

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION, COMMUNITY ROOM

AGENDA

September 2, 2015

5:30 P.M.

I. *Call to Order*

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

II. *Approval of Agenda*

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

III. *Public Comments*

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

IV. *Action Items*

- A. The commission will consider ratifying Eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:
 - 1. Bilingual Office Technician/Registrar Exam # 15-084
 - 2. Cafeteria Worker Exam # 15-106
 - 3. Custodian I Exam # 15-107
 - 4. Education Assistant III (CDS) Exam # 15-071
 - 5. Education Assistant III (SI) Exam # 15-103
 - 6. Food Worker Trainee Exam # 15-109
 - 7. Human Resources Specialist (HR Certificated) Exam # 15-092
 - 8. Instructional Assistant (CAI) Exam # 15-073
 - 9. Instructional Assistant (PE) Exam # 15-074
 - 10. Instructional Assistant (TA) Exam # 15-075
 - 11. Instructional Tutor (LH/PH) Exam # 15-086
 - 12. Mobile Maintenance Team Leader Exam # 15-076

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

- | | | |
|-----|-----------------------------|---------------|
| 13. | Nutrition Computer Analyst | Exam # 15-087 |
| 14. | Nutrition Specialist | Exam # 15-088 |
| 15. | Payroll Supervisor | Exam # 15-104 |
| 16. | Power Mower Operator | Exam # 15-089 |
| 17. | School Police Clerk | Exam # 15-095 |
| 18. | School Police Officer | Exam # 15-069 |
| 19. | Sprinkler System Specialist | Exam # 15-052 |

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

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

1. Groundsworker
2. Risk Management/Employee Benefits Director

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

C. The commission will consider approving the following recruitments:

- | | | | |
|-----|----------------------------------------------------------------|------------------|----------------------|
| 1. | Bilingual Clerk I | Open/Promotional | 8/05/2015-9/01/2015 |
| 2. | Bilingual Community Relations Worker II/
Parent Involvement | Open/Promotional | 8/05/2015-9/01/2015 |
| 3. | Bilingual Community Resources Worker | Open/Promotional | 8/05/2015-9/01/2015 |
| 4. | Bilingual School Outreach Worker | Open/Promotional | 8/19/2015-9/15/2015 |
| 5. | Education Assistant III/Spanish | Open/Promotional | 8/05/2015-9/01/2015 |
| 6. | Education Assistant III – SI | Open/Promotional | 8/12/2015-9/08/2015 |
| 7. | Equipment Operator | Open/Promotional | 8/05/2015-Continuous |
| 8. | Groundsworker | Open/Promotional | 9/09/2015-10/06/2015 |
| 9. | Instructional Tutor LH/PH | Open/Promotional | 8/26/2015-9/22/2015 |
| 10. | Lead Offset Duplicating Equipment
Operator | Open/Promotional | 8/26/2015-9/22/2015 |
| 11. | Library Assistant | Open/Promotional | 8/05/2015-9/01/2015 |
| 12. | Machinist | Open/Promotional | 8/05/2015-Continuous |
| 13. | Maintenance Crew Supervisor | Open/Promotional | 8/19/2015-9/15/2015 |
| 14. | Nutrition Program Manager | Open/Promotional | 8/26/2015-9/22/2015 |
| 15. | Risk Management/Employee Benefits
Director | Open/Promotional | 9/09/2015-10/06/2015 |
| 16. | School Police Officer | Open/Promotional | 8/19/2015-9/15/2015 |
| 17. | School Police Officer Trainee | Open/Promotional | 8/13/2015-09/08/2015 |
| 18. | Senior Cafeteria Worker | Open/Promotional | 8/05/2015-09/01/2015 |
| 19. | Serving Kitchen Operator | Open/Promotional | 8/19/2015-09/15/2015 |

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

D. It is recommended that the Personnel Commission approve the payment for the Arbitration Hearing # ARB-14-0181 cancellation fee of \$1,500.00 and airfare for \$229.00, which is total of \$1,729.00.

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

E. It is recommended that the Personnel Commission approve the payment for the Arbitration Hearing #ARB-14-0182, for October 27, 2015. The cost will not exceed \$3,000.

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

F. It is recommended that the Personnel Commission approve the payment for the Arbitration Hearing #ARB-14-0176, for November 5, 2015. The cost will not exceed \$3,200.00.

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

G. The commission will consider approving the minutes for August 5, 2015.

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

V. *Commissioners/Director's Comments*

VI. *Closed Session*

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Commission Director
Personnel Analyst
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
ID # 15-1006
ID # 15-1007
ID # 15-1008
ID # 15-1009
ID # 15-1010

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

Adjournment

The commission adjourned the meeting at _____.

Exam #	15-084	Exam Title		BILINGUAL OFFICE TECHNICIAN (REGISTRAR)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	9/2/16	28	19	226	41

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 Director

8/4/2015
 Date

Exam #	15-106	Exam Title		Cafeteria Worker		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/22/2015	8/18/2015	3/2/16	54	14	324	86

** Merged with exam #15-068

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 Director

8/27/2015
 Date

Exam #	15-107	Exam Title		Custodian I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/22/2015	8/18/2015	9/2/16	28	9	273	89

** Merged with exam #15-044

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


 Personnel Director

8/28/2015
 Date

Exam #	15-071	Exam Title		EDUCATION ASSISTANT III/CDS		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	9/2/16	14	7	123	37

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.




Director Date

Exam #	15-103	Exam Title		Education Assistant III Severe Impairments		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/15/2015	8/11/2015	9/2/16	17	11	80	35

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


 Personnel Director

8/24/2015
 Date

Exam #	15-092	Exam Title		HUMAN RESOURCES SPECIALIST - CERTIFICATED		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/1/2015	7/28/2015	9/2/16	7	6	159	16

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

8/25/2015
 Date

Exam #	15-073	Exam Title		INSTRUCTIONAL ASSISTANT (CAI)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	9/2/16	67	16	149	118

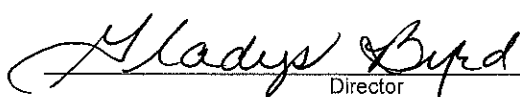
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Gladys Byrd
Director

8/14/15
Date

Exam #	15-074	Exam Title		INSTRUCTIONAL ASSISTANT (PE)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	9/2/16	48	13	146	105

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.


Director


Date

Exam #	15-075	Exam Title		INSTRUCTIONAL ASSISTANT (TA)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	9/2/16	105	14	265	191

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.


8/14/15
 Director Date

Exam #	15-086	Exam Title		Instructional Tutor LH/PH		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/17/2015	7/14/2015	9/2/16	40	19	114	90

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 Director

8/17/2015
 Date

Exam #	15-076	Exam Title		MOBILE MAINTENANCE TEAM LEADER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	9/2/16	14	13	46	24

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


 Personnel Commission Director

8/17/2015
 Date

Exam #	15-087	Exam Title		Nutrition Computer Analyst		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/17/2015	7/14/2015	9/2/16	5	3	37	10


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


 Personnel Director

8/11/2015
 Date

Exam #	15-088	Exam Title		NUTRITION SPECIALIST		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/17/2015	7/14/2015	9/2/16	2	2	11	2

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.


8/14/15
 Director Date

Exam #	15-104	Exam Title		PAYROLL SUPERVISOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/15/2015	8/11/2015	9/2/16	5	4	45	9

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


 Personnel Commission Director

8/27/2015
 Date

Exam #	15-089	Exam Title		POWER MOWER OPERATOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/17/2015	7/14/2015	9/2/16	7	6	76	22

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.


 Director


 Date

Exam #	15-095	Exam Title		School Police Clerk		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/8/2015	8/4/2015	9/2/16	12	6	267	52

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 Director

8/17/2015
 Date

Exam #	15-069	Exam Title		School Police Officer		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/3/2015	6/30/2015	9/2/16	6	6	47	14

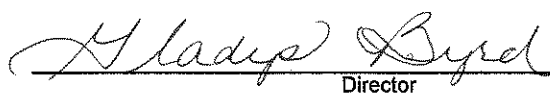
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.



 Personnel Director

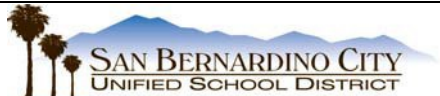
8/18/2015
 Date

Exam #	15-052	Exam Title				
Posting Dates		SPRINKLER SYSTEM SPECIALIST				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
5/6/2015	6/16/2015	8/5/16	2	1	28	9

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


 Director


 Date

 <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>0366</td><td>Work Year:</td><td>12 months</td><td>Salary Range:</td><td>35</td></tr><tr><td>Job Family:</td><td>Service/Maintenance</td><td></td><td></td><td>HR/Day:</td><td>8</td></tr><tr><td>FLSA Status:</td><td>Non-Exempt</td><td></td><td>EEOC Occupational Group:</td><td colspan="2">6 – Service/Maintenance</td></tr></table>		Job Code:	0366	Work Year:	12 months	Salary Range:	35	Job Family:	Service/Maintenance			HR/Day:	8	FLSA Status:	Non-Exempt		EEOC Occupational Group:	6 – Service/Maintenance	
Job Code:	0366	Work Year:	12 months	Salary Range:	35														
Job Family:	Service/Maintenance			HR/Day:	8														
FLSA Status:	Non-Exempt		EEOC Occupational Group:	6 – Service/Maintenance															
<div>GROUNDWORKER</div>																			

JOB SUMMARY:

To perform a wide variety of journey-level grounds maintenance and landscaping activities in support of the District facilities maintenance program.

SUPERVISION:

Receives general supervision from the assigned supervisor and specific technical and functional instructions from the assigned Lead. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Trims and prunes shrubs and trees.
- Weeds plantings and shrubbing beds.
- Rakes leaves and trash, and loads onto truck for removal.
- Renovates, reseeds and fertilizes lawns.
- Plants new lawns, shrubs and trees.
- Operates spray equipment for weed and dust control.
- Removes trees and shrubs as instructed.
- Maintains and prepares athletic fields.
- Operates a variety of power and hand tools including a power mulcher, weed-eater, back-pack blower, edger, chainsaw, push mowers, and renovating equipment.
- Operates light equipment and medium trucks as required.
- Operates a power sweeper on black top and parking areas.
- Waters planted areas by hand or by operating sprinkler system.
- Installation of bird exclusion materials and cleanup of these areas.
- Pesticide applications and maintaining accurate records of those applications.
- Adherence to all rules and regulations as it pertains to the application of pesticides.
- Performs rodent, insect and pest exclusion and removal as needed.
- Respond to emergency situations at sites as needed.
- May operate forklift or lift equipment once trained and licensed to operate equipment by the District.
- Keeps vehicles neat and organized and stocked with parts and materials.
- Performs duties of Custodian/Groundswoker as needed.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Methods, materials, tools and equipment used in grounds maintenance/landscaping work.
- Plants, shrubs, trees, soils, fertilizers, pesticides, and grass care.
- Perform a wide variety of grounds maintenance/landscaping tasks effectively, efficiently and safely.
- Operate a variety of vehicles safely.
- Operation of a variety of manual and power tools and equipment including the ability to safely operate such equipment.
- Make minor repairs of manual and power tools and equipment.
- Interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; accept supervision and constructive criticism.

EXPERIENCE AND EDUCATION/TRAINING:

Any combination of eighteen (18) months of paid experience in grounds maintenance, landscaping or nursery work; laborer or construction work; or custodial/janitorial work.

-AND-

High school graduation or the equivalent.

LICENSES/CERTIFICATES/REGISTRATIONS

An appropriate, valid California driver's license*

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

WORKING ENVIRONMENT:

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

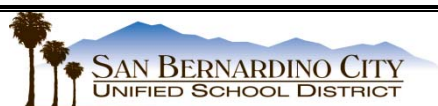
PHYSICAL LEVEL 3: SUBSTANTIAL

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 100 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.

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 Pplans, organizes, and directs the District's risk management program, workers' compensation, safety, benefits, property and liability insurance programs; directs the staffs assigned to those programs; and provides varied and highly complex assistance to senior district management.

DISTINGUISHING CHARACTERISTICS:

~~An incumbent reports to the executive level and is given broad direction/goals. He/she is expected to exercise considerable judgment in the accomplishment of such while keeping the executive informed of his/her progress. The class of Risk Management/Employee Benefits Director is distinguished from the classes of Risk Manager and Benefits Manager in that the former is responsible for managing the entire department whereas the latter classes are responsible for correspondingly specific programs within the Department and may serve as the Director only in that the latter's absence.~~

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an Assistant Superintendent. Chief Business Officer (CBO).

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

ESSENTIAL JOB FUNCTIONS:EXAMPLES OF DUTIES

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.~~ to the Chief Business Officer.
- Uses personal transportation for incidental travel related to job duties.
- Performs related job duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of Federal and State health care rules, regulations, and standards.
- 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 ensure compliance of with all aspects of the Affordable Care Act. health care rules, regulations, and standards.
- Ability to develop effective strategies for reducing financial losses resulting from work-related accidents/illnesses.
- Ability to collect, investigate, and analyze data and situations accurately.
- Ability to adopt an effective course of action and direct the District's risk management, benefits, safety, related programs
- Ability to 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 including the preparation of clear and concise reports and manuals.
- Ability to promote, foster, and maintain positive, harmonious working relationships with employees, representative of other agencies, vendors, and the public.
- Ability to operate personal computer and other modern office equipment.
- Ability to interact with others with courtesy and respect.
- Ability to understand/follow oral/written instructions, work rules, regulations, procedures.
- Ability to provide effective management.
- Ability to accept supervision and constructive criticism.
- Ability to appear for work on time.

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 which will be used to admit or reject applicants for examination, as approved. on November 28, 2001.)

- Two(2) —three years management experience over a self-funded benefits program

AND

- Five (5)to five years of responsible management 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 Administration, Finance, or a closely related field.

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 one year in accordance with Education Code 45301.

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

OR-

Certified School Risk Management (CSRM)**

Attainment of or working toward one or more of the industry designations is highly desirable:

Certified School Risk Management (CSRM)

Workers' Compensation Claims Professional (WCC)

Workers' Compensation Specialist (WCCS)

Self-Insured Certificate (SIC)

PHYSICAL DEMANDS/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.

~~Physical abilities include sitting for extended periods, lifting, carrying, reaching, pushing/pulling, fine manual dexterity, talking/hearing, and near and far visual acuity/depth perception/color vision/field of vision.~~

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.

**Must be submitted upon offer of employment.

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

MINUTES

August 5, 2015

I. CALL TO ORDER

A. The meeting was called to order at 5:00 p.m. by Commissioner Dixon.

B. Roll-Call

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

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Ms. Dixon moved to approve the agenda as submitted and seconded by Mr. Salazar.

Motion carried.

III. PUBLIC COMMENTS

Carl Greenwood, CSEA chapter president thanked the board for all the hard work the teams are doing. He commended the PC staff for the job well done.

IV. ACTION ITEMS

A. RATIFYING ELEGIBILITY LIST(S)

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

1. Bilingual Secretary III (Exam #15-063)
2. Bilingual Senior Clerk (Exam #15-065)
3. Computer Specialist I MAC(Exam #15-070)
4. Help Desk Technician (Exam #15-072)
5. Maintenance Worker I (Exam #15-053)
6. Nutrition Services Manager I (Exam #15-077)
7. Nutrition Services Manager II (Exam #15-078)
8. Nutrition Services Operations Supervisor (Exam #15-079)
9. Nutrition Services Supervisor (Exam #15-080)

10. Office Technician Registrar (Exam #15-081)
11. Plumbing Supervisor (Exam #15-082)
12. School Licensed Vocational Nurse (LVN) (Exam #15-061)
13. School Police Sergeant (Exam #15-083)
14. Secretary III (Exam #15-062)
15. Senior Clerk (Exam #15-064)

Motion carried.

B. APPROVAL FOR REVISION FOR CLASSIFICATION SPECIFICATION

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the salary range and revised classification for the following:

1. Computer Specialist IV and salary Range 52A

Motion carried.

C. REVISION TO CLASSIFICATION SPECIFICATION(S)

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

1. Computer Specialist V

Motion carried.

D. RECRUITMENTS

A motion was made by Ms. Dixon, and seconded by Mr. Salazar to open the Following recruitments.

1. Attendance Assistant	Open/Promotional
2. Cafeteria Worker	Open/Promotional
3. Computer Specialist IV	Open Promotional
4. Computer Specialist V	Open/Promotional
5. Custodian I	Open/Promotional
6. Educational Interpreter III	Open/Promotional
7. Food Worker Trainee	Open/Promotional
8. Nutrition Services Business Manager	Open/Promotional
9. Nutrition Specialist	Open/Promotional
10. Sheet Metal Worker	Open/Promotional
11. Sprinkler System Specialist	Open/Promotional

Motion carried.

E. NEOGOV TRAINING CONFERENCE 2015 AMENDED

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Amended cost for the staff to attend the 2015 Neogov Training Conference at Monte Carlo Resort, Las Vegas on October 15th and October 16th from \$77.00 to \$114.24 per person. The total hotel cost for two days is \$913.92.

Motion carried.

F. DISCUSSION FUTURE SALARY STUDY

It was moved by Ms. Dixon and seconded by Mr. Salazar to discuss the future salary study for classified positions.

Ms. Byrd stated several people put in classification studies, for two of the classification studies; there is no classification for them to go into. They should have higher compensation. It also affects the bench marks for that series. Dr. Marsden, at The Gathering for Excellence, mentioned comparable salaries for the district. She spoke with Dr. Wiseman earlier and he would like to get together. There are 188 different classified positions and 44 management classified positions. Dr. Wiseman would like to bring the Union, District, and PC together to define competitive and comparable. We are looking for an agency to do the work; this would be paid from the district funds. She stated they would like to work together as a team to see how we can make that happen.

Mr. Salazar asked if the commissioners would have to be involved in this process.

Ms. Byrd stated "no" they would be kept informed.

Andy Evano, CSEA Labor Relations Representative mentioned that CSEA headquarters has done these types of studies and they will be happy to assist.

G. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and Seconded by Mr. Salazar to accept and approve the minutes as submitted for July 8, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated that we are working together to fill the vacancies, it's a revolving door.

Mr. Bohn stated that he is thankful for the good meeting and thanked the staff for the hard work.

Mr. Salazar stated that he is pleased with the email from Dr. Wiseman thanking the staff for the excellent job.

Ms. Dixon stated she also saw the email from Dr. Wiseman and is pleased with it. She thanked everyone for attending the meeting. Meeting adjourned at 5:20 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:25 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

1. Consideration of appointment, employment, dismissal, or evaluation of an employee.
ID #15-1004

The commission reconvened into open session at 5:50 p.m. There was no report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 5:50 p.m.