the UCSD Alumni Association in 2013.

Neville also serves on the San Diego Non Profits (SDN) Board, Education Synergy Alliance (ESA) Advisory Board, National Philanthropy Day® 2014 Honorary Committee and in other capacities. Neville brings extensive knowledge of the market to his role at Mission Fed, and to the community. He is a frequent guest speaker on topics including marketing, brand as culture, 21st century leadership, social capital and effective community relations.

Alan J. Daly, Ph.D.

Alan J. Daly, Ph.D. is Professor and Chair of the Department of Education Studies at the University of California, San Diego. He graduated from Clark University with a Bachelors of Arts in Psychology, received a Masters of Science in Counseling from San Diego State University, and a Master of Arts and Ph.D. in Education with an emphasis in Educational Leadership and Organizations from the University of California, SBCUSD PC AGENDA 01/14/2015



Santa Barbara. Prior to coming to the university Alan had over 16 years of public education experience in a variety of positions ranging from classroom teacher to district psychologist to site administrator, providing him with a solid grounding in the world of practice. Alan has presented at the local, state, national, and international level regarding his practical and research work in organizational learning, policy implementation, social networks, and educational reform. His research and teaching primarily focuses on social network theory and analysis, leadership, educational policy, and evidence use. His work has been supported by grants through the WT Grant and Spencer Foundations. He has over 40 publications and a recent book published by Harvard Press entitled, *Social Network Theory and Educational Change* and a second under contract with Harvard Press entitled, *Networked Systems: Improving Educational Systems in the 21st Century*. You can learn more about his work at <http://ucsd.academia.edu/AlanDaly>

About Us—What is CSPCA?

The California School Personnel Commissioners Association is an organization formed by Personnel Commissioners serving in merit system districts throughout California to provide an organization to lead and support local Personnel Commissions.

CSPCA's annual conference provides growth opportunities for commissioners, directors and staff members to improve their knowledge of human resource practices, to become better versed in the roles in which they serve, and to enjoy some networking time.

Hosting Personnel Commissions for 2015:

- Cajon Valley Union SD
- Poway USD
- Calxico USD
- San Diego COE
- Carlsbad USD
- San Dieguito
- Escondido Union SD
- Union High SD
- La Mesa-Spring Valley SD
- Vista USD
- Oceanside USD

The Location

Enjoy San Diego while staying at the Wyndham Bayside Hotel in the heart of San Diego. It's just a short stroll to the Gaslamp Quarter and Seaport Village, and minutes away from the San Diego Zoo, Sea World, and beaches.



NEOGOV™
Expect more.™
Official Conference Sponsor

CSPCA Conference Registration

January 22–25, 2015, Wyndham Hotel, San Diego Bayside

Name	_____	Job Title	_____
Organization	_____	Phone	_____
Address	_____	Fax	_____
Days I plan to attend—Check all that apply	_____ Thursday	_____ Friday	_____ Saturday _____ Sunday
Please check	_____ Honorary Member	_____ First-Time Attendee	_____ Member District _____ Non-Member District
Email Address	_____	Guest Names	_____

Registration Fees:

	Member	Non-Member	
<input type="checkbox"/> 3 ½ Day Full Conference —Full conference fee includes all conference materials, breakfasts, lunches, breaks, and receptions			Registration must include payment by check only made out to CSPCA. No purchase orders will be accepted. There is a \$25 processing fee for all refunds and returned checks.
Early Bird received by December 12, 2014	\$300	\$350	
Received after December 12, 2014 and before January 9, 2015	\$325	\$375	Register online at:
Received after January 9, 2015	\$350	\$400	http://www.meritsystem.org
<input type="checkbox"/> One-Day Only Conference			or
<input type="checkbox"/> Thursday —Includes conference materials for the day	\$80	\$105	Mail check and completed registration form to:
<input type="checkbox"/> Friday —Includes breakfast/break/lunch and conference materials for the day	\$160	\$185	Angela Bishop, Director, Classified Personnel Cajon Valley Union School District P.O. Box 1007 El Cajon, CA 92022-1007 (619) 588-3050 <i>phone</i> (619) 588-3663 <i>fax</i>
<input type="checkbox"/> Saturday —Includes breakfast/break/lunch and conference materials for the day	\$150	\$185	
Meal tickets for Honorary CSPCA Life Members/guests not attending programs			Cancellation Policy
<input type="checkbox"/> Full Conference —Breakfast/Lunch/Break/Reception	\$225		Refund requests MUST BE made in writing and submitted no later than January 9, 2015. <u>No refunds</u> will be made for cancellations after January 9, 2015.
<input type="checkbox"/> One-day —Breakfast/Lunch/Break Only	\$95		
<input type="checkbox"/> Saturday —Reception Only	\$85		
<input type="checkbox"/> Sunday —Breakfast Only	\$45		

NOTE: Please indicate on the registration form any additional meals that will be required and include payment with registration. Please indicate any special food requirements you may have.

To assist our food service planning, we ask Full Conference Attendees to cross out any meals you will NOT be attending:

Friday: Breakfast Lunch **Saturday:** Breakfast Lunch Reception **Sunday:** Breakfast

Accommodations—Wyndham Hotel, San Diego Bayside

1355 North Harbor Drive, San Diego, CA 92101
Phone: (619) 291-6700 Fax (619) 358-6123
www.wyndhamsandiegobay.com

A limited number of rooms are available so book early.

CSPCA Group Rate—We have negotiated the rate of \$135 per room, single or double occupancy. Guest room rate does not include local taxes and fees, currently 12.6% per night. This is subject to current rate. Group rate is available three (3) days prior to or three (3) days after the event. Check-in time is 3:00 pm and checkout time is 12 noon.

A self-parking fee will be discounted at 50%, for a total daily rate of \$12.00.

To make reservations

Reservations are handled on an individual basis. Reservations must be received by December 23, 2014 and are subject to availability. Attendees can make reservations by calling (619) 232-3861 and identifying themselves as California School Personnel Commissioners Association. There is a 72-hour cancellation policy on all reservations. “No Show” will be charged one night’s room and tax. All reservations must be guaranteed by either valid credit card or one night’s deposit. After December 23, 2014 any reservation requests will be entered at the best available rate and room type.

2015 CSPCA Annual Conference

Angela Bishop, Director, Classified Personnel
Cajon Valley Union School District
P.O. Box 1007
El Cajon, CA 92022-1007

**Learn about merit systems
Join us in San Diego**



CSPCA Conference

The Merit System's Value in the
Improving Economy

January 22–25, 2015

Wyndham Hotel, San Diego Bayside

Get a new perspective!
**See how a merit system
could work for you!**

Civil service merit system HR directors & support staff;
personnel commissioners; union leadership, district staff,
classified staff in merit school districts; human resources
analyst & support staff in non-merit school districts;
human resources professionals in other public sector
organizations; labor organization representatives—

This conference is for YOU!



2015 CSPCA Merit System Training Academy

Huntington Beach Union SD, CA
Santa Barbara COE, CA

CSPCA invites you to attend this 40-hour Merit System Training Academy; an educational program designed for new and aspiring merit system Directors, Personnel Commissioners, and others interested in the workings of a merit system. The Academy will provide a comprehensive curriculum including sessions on the following areas:

- | | | |
|---|--|-----------------------------|
| ➔ History of The Merit System | ➔ Recruitment & Selection | ➔ Hearings and Appeals |
| ➔ Personnel Commission versus Board
- Roles & Responsibilities | ➔ The Brown Act | ➔ Using Technology |
| ➔ Decoding the Education Code | ➔ Collective Bargaining | ➔ Website Design & Branding |
| ➔ Classification & Compensation | ➔ Parliamentary Procedure /
Robert's Rules of Order | ➔ Best Practices |

FACULTY

Faculty members are stellar practitioners in merit system districts including Human Resource Directors, Personnel Commissioners, attorneys, and others that are renowned experts in their fields.

COSTS

The 5-day Academy is \$500 per student for CSPCA member agencies and \$600 per student for non member agencies. All Personnel Commissioners, employees and labor representatives of member agencies receive the \$500 per student cost. The cost includes tuition and all publications, handouts, documents and other materials for the entire five classes.

REGISTRATION

- 1) Visit the CSPCA Website at www.meritsystem.org
- 2) Go to the "Merit Academy" tab
- 3) Click "REGISTER ONLINE NOW!"
- 4) Fill out form and select payment method
- 5) Print form and click "Submit"
- 6) Mail or hand deliver payment



2015 TRAINING SCHEDULE

- Session 1: February 21, 2015
Session 2: March 21, 2015
Session 3: April 18, 2015
Session 4: May 30, 2015
Session 5: June 20, 2015

MAIN TRAINING LOCATION

Huntington Beach Union School District
5832 Bolsa Avenue,
Huntington Beach, CA 92649

SATELLITE VIDEO LOCATION

Santa Barbara County Office of Education
4400 Cathedral Oaks Road
San ta Barbara, CA 93110

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

MINUTES

December 3, 2014

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, Vice-Chairperson
2. Commissioner Michael Salazar, Member

C. Pledge of Allegiance

D. Administration of Oath of Office for George Bohn, Classified Employee's Appointee, not to exceed sixty (60) days. We were going to administer the oath to the concern

Mr. Salazar requested for item on the Oath for George Bohn to be pulled according to rule 2.1.2.2.3 and wait for approval from the board. Mr. Salazar also requested for a special meeting for the PC calendar dates for new school year to be approved by the commission.

II. APPROVAL OF AGENDA

A motion was made by Vice-Chair Ms. Dixon, and seconded by Commissioner Mr. Salazar to approve the agenda.

The motion unanimously carried.

III. PUBLIC COMMENTS

Carl Greenwood stated that CSEA would like to make sure the duties that belong to the district stay with the district and the duties that belong to the PC office stay with the PC office.

IV. ACTION ITEMS

A. The commissioners made nominations and voted for officers for 2015.

1. It is moved that Valeria Dixon be approved by the Commissioners as Chairperson for the 2015 term.

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

2. It is moved that Michael Salazar be approved by the Commissioners as

Vice-Chairperson for the 2015 term.

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

B. RATIFYING ELEGIBILITY LIST(S)

It was moved by Chair Ms. Dixon and seconded by Vice-Chair Mr. Salazar to approve the following eligibility list.

1. Digital Content Producer (Exam #14-077)
2. Education Assistant III (Severe Impairments) Bilingual (Exam #14-078)
3. Education Assistant III (Spanish) (Exam #14-079)
4. Human Resources Director (Exam 14-087)
5. Marketing Graphic Designer (Exam #14-080)
6. Nutrition Program Manager (Exam #14-082)
7. Nutrition Services Business Manager (exam #14-083)
8. Nutrition Services Supervisor (Exam #14-084)

Mr. Salazar requested to approve the revision of the eligibility list for Nutrition Program Manager.

The motion carried to approve the revision and the eligibility list(s). The vote was unanimous with all members present in the vote.

C. EXTENSION OF ELIGIBILITY LIST(S)

It was moved by Chair Ms. Dixon and seconded by Vice-Chair Mr. Salazar to approve the extension of following eligibility list(s) for an additional year as submitted.

- A. Athletic Equipment Attendant (Exam #13-029)

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

D. REVISIONS TO CLASSIFICATION SPECIFICATION(S)

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

- A. Account Analyst
- B. Instructional Tutor (LH/PH)/Bilingual Instructional Tutor (LH/PH)

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

E. RECRUITMENTS

It was moved by Chair Ms. Dixon and seconded by Vice-Chair Mr. Salazar to open the following recruitment list(s).

- A. Account Analyst
- B. Electrician
- C. Food Production Worker
- D. Instructional Tutor (LH/PH)/Bilingual Instructional Tutor (LH/PH)
- E. Painter
- F. Roofer

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

F. The commission considered approving the second reading the proposed reformatting and revisions of the Personnel Rules, as submitted.

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

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 November 5, 2014.

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

H. APPROVAL OF THE MINUTES

The motion was made by Ms. Dixon, and seconded by Mr. Salazar to accept and approve the meeting minutes as submitted for November 12, 2014.

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

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd commented that she is looking forward to holidays.

Mr. Salazar – thanked the staff, Ms. Dixon, and Dr. Wiseman for the work that has been done this year. He also wished happy holidays to everyone.

Ms. Dixon stated that she enjoyed her time here at Personnel Commission. It marks her one year anniversary and she very happy to be part of the commission for the school district. She wishes everyone happy holidays.

Meeting adjourned at 5:47 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:47p.m. for:

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE APPOINTMENT

Title: Personnel Commission Director (Provisional)

The commission reconvened into open session at 7:30 p.m. and announced the following Action taken in closed session.

Ms. Dixon There was no action taken on closed session.

VII. ADJOURNMENT

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

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

MINUTES

December 16, 2014

I. CALL TO ORDER

- A. The meeting was called to order at 12:15 p.m. by Commissioner Dixon.
- B. Roll-Call
 - 1. Commissioner Valeria Dixon, Chair
 - 2. Commissioner Michael Salazar, Vice-Chair
 - 3. Commissioner George Bohn, Member
- C. Pledge of Allegiance
- D. Mr. Salazar administered the Oath of Office to George Bohn, Classified Employee's Appointee.

II. APPROVAL OF AGENDA

A motion was made by Chair Ms. Dixon, and seconded by Commissioner Mr. Salazar to approve the agenda.

The motion unanimously carried.

III. PUBLIC COMMENTS

Carl Greenwood thanked the Commissioners for doing a fantastic job in taking care of the students and staff.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST:

It was moved by Vice-Chair Ms. Dixon and seconded by Commissioner Mr. Salazar to approve the following eligibility list for:

- 1. Human Resources Specialist (PC) (Exam #14-090)

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

B. Approval of PC Calendar for 2015:

- 1. January 14, 2014
- 2. February 4, 2015
- 3. March 4, 2015
- 4. April 1, 2015

5. May 6, 2015
6. June 3, 2015
7. July 8, 2015
8. August 5, 2015
9. September 2, 2015
10. October 7, 2015
11. November 4, 2015
12. December 2, 2015

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Commissioner's and Director wished everyone happy holidays and stated they are looking forward for the new year.

VI. CLOSED SESSION

The commission adjourned into closed session at 12:32 p.m. pursuant to Government Code Section 54957 to discuss:

Public Employee Performance Evaluation

Title: Personnel Commission Staff

The commission reconvened into open session at 1:00 p.m. and announced the following action taken into closed session: No action taken.

VII. ADJOURNMENT

The commission adjourned the meeting at 1:00 p.m.