

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

**AGENDA**

June 3, 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 Instructional Aide Exam # 15-035
  - 1. Custodian I Exam # 15-044
  - 2. Environmental Compliance and Safety Officer Exam # 15-038
  - 3. Maintenance Manager Exam # 15-029
  - 4. School Accounting Technician I Exam #15- 041

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

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

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

1. Mainframe Operations Scheduler to Operations Technician
2. Microcomputer Specialist I-MAC to Computer Specialist I-MAC

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

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

1. Education Assistant III/Community Day School
2. Help Desk Technician
3. Instructional Assistant (CAI)
4. Instructional Assistant (PE)
5. Instructional Assistant (TA)
6. Mobile Maintenance Team Leader
7. Office Technician/Registrar
8. Nutrition Services Manager I
9. Nutrition Services Manger II
10. Nutrition Services Operations Supervisor
11. Nutrition Services Supervisor
12. Office Technician/Registrar
12. Plumbing Supervisor
13. Welder - Fabricator

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**D.** The commission will consider approving the following recruitments:

1.	Computer Specialist I – MAC	Open/Promotional	6/10/2015- 7/07/2015
2.	Education Assistant III/ CDS	Open/Promotional	6/10/2015- 7/07/2015
3.	Help Desk Technician	Open/Promotional	6/10/2015- 7/07/2015
4.	Instructional Assistant (CAI)	Open/Promotional	6/10/2015- 7/07/2015
5.	Instructional Assistant (PE)	Open/Promotional	6/10/2015- 7/07/2015
6.	Instructional Assistant (TA)	Open/Promotional	6/10/2015- 7/07/2015
7.	Mobile Maintenance Team Leader	Open/Promotional	6/10/2015- 7/07/2015
8.	Office Technician/Registrar	Open/Promotional	6/10/2015- 7/07/2015
9.	Operations Technician	Open/Promotional	6/10/2015- 7/07/2015
10.	Nutrition Services Manager I	Open/Promotional	6/10/2015- 7/07/2015
11.	Nutrition Services Manger II	Open/Promotional	6/10/2015- 7/07/2015
12.	Nutrition Services Operations Supervisor	Dual	6/10/2015- 7/07/2015
13.	Nutrition Services Supervisor	Dual	6/10/2015- 7/07/2015
14.	Plumbing Supervisor	Dual	6/10/2015- 7/07/2015
15.	Welder-Fabricator	Open/Promotional	6/10/2015- 7/07/2015

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**E.** The commission will consider approving the Second Reading to the proposed reformatting and revisions of the Personnel Commission Rules.

3.16 Reallocation of Classifications:

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

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

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

Reference Education Code Sections 45256 and 45268.

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**F.** The commission will consider approving the Second Reading to the proposed reformatting and revisions of the Personnel Commission Rules.

4.11.11 Examination Procedures

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

Reference Education Code Sections 45273

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**G.** The commission will consider approving minutes for May 13, 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

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

***Adjournment***

The commission adjourned the meeting at \_\_\_\_\_.

Exam #	15-035	Exam Title		BILINGUAL INSTRUCTIONAL AIDE		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/6/2015	4/26/2015	6/3/16	38	12	123	79

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.

*M. L. Dynd*  
 Personnel Commission Director

*5/28/15*  
 Date

Exam #	15-044	Exam Title		CUSTODIAN I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/15/2015	5/12/2015	6/3/16	26	13	290	60

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.

*Madys Byrd*  
 Personnel Commission Director

*5/28/15*  
 Date

Exam #	15-038	Exam Title				
Posting Dates		ENVIRONMENTAL COMPLIANCE & SAFETY OFFICER				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
4/6/2015	4/26/2015	6/3/16	2	2	33	6

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

  
 Personnel Analyst

5/29/2015  
 Date

Exam #	15-029	Exam Title				
Posting Dates		MAINTENANCE MANAGER				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
3/9/2015	3/29/2015	6/3/16	11	9	41	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.



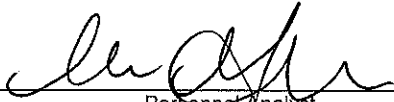
Personnel Analyst

5/29/2015  
Date



Exam #	15-041	Exam Title		SCHOOL ACCOUNTING TECHNICIAN I (MS)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/6/2015	4/26/2015	6/3/16	8	7	52	19

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

  
 Personnel Analyst

5-29-15  
 Date



# San Bernardino City Unified School District Personnel Commission

### Classification Specification

Job Code: 0710	Work Year: 260	Salary Range: 40A
Job Family:		HR/Day: 8/12
FLSA Status: Non-Exempt	EEOC Occupational Group:	

## **MICROCOMPUTER SPECIALIST I- MAC**

### **DEFINITION: JOB SUMMARY:**

To troubleshoot and resolve user and computer/device and LAN equipment problems at school sites and in departmental offices on the Mac/iOS platform; perform minor computer and peripheral equipment repairs, replacements and installations and make appropriate computer repair referrals; instruct users in the use of computers/devices, software and peripherals.

### **DISTINGUISHING CHARACTERISTICS:**

There are no distinguishing characteristics for this classification.

### **SUPERVISION RECEIVED AND EXERCISED: SUPERVISION:**

Receives general supervision from a member of department or school management. Functional/technical supervision is provided by a member of technical staff, as needed.

Exercises no supervision.

### **EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:**

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

- Assists computer users in the resolution of operating problems with District authorized computer programs on the Mac/iOS platform.
- Advises users in the use of District authorized computer programs.
- Assists in the development of user manuals or instruction sheets.
- Installs programs into ~~microcomputers~~ computers and devices according to District standards.
- Performs preliminary analysis of ~~microcomputer~~ computer/device problems and determines when to call in ~~computer~~ repair technician.
- Performs minor repairs and enhancements such as ~~card-level~~ hard drive replacements or memory upgrades.
- Performs diagnostics to help identify software and hardware faults or conflicts.
- Assists teachers in effective use of technology in the classroom.
- Assists staff in the effective use of technology in district operations.
- Advises users of operating errors, suggests alternate methods of ~~microcomputer~~ computer/device use and gathers information regarding needed enhancements and improvements to various software programs.
- Sets up network workstations.
- Troubleshoots LAN problems and ~~at the microcomputer level~~ escalates higher level ~~reports~~-network problems to appropriate District staff.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of Mac operating systems (~~System 7~~ OS X Yosemite or newer versions thereof).
- Knowledge of Computer\device ~~Microcomputer~~ software and hardware troubleshooting techniques on Mac/iOS platform.
- Knowledge of local area network principles.
- Knowledge of ~~mac microcomputer~~ Mac omputer\device operation.
- Knowledge of operation of peripherals such as printers, scanners, modems, and CD-ROM drives.
- Knowledge of setup, configuration, and troubleshooting of computers on local area networks.
- Knowledge of mathematics applicable to the duties.
- Knowledge of installation and configuration of ~~card level enhancements~~ basic computer components hardware and including memory upgrades.
- ~~Knowledge of word processing, data base, spreadsheet, graphic and telecommunication programs.~~
- Knowledge of Microsoft Office Applications such as Word, Excel, Access and PowerPoint.
- Knowledge of Telecommunication programs such as Microsoft Lync.
- Ability to operate ~~microcomputers~~ computers\devices.
- Ability to communicate orally and in writing.
- Ability to understand and interpret technical manuals and instructions.
- Ability to diagnose ~~microcomputer~~ computer\device hardware, software, and operator problems.
- Ability to use Microsoft Office programs such as Word, Excel, Access and PowerPoint. ~~microcomputer office automation programs (word processing, data base, spreadsheet, graphics).~~
- Ability to prepare clear, concise written reports.
- Ability to assemble, modify and enhance ~~microcomputer~~ computer systems.
- Ability to manipulate hardware switches, jumpers, cards in ~~micro~~ computing equipment.
- Ability to learn/apply policies, procedures, and standards.
- Ability to perform low-level network troubleshooting.
- Ability to analyze, interpret and apply technical operating manuals and program documentation.
- Ability to install network workstations and peripherals.
- Ability to perform minor repairs to ~~microcomputers~~ computers\devices.
- Ability to maintain accurate records.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to understand and carry out oral and written directions.
- Ability to develop cooperative work relations with others.

**QUALIFICATIONS: 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 19, 1997.~~)

One year of experience performing duties involving the installation and configuration of various Mac software.

AND

One year of experience performing diagnosis/troubleshooting of Mac hardware problems.

AND

High school graduation or the equivalent.

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

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

**SPECIAL REQUIREMENTS:**

Personal transportation for job-related travel. \*

\*Must be presented/\*\*available upon offer of employment and maintained throughout employment in this 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:	1060	Work Year:	9 Months	Salary Range:	32
Job Family:	Instructional Assistance			HR/Day:	6
FLSA Status:	Non-Exempt	EEOC Occupational Group:	2 Educational Services		

## EDUCATION ASSISTANT III/ COMMUNITY DAY SCHOOL

### DEFINITION: JOB SUMMARY:

To provide assistance to certificated staff in reinforcing behavior modification techniques.

### SUPERVISION: RECEIVED AND EXERCISED:

Receives general supervision from a Principal. Technical and functional supervision is provided by a teacher or Resource Specialist.

Exercises no supervision.

### EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Works independently with students in small groups, ~~or on a one-to-one basis using behavior modification or intervention techniques.~~ individual for behavior/academic intervention.
- Collaborates with Certificated staff, Support staff and peers on student behaviors.
- Discuss particular classroom or student problems with the teacher.
- Assists teachers in providing ~~instructing~~ small groups individual instruction in academic and social skills development. ~~students by reinforcing information.~~
- Utilize a variety of instructional strategies and techniques, as instructed.
- Utilize de-escalation strategies and crisis intervention, both verbal and physical, as instructed.
- CPI-Non-violent Crisis Intervention-physical controls, when a student is a safe issue).
- Creates and maintains student behavior records and school-home communication logs.
- Collects and supervise student breakfast and lunch.
- Assists students in learning social skills.
- Learn a variety of instructional strategies and techniques.
- Use various office equipment, including computers.
- Creates and maintains records and logs.
- Receives, sorts, arranges, alphabetizes, and files materials related to students.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This position is distinguished from other education assistants in that this position works with, and provides academic support for at risk students in the community day school.

### EMPLOYMENT STANDARDS:

### KNOWLEDGE , SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Understands and follow oral and written instructions, work rules, site and District expectations and procedures.
- ~~Ability to understand and follow oral and written instructions, work rules, regulations, procedures.~~
- Remain calm and professional working with students with extreme behaviors.

- Consistently enforce classroom and site expectations with students in a respectful manner.
- Communicate orally and in writing in English using proper spelling and grammar.
- Consistently work positively and cooperatively with students, teachers, peers, and others.
- Be patient and undisturbed by unusual actions of children.
- Accepts supervision and constructive criticism and work to improve professional practices.
- Enforce rules established by the teacher or school authority.
- Consistent and punctual regular work attendance.
- Ability to operate classroom technology: computers, copier, LCD projector, etc.
- Proper usage of spelling and grammar in English.
- Communicate orally and in writing in English.
- Reinforce instruction and rules provided by certificated staff.
- ~~Develop positive and cooperative work relations with students, teachers, peers and others.~~
- 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 that will be used to admit or reject applicants for examination.)~~

Experience working, with at risk students.

AND

High school graduation or the equivalent

AND

Completion of at least 48 semester units (or 72 quarter units) at the college level, -OR- Possession of an Associate's or higher level degree, -OR- Pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics reading, writing, and mathematics readiness.

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

An appropriate, valid California driver license\*.

~~[The title of this broad class notwithstanding, for purposes of employment and lay-off, each specialty curricular area shall be treated as a separate class.]~~

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

~~\*\* Course work through an accredited training institution encompassing the techniques of working with learning handicapped, emotionally disturbed, or severe language disordered children or completion of a one-day job-related training program provided by the District before examination will satisfy the experience requirement for the Special Day Class specialty.~~

**SPECIAL REQUIREMENT**

Certain positions in this classification require personal transportation for travel to work sites, valid California driver's license, and auto liability insurance.

**WORKING ENVIRONMENT:**

Indoor/outdoor, classroom, or other learning environment.

**PHYSICAL ABILITIES:**

Hear and speak clearly and distinctly to provide assistance and information related to classroom assignments; see to monitor student conduct during learning activities; manipulate hands and fingers to operate audio-visual, duplicating and educational training equipment; bend at the waist, stoop and kneel to assist students; and stand and walk 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.

**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:	0951	Work Year:	12 months	Salary Range:	37A
Job Family:	Systems and Programming			HR/Day:	8 hours
FLSA Status:	Non-Exempt		EEOC Occupational Group:		

## HELP DESK TECHNICIAN

### **DEFINITION JOB SUMMARY:**

Performs complex, difficult and responsible duties serving as the primary interface between District clients and support staff; troubleshoots and diagnoses First/Second level support issues with hardware and windows systems. makes first level phone contact; provides initial diagnosis and Assists clients in resolving problems over the phone; issues work orders/tracking numbers; consults with technical support in resolving computer problems with network systems, services, and equipment; provides work direction and guidance to other Help Desk staff; maintains records and compiles periodic reports; attends training courses/reads materials to maintain knowledge of new systems/changes.

### **DISTINGUISHING CHARACTERISTICS:**

An incumbent Reports to the supervisory/ management level and is given general direction as well as specific instructions as required. He/she is expected to exercise basic/routine technical judgment within the confines of established policies/procedures in the accomplishment of such while keeping management/ other support staff informed of on-going operational problems and unique occurrences. Once direction is obtained, he/she will share such information with other Help Desk staff.

The class of Help Desk Technician is distinguished from the class of ~~Micro~~computer Specialist I in that the latter Computer Specialist I is responsible for performing in depth troubleshooting techniques in the field operating various tools/equipment to identify system problems and making related repairs to computers/peripheral equipment, whereas the former help desk technician is responsible for obtaining general information about the problem, use basic diagnosis questions, suggest basic techniques to resolve the problem and refer unresolved problems to the latter for repair.

### **EXAMPLES OF DUTIES:ESSENTIAL JOB FUNCTIONS:**

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

- Assists clients in resolving problems over the phone.
- Issues work orders/tracking numbers.
- Consults with technical support in resolving computer problems with network systems, services, and equipment.
- Provides work direction and guidance to other Help Desk staff.
- Maintains records and compiles periodic reports.
- Attends training courses/reads materials to maintain knowledge of new systems/changes.
- Answers telephone calls from clients regarding installation/configuration problems, computer/network malfunctions and identifies possible sources of such problems.
- Troubleshoot and diagnose ~~First/Second~~ level support issues with hardware and windows systems.
- Verbally walks client through a series of basic troubleshooting steps to narrow source of problem including compatibility conflicts.
- Provides step-by-step instruction to client attempting to resolve basic problems.
- Prepares work orders/tickets to be given to operational support staff to make necessary field repairs and may describe problem to them.
- Follows up with operational staff after repairs are made to determine if such could be handled over the phone and the steps involved in case of future reoccurrence.



- Prepares/maintains logs, records, reports regarding Help Desk operations e.g., repairs, service, and response time.
- ~~Works with new personnel assigned to Help Desk informing them of procedures, various systems, hardware, software applications; answers questions on basic troubleshooting techniques/sources of problems; may coordinate their activities.~~
- Reads manuals, attends classes and conducts simple research on support products, systems, hardware, trends in the field.
- Supports testing, monitoring and reviewing of new system enhancements..
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **KNOWLEDGE OF:** \_\_\_\_\_

### **EMPLOYMENT STANDARDS**

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of the operations, services, activities of a client support help desk.
- Knowledge of workstation hardware/software, office/e-mail applications, computer operating systems.
- Preferred knowledge of Microsoft Exchange 2013, and MS Office 2010/2013 clients.
- Knowledge of expertise with Laptops and desktops, (IBM, Lenovo, or Dell), installation, repairs and upgrades.
- Knowledge of expertise with printers.
- Knowledge of experience in-managing Active Directory including account management, security group management, and managing NTFS permissions on various file servers.
- Knowledge of the principles/practices of customer service including the ability to promote, foster, maintain positive, harmonious, working relationships with employees, representatives of other agencies, vendors and the public.
- Knowledge of basic principles/practices of hardware/software troubleshooting including various computer applications/connectivity.
- Knowledge of basic concepts/functionality of the Internet, local area networks.
- Knowledge of procedures for supporting word processing, spreadsheet, database applications.
- Knowledge of modern office practices and procedures.
- Ability of strong oral and written communications skills.
- Ability of strong Analytical and problem solving skills.
- Ability to maintain composure and handle multiple user calls simultaneously.
- ~~Ability to work creatively in a team environment.~~
- Ability to communicate effectively orally and in writing.
- Ability to understand, interpret, follow, explain oral/written instructions, work rules, regulations and procedures.
- Ability to operate personal computer and other modern office equipment.
- Ability to collect, investigate, analyze data/situations accurately.
- Ability to adopt an effective course of action within prescribed guidelines.
- Ability to creatively work independently and in a team environment.

## **QUALIFICATIONS**

### **EXPERIENCE, EDUCATION, AND 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.)~~

~~One Two years of full time paid experience performing Help Desk activities making first level phone contact, providing initial diagnosis of computer/network hardware/software malfunctions and assisting clients in resolving problems. over the phone.~~

AND

~~One to three years of working Knowledge of PC Applications, MS Windows/Office and PC hardware. Have a strong knowledge/background of Apple iPad hardware. One plus year basic understanding of Networks and IP addressing~~

AND

Associates degree or 60 semester units in computer technology or CIS/MIS the equivalent.

AND

~~High school graduation or the equivalent. (Note: Thirty semester units from an accredited college with a major in computer sciences, security administration, information management or a closely related field may substitute for up to one year of the required experience.)~~

**Licenses/Certificates/Registrations:** (At the time of appointment and during employment)

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.

**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 in accordance with Education Code 4530.



# San Bernardino City Unified School District Personnel Commission

### Classification Specification

Job Code:	0470	Work Year:	9 Months	Salary Range:	32
Job Family:	Instructional Assistance			HR/Day:	6
FLSA Status:	Non-Exempt	EEOC Occupational Group:	2 Educational Services		

## INSTRUCTIONAL ASSISTANT (CAI)

### DEFINITION: JOB SUMMARY:

Perform a variety of duties involved in the operation and maintenance of a computer laboratory at a school site. And to provide instructional support to assist students in the operation of computers. enrolled in District programs or classes including Vocational Education of the Handicapped/Disadvantaged, Computer Assisted Instruction, Dance Instruction, Commercial Sewing, Food Services, Office Occupations, Construction Equipment Instruction, Physical Education, or general instructional assistance for aurally, aphasic and educationally handicapped students.

### SUPERVISION: RECEIVED AND EXERCISED:

Receives general supervision from a Principal. Technical and functional supervision is provided by a teacher. ~~or Resource Specialist.~~

Exercises no supervision.

### EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- ~~• When assigned to Computer Assisted Instruction~~
- Loads programs in microcomputers.
- Calls up programs on the microcomputer to remedy student's academic deficiencies such as reading, language, and mathematics.
- Tutors individual children as needed.
- Determine programs necessary to assist students in learning.
- Performs job related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

None

### EMPLOYMENT STANDARDS:

### KNOWLEDGE , SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of basic computer operations.
- Ability to work effectively with disadvantaged children.
- Ability to carry out written and oral instructions.

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 8-27-96.)~~

Some experience assisting with the instruction of children or in the performance of duties related to area of assignment is desirable. Also, experience working with mentally and physically handicapped may be required.

AND

High school graduation or the equivalent. ~~Additional specialized training in area of assignment or a related field is desirable.~~

AND

Completion of at least 48 semester units (or 72 quarter units) at the college level, -OR- Possession of an Associate's or higher level degree, -OR- Pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics reading, writing, and mathematics readiness.

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

An appropriate, valid California driver license\*

~~[The title of this broad class notwithstanding, for purposes of employment and lay-off, each specialty curricular area shall be treated as a separate class.]~~

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

\*\* ~~Course work through an accredited training institution encompassing the techniques of working with learning handicapped, emotionally disturbed, or severe language disordered children or completion of a one-day job-related training program provided by the District before examination will satisfy the experience requirement for the Special Day Class specialty.~~

**SPECIAL REQUIREMENT**

Certain positions in this classification require personal transportation for travel to work sites, valid California driver's license, and auto liability insurance.

**WORKING ENVIRONMENT:**

Indoor/outdoor, classroom, or other learning environment.

**PHYSICAL ABILITIES:**

Hear and speak clearly and distinctly to provide assistance and information related to classroom assignments; see to monitor student conduct during learning activities; manipulate hands and fingers to operate audio-visual, duplicating and educational training equipment; bend at the waist, stoop and kneel to assist students; and stand and walk 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. **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:	0480	Work Year:	9 Months	Salary Range:	32
Job Family:	Instructional Assistance			HR/Day:	6
FLSA Status:	Non-Exempt	EEOC Occupational Group:	2 Educational Services		

## INSTRUCTIONAL ASSISTANT (PE)

### DEFINITION:JOB SUMMARY:

To provide instructional support to students in Physical Education instruction or provide assistance to certificated teacher in reinforcing instruction related to programs involving Physical Education and recreational activities, enrolled in District programs or classes including Vocational Education of the Handicapped/Disadvantaged, Computer Assisted Instruction, Dance Instruction, Commercial Sewing, Food Services, Office Occupations, Construction Equipment Instruction, Physical Education, or general instructional assistance for aurally, aphasic and educationally handicapped students.

### SUPERVISION: RECEIVED AND EXERCISED:

Receives general supervision from a Principal. Technical and functional supervision is provided by a teacher or Resource Specialist.

Exercises no supervision.

### EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Assists students, during teacher preparation periods, with the development of a wide variety of physical, motor and mental skills and techniques.
- Assists in planning and implementing a program of physical education activity designed to improve athletic skills, motor coordination, knowledge and use of games, equipment, tactics and strategies.
- Compiles instructional materials for classroom use.
- Discusses particular student or instructional problems with teachers.
- Assists students in learning appropriate social skills.
- ~~Operates duplicating machines and other office equipment.~~
- Distributes and oversees testing activities as necessary.
- ~~Assists in grading and correcting papers.~~
- ~~Performs a variety of clerical duties such as cutting stencils,~~
- Assists in keeping attendance records, issuing, collecting and maintaining classroom supplies. ~~and operating audio-visual equipment.~~
- Keeps records of supplies and materials used in the classroom.
- Assists in checking and maintaining machines and equipment used in assigned area of responsibility.
- ~~Inspects finished products and materials for completeness.~~
- ~~Maintains order and cleanliness in the classroom.~~
- ~~May perform home visits.~~

### DISTINGUISHING CHARACTERISTICS:

None

### EMPLOYMENT STANDARDS:

Job Description for Instructional Assistant (PE)

Approved by Personnel Commission 2-97. Revised by Personnel Commission 06/03/2015

SBCUSD AGENDA MEETING 06/03/2015

## **KNOWLEDGE , SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of physically oriented games and exercises.
- Knowledge of standard first aid practices
- Ability to learn a variety of instructional strategies and techniques.
- Ability to demonstrate proficiency and physical agility in subjects to be tutored.
- Ability to learn to recognize when and how to make accommodations for physical and mental differences among children.
- Ability to understand and communicate with children of varied ethnic and cultural origins.
- Ability to use correct English grammar and pronunciation in giving instructions.
- Ability to relate and work effectively with disadvantaged children.
- Ability to be punctual, reliable and willing to take directions.
- Ability to mentally, emotionally and physically perform required tasks.

**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 8-27-96.)

~~Some experience assisting with the instruction of children or in the performance of duties related to area of assignment is desirable. Also, experience working with mentally and physically handicapped may be required. \*\*~~

~~High school graduation or the equivalent. Additional specialized training in area of assignment or a related field is desirable.~~

AND

Pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics reading, writing, and mathematics readiness.

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

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

[The title of this broad class notwithstanding, for purposes of employment and lay-off, each specialty curricular area shall be treated as a separate class.]

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

~~\*\* Course work through an accredited training institution encompassing the techniques of working with learning handicapped, emotionally disturbed, or severe language disordered children or completion of a one-day job-related training program provided by the District before examination will satisfy the experience requirement for the Special Day Class specialty.~~

## **SPECIAL REQUIREMENT**

Certain positions in this classification require personal transportation for travel to work sites.

## **WORKING ENVIRONMENT:**

Indoor/outdoor, classroom, or other learning environment.

## **PHYSICAL ABILITIES:**

Hear and speak clearly and distinctly to provide assistance and information related to classroom assignments; see to monitor student conduct during learning activities; manipulate hands and fingers to operate audio-visual, duplicating and educational training equipment; bend at the waist, stoop and kneel to assist students; and stand and walk for extended periods of time.

## **PHYSICAL LEVEL 2: MODERATE:**

Job Description for Instructional Assistant (PE)

Approved by Personnel Commission 2-97. Revised by Personnel Commission 06/03/2015

SBCUSD AGENDA MEETING 06/03/2015

Page 2

22 of 57

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.

**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:	0469	Work Year:	9 Months	Salary Range:	32
Job Family:	Instructional Assistance			HR/Day:	6
FLSA Status:	Non-Exempt	EEOC Occupational Group:	2 Educational Services		

## INSTRUCTIONAL ASSISTANT (TA)

### DEFINITION JOB SUMMARY:

To provide instructional support to students in reinforcing instruction to individuals or small groups of students in a classroom or other learning environment. ~~enrolled in District programs or classes including Vocational Education of the Handicapped/Disadvantaged, Computer Assisted Instruction, Dance Instruction, Commercial Sewing, Food Services, Office Occupations, Construction Equipment Instruction, Physical Education, or general instructional assistance for aurally, aphasic and educationally handicapped students.~~

### SUPERVISION: RECEIVED AND EXERCISED:

Receives general supervision from a Principal. Technical and functional supervision is provided by a teacher. ~~or Resource Specialist.~~

Exercises no supervision.

### EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Tutors children to remedy deficiencies in academic areas such as reading, language and mathematics.
- Reinforce information taught by the teacher.
- Prepares instructional materials for classroom use, discusses particular problems with teacher.
- Compiles instructional materials for classroom use.
- Discusses particular student or instructional problems with teachers.
- Assists students in learning appropriate social skills.
- Operates duplicating machines and other office equipment.
- Distributes and oversees testing activities as necessary.
- Assists in grading and correcting papers.
- Performs a variety of clerical duties such as cutting stencils, ~~keeping attendance records~~, issuing, collecting and maintaining classroom supplies, and operating audio-visual equipment.
- Keeps records of supplies and materials used in the classroom.
- Assists in checking and maintaining machines and equipment used in assigned area of responsibility.
- Inspects finished products and materials for completeness.
- Maintains order and cleanliness in the classroom.
- ~~May perform home visits.~~

### DISTINGUISHING CHARACTERISTICS:

None



## **EMPLOYMENT STANDARDS:**

### **KNOWLEDGE , SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of subject to be tutored.
- Knowledge of techniques, methods and practices of equipment and machines related to specific areas of assignment.
- Knowledge of behavior modification techniques.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of principles and procedures of basic record keeping.
- Knowledge of health and safety requirements related to area of assignment.
- Ability to relate and work effectively with disadvantaged children.
- Ability to must be punctual, reliable and willing to take directions.
- Ability to mentally, emotionally and physically perform required tasks.
- Ability to prepare instructional materials.
- Ability to keep records and operate duplicating and audiovisual equipment.
- Ability to work effectively with educationally, physically, emotionally disturbed and language handicapped children or adults.
- Ability to be patient and undisturbed by unusual actions of students.
- Ability to enforce rules established by the teacher.
- Ability to implement behavior modification techniques.
- Ability to demonstrate proficiency in the subject to be tutored.
- 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 work effectively in the absence of supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to assist in the training and supervision of students in area of assignment.
- Ability to move from one work location to another without delay during the day's 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 8-27-96.)~~

~~Some experience assisting with the instruction of children or in the performance of duties related to area of assignment is desirable. Also, experience working with mentally and physically handicapped may be required. \*\*~~

~~High school graduation or the equivalent. Additional specialized training in area of assignment or a related field is desirable.~~

AND

Completion of at least 48 semester units (or 72 quarter units) at the college level, -OR-

Possession of an Associate's or higher level degree, -OR-

Pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics reading, writing, and mathematics readiness.

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

An appropriate, valid California driver license.\*

~~[The title of this broad class notwithstanding, for purposes of employment and lay off, each specialty curricular area shall be treated as a separate class.]~~

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

~~\*\* Course work through an accredited training institution encompassing the techniques of working with learning handicapped, emotionally disturbed, or severe language disordered children or completion of a one-day job-related training program provided by the District before examination will satisfy the experience requirement for the Special Day Class specialty.~~

**SPECIAL REQUIREMENT**

Certain positions in this classification require personal transportation for travel to work sites, valid California driver's license, and auto liability insurance.

**WORKING ENVIRONMENT:**

Indoor/outdoor, classroom, or other learning environment.

**PHYSICAL ABILITIES:**

Hear and speak clearly and distinctly to provide assistance and information related to classroom assignments; see to monitor student conduct during learning activities; manipulate hands and fingers to operate audio-visual, duplicating and educational training equipment; bend at the waist, stoop and kneel to assist students; and stand and walk 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.

**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:	0577	Work Year:	12 months
Job Family:	Service/Maintenance	Salary Range:	46
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	6 – Service/Maintenance

## MOBILE MAINTENANCE TEAM LEADER

### DEFINITION JOB SUMMARY:

To serve as lead worker over the activities of a mobile maintenance crew performing a wide variety of school district facilities ~~and grounds maintenance~~ jobs including, but not limited to, carpentry, electrical, plumbing, heating/ventilation/air conditioning, painting, welding, and sheet metal ~~and grounds maintenance~~.

### SUPERVISION RECEIVED AND EXERCISED SUPERVISION:

Receives general supervision from ~~a maintenance department supervisor~~ the Mobile Maintenance Teams Supervisor.

Exercises functional and technical supervision over various journey-level trades/craft workers and semi-skilled workers.

### EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Plans, organizes, assigns, schedules, coordinates, inspects and participates in daily mobile maintenance work activities.
- Establishes priorities of work to be completed, consulting with site administrators.
- Assigns and trains members of crew.
- Carries out maintenance programs for the repair of buildings, structures, furniture, ground surfaces, playground/athletic equipment, plumbing, drainage, bleacher seating, and electrical fixtures.
- Maintains records of operations and costs.
- Provides job estimates for materials and labor costs.
- Instructs staff in acquiring, transporting, loading/unloading, installing all needed materials.
- Prepares/makes a variety of written and oral reports of unit activities.
- Operates district vehicle for job-related travel.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

Positions in this classification provide lead supervision over a mobile maintenance crew, comprised of approximately 8-10 ~~12-14~~ workers in various building and maintenance trades and also provide liaison function between site administrators and a maintenance supervisor. The variety of trades/craft workers assigned to a mobile maintenance team generally exceeds that overseen by other district maintenance lead workers.

### EMPLOYMENT STANDARDS

### KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of modern methods, techniques, materials, and tools used in the maintenance and repair of a variety of buildings, structures, ~~grounds~~, equipment, and utilities and the various systems found therein.
- Knowledge of the various building construction trades practices, equipment and materials, including safe ~~work~~ practices.
- Knowledge of applicable local and state safety regulations.
- Knowledge of job cost estimating practices.
- Knowledge of work scheduling and coordinating practices.

- Knowledge of training practices.
- Ability to prioritize maintenance projects in accordance with district needs.
- Ability to plan, assign, schedule, direct and inspect the work of assigned staff.
- Ability to coordinate the work activities of others and assure compliance with schedules and procedures.
- Ability to prepare estimates of labor and material.
- Ability to read and interpret architectural drawings and specifications.
- Ability to prepare written reports and maintain records.
- Ability to communicate orally and in writing.
- Ability to develop cooperative work relations with others.
- Ability to lead, train, and evaluate assigned staff.
- Ability to analyze situations carefully and adopt effective courses of action.
- 

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

Five years of recent (within last ten years) paid journey-level experience in a structural work/building construction trade or craft.

(Substitution: Paid lead or supervisory experience over journey-level workers in building construction/structural work may be substituted for the required experience on a month-for-month basis up to a maximum of twenty four months.)

AND

High school graduation or the equivalent.

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

Possession of an appropriate, valid California driver's license.\* ~~at time of appointment to and during employment in a position in this class.~~

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

**WORKING ENVIRONMENT:**

Indoor and outdoor work environment; driving a vehicle to conduct work; subject to exposure to fumes, dust and odors.

**PHYSICAL LEVEL 3: SUBSTANTIAL:**

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

**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:	2773	Work Year:	12 months	Salary Range:	37
Job Family:	Warehousing and Related			HR/Day:	8
FLSA Status:	Non-Exempt		EEOC Occupational Group:		

## OFFICE TECHNICIAN/REGISTRAR

### **DEFINITION: JOB SUMMARY:**

Performs a wide variety of complex and difficult tasks pertaining to enrollment, placement of students and maintenance of student records at an enrollment center, middle or high school, or administrative office; and to assist in the general functions of a school office.

### **DISTINGUISHING CHARACTERISTICS:**

There are no distinguishing characteristics for this classification.

### **SUPERVISION:**

Exercises no supervision

### **EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:**

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

- Responsible for securing from other school incoming student cumulative files.
- Registers and enrolls new students ~~and~~, verifies residence address for attendance eligibility, and, enters data into the ~~computer terminal~~ Student Information System (SIS), and initiates transportation as needed.
- Independently obtains, reviews, evaluates, and processes legal certificates and medical records for placement of students; and distributes records, transcripts, test results, permits, and materials, and ~~transcribes data onto permanent record cards~~ inputs data into the Student Information System (SIS).
- Forwards transcripts to other schools, colleges and institutions.
- Initiates establishment of student cumulative file and initiates request to ~~secure~~ obtain student cumulative files ~~for from~~ other school districts.
- Establishes and maintains incoming student permanent record files ~~on computer system~~ in Student Information System (SIS).
- ~~Maintains waiting lists for Magnet programs as space becomes available. Composes a variety of correspondence.~~
- Notifies parents by letter of grade and proficiency deficiencies.
- Verifies information for cumulative record for District purposes and outside agencies.
- Maintains file on grade sheets, ~~driver training program materials~~ and other complex records.
- Prepares diploma and promotion lists, verifies graduation requirements, and proficiency and retention lists which are continually updated due to summer school and proficiency testing.
- Prepares material for administrative placements, verifies promotion requirements, responds to inquiries from students, faculty, and public regarding information contained in cumulative files or regarding records.
- Prepares correspondence to other school districts requesting clarification on course content, grading system; converts to school equivalent.
- ~~Confirms the eligibility of potential magnet program students.~~
- Processes all correspondence related to student records.
- Computes grade point averages.

- Prepares reports related to student records.
- Supervises and trains student helpers in office methods and procedures.
- Files and stores records both on paper and in automated files.
- Enters, updates, and retrieves student record information on ~~data processing terminal micro~~ computer.
- Types student schedules, health cards, and other documents for cumulative folders.
- ~~Verifies report cards for accuracy before issuing to students.~~
- Calculates student credits for intermediate and high school entrance, prepares promotion rosters, assists administrative staff with changing schedule sheets of student promotion.
- Answers telephone, assists in supervision of students in office for disciplinary reasons.
- Assists administrators in preparing master schedule and maintain and updates master schedule.
- May prepare correspondence relative to student suspension, expulsion, and psychological testing.
- Performs job related duties as assigned.

**EMPLOYMENT STANDARDS:**

**KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of practices and procedures for admission, transfer and graduation of students.
- Knowledge of modern office management practices, procedures, materials, and equipment.
- Knowledge of policies, procedures, and regulations related to duties of the job.
- Knowledge of principles and procedures of record management.
- Knowledge of make arithmetic calculations.
- Knowledge of business correspondence and reporting.
- Knowledge of preparation of personal computer, involving the use of microcomputer spreadsheets, and other office equipment.
- Ability to perform duties in an environment of frequent interruptions.
- Ability to perform a wide variety of clerical duties.
- Ability to perform repetitive tasks involving data.
- Ability to type a variety of documents and records.
- Knowledge of Microsoft Word and Excel.
- Ability to understand and carry out oral and written directions.
- Ability to learn, interpret, and apply rules, regulations, procedures, and laws governing related activities.
- Ability to communicate effectively, both in orally and in writing.
- Ability to work cooperatively with others, including adolescents.
- Ability to revise office procedures and systems as needed.

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

An appropriate, valid California driver's license.

**EXPERIENCE, EDUCATION, AND 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, as approved on the date below.)

~~Any combination of eighteen (18) months~~ Two years of fulltime paid experience performing educational registrar and/or enrollment duties. ~~including placement of students in voluntary magnet programs, financial bookkeeping, preparation/maintenance of business accounting records, or other services where the majority of the duties performed involved the use of microcomputer spread sheets or data bases to maintain agency records.~~

AND

High school graduation or the equivalent.

**WORKING ENVIRONMENT:**

~~Office environment, indoors work, reaching, bending, standing, walking, sitting, fingering, working on a computer, talking, hearing, carrying, light lifting, visual acuity, auditory (hearing) acuity.~~

**SPECIAL REQUIREMENTS:**

There are no special requirements for this classification.

**APPOINTMENT:**

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



# San Bernardino City Unified School District Personnel Commission

## Classification Specification

Job Code: 0578	Work Year: 12 months	Salary Range: 42
Job Family: Warehousing and Related		HR/Day: 8
FLSA Status: Non-Exempt	EEOC Occupational Group: Data Processing Operations	

## ~~MAINFRAME OPERATIONS SCHEDULER~~ OPERATIONS TECHNICIAN

### **DEFINITION: JOB SUMMARY:**

To schedule and prioritize mainframe computer operations production in the Management Information Services Department, test and backup jobs for computer operators and programming staff; and to coordinate schedules and output with other departments and school sites.

### **DISTINGUISHING CHARACTERISTICS:**

There are no distinguishing characteristics for this classification.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from the Computer Operations Supervisor and the Assistant Director.

Exercises no supervision

### **EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:**

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

- Establishes ~~mainframe~~ computer operation.
- Establishes network based applications schedules and processes, and evaluates production run status frequently to determine actual and potential slippage in schedules.
- Receives and reads requests for service to determine type of service requested.
- Schedules and evaluates day and evening production run status frequently to determine actual and potential slippage in schedules.
- Receives and reads requests for service to determine type of service requested.
- Prioritizes jobs to maximize efficiency of computer and computer operator time.
- Analyzes production procedures and develops improved methods. Analyzes production procedures and develops improved methods.
- Examines problems occurring during production and initiates corrective action within operations or with users.
- Deals with users to adjust data flow or output schedules based on user and production requirements.
- Reviews new or modified applications submitted for production for completeness and adherence to procedural and documentation standards.
- Coordinates new procedures between programming, operations and users.
- Develops and maintains an annual calendar based on user and department deadlines and input.
- Assists in the planning of time lines for summer school information to aid in determining enrollment for staffing and related resources.
- Responds to requests for information and assistance.
- Provides information related to WAN applications and performs COBOL programming as needed.
- Provides information related to network based applications.
- Assists computer operators in decollating, bursting, sorting and printing documents and reports.
- Assists computer operators in sealing, sorting and printing documents, forms and reports.
- Performs related duties as assigned.



**EMPLOYMENT STANDARDS:**

**KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of general data processing methods and procedures and related work operations.
- Knowledge of data processing line flow for various jobs and the time requirements involved for various stages of the job procedures.
- Knowledge of mainframe computer job control language and COBOL.
- Knowledge of mainframe computer scheduling methods and techniques.
- Knowledge of computer programming principles and practices.
- Knowledge of computer operations and data management.
- Knowledge of computer/management information science.
- Ability to analyze and project job application requirements for network based computer processing.
- Ability to maintain records and prepare written reports.
- Ability to coordinate data processing operations with other departments and employees.
- Ability to solve a wide variety of computer scheduling related problems.
- Ability to understand and carry out oral and written directions.
- Ability to communicate orally and in writing.
- Ability to develop cooperative work relations with others.
- Ability to perform efficient scheduling of network based applications for optimum network resource usage mainframe computer scheduling

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

An appropriate, valid California driver's license.

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

Any combination of fulltime paid mainframe computer operations or computer operations scheduling experience in an IBM midrange or mainframe environment, totaling two years.

~~Any combination of fulltime paid computer operations and scheduling in a network environment.~~

~~Two years full time paid experience which involves working with network servers and other network equipment, within the last four (4) years. totaling two years~~

AND

Twelve (12) semester units (or the equivalent) of college or professional school courses in computer/information management science or a closely related field, ~~which has included COBOL.~~

~~(Substitution: Additional experience in excess of the required two years may be substituted for a maximum of six semester units of courses, on the basis of two months experience for one semester unit.)~~

AND

High school graduation or the equivalent.

**WORKING ENVIRONMENT:**

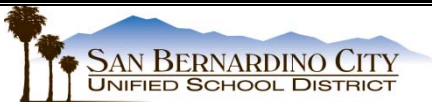
Indoor office environment.

**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:	0199	Work Year:	190 days	Salary Range:	10
Job Family:	Food Services			HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:			1 - Management

## NUTRITION SERVICES MANAGER I

### **JOB SUMMARY:**

To plan, organize, assign and supervise the activities of a middle school cafeteria; and to participate in the work of the school cafeteria program.

### **SUPERVISION:**

Receives direction from a Nutrition Services Supervisor.  
Exercises supervision over school cafeteria staff.

### **DISTINGUISHING CHARACTERISTICS:**

Positions in this class are distinguished from those in the class of Nutrition Services Manager II by the complexity and diversity of the program at the high school level, the volume of sales and the size of staff supervised, as well as by the special program assignments made at the Nutrition Services Manager II level.

### **ESSENTIAL JOB FUNCTIONS:**

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

- Implements schedules and methods for food preparation.
- Assists in the implementation of goals, objectives, policies and procedures.
- Recommends improvements in the program offered by the middle school cafeteria.
- Submits requests for supplies, equipment and materials.
- Orders an approved line of food stuffs from designated vendors.
- Monitors and controls expenditures.
- Supervises, trains and evaluates assigned staff.
- Participates in personnel selection.
- Plans, assigns and supervises the work of a middle school cafeteria.
- Trains cafeteria staff in food preparation procedures, setup for serving, cashiering, inventory and ordering procedures, sanitation, safety, work simplification and related activities.
- Plans for and supervises the ordering, receipt, inventory, storage, preparation and packaging of food products for the school cafeteria.
- Develops menus for programs such as faculty and staff serving line.
- Observes work activities and enforces standards of quality control, portion control, sanitation, safety, work simplification, inventory control and cash handling in the operation of the cafeteria.
- Performs the more skilled food preparation performed at the school kitchen.
- Operates fryers, ovens, soft drink dispensers, cooking ranges, and other kitchen equipment.
- Maintains varied manual and automated records including food prepared and used, sales and cash receipts, employee work hours and products ordered.
- Attends meetings and participates on committees, as assigned.
- Works with student advisory groups and student work program, as applicable.
- Prepares requests for equipment and facility repair.
- Uses personal transportation for incidental district travel.
- Performs job related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of materials, equipment and methods of quantity food preparation.
- Knowledge of fundamentals of nutrition and menu development and their application to the feeding of middle school-age students.
- Knowledge of standards of sanitation, safety and work simplification applicable to the operation of a middle school cafeteria.
- Knowledge of inventory, record keeping, ordering and costing techniques.
- Knowledge of arithmetic applicable to the work.
- Knowledge of principles of supervision and training.
- Ability to prepare foods for consumption by students and staff.
- Ability to operate a variety of appliances found in school cafeterias.
- Ability to implement approved procedures and programs in the operation of a middle school cafeteria.
- Ability to plan, assign, schedule, review, and evaluate the activities and work performed by assigned personnel.
- Ability to learn and apply applicable federal, state, local and District laws, regulations and procedures.
- Ability to make arithmetic calculations with speed and accuracy.
- Ability to prepare complete and accurate reports.
- Ability to learn District computer operation to perform routine data entry and report preparation functions.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and carry out oral and written directions.
- Ability to perform duties requiring entry to walk-in freezers and proximity of working ovens and other cooking appliances.
- Ability to interact with others with courtesy and respect.
- Ability to understand and follow oral and written instructions, work rules, regulations and procedures.
- Ability to provide effective management.
- Ability to accept supervision and constructive criticism.
- Ability to 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.)

~~Two years of experience involving large quantity preparation and equipment operation in commercial or institutional food service, including some lead experience.~~

Two (2) years of experience, equivalent to a Serving Kitchen Operator or higher food service classification in the San Bernardino City Unified School District.

OR

Thirty (30) months of paid experience involving large-quantity preparation and equipment operation in a commercial or institutional food service industry; which includes one (1) year of experience as a lead or supervisor.

AND

Completion of at least ~~46~~ 15 semester units of college coursework or the equivalent.

AND

~~Completion of at least 16 semester units, or the equivalent, in nutrition, work simplification, sanitation, modified diets, menu planning, supervision, and related areas.~~

AND

High school graduation or the equivalent.

**LICENSES/CERTIFICATES/REGISTRATIONS**

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

**SPECIAL REQUIREMENT:**

Personal transportation for job-related travel throughout the District.

**WORKING ENVIRONMENT:**

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

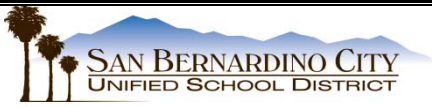
**PHYSICAL LEVEL 3: SUBSTANTIAL:**

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information. Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

**APPOINTMENT:**

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



## San Bernardino City Unified School District Personnel Commission

### Classification Specification

Job Code:	0198	Work Year:	190 days	Salary Range:	22
Job Family:	Food Services			HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:		1 - Management	

## NUTRITION SERVICES MANAGER II

### **JOB SUMMARY:**

To plan, organize, assign and supervise the activities of a comprehensive high school cafeteria; to implement nutrition education programs; to supervise specialized food preparation activities, such as catering, special menus and product testing; and to participate in the work of the high school cafeteria program.

### **SUPERVISION:**

Receives direction from a Nutrition Services Supervisor.  
Exercises supervision over high school cafeteria staff.

### **DISTINGUISHING CHARACTERISTICS:**

Positions in this class are distinguished from those in the class of Nutrition Services Manager I by the complexity and diversity of the program at the high school level, the volume of sales and the size of staff supervised, as well as by the special program assignments made at the Nutrition Services Manager II level.

### **ESSENTIAL JOB FUNCTIONS:**

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

- Implements schedules and methods for food preparation.
- Assists in the implementation of goals, objectives, policies and procedures.
- Recommends improvements in the program offered by the high school cafeteria.
- Supervises specialized food offerings at the high school such as vending machines, vending carts, bar-b-que, etc.
- Submits requests for supplies, equipment and materials.
- Orders an approved line of food stuffs from designated vendors.
- Monitors and controls expenditures.
- Supervises, trains and evaluates assigned staff performing a wide variety of food preparation tasks including the operation and use of fryers, ovens, soft drink dispensers, cooking ranges and other kitchen equipment.
- Participates in personnel selection.
- Plans, assigns and supervises the work of a high school cafeteria.
- Trains cafeteria staff in food preparation procedures, setup for serving, cashiering, inventory and ordering procedures, sanitation, safety, work simplification and related activities.
- Plans for and supervises the ordering, receipt, inventory, storage, preparation and packaging of food products for the high school cafeteria and assigned special programs.
- Observes work activities and enforces standards of quality control, portion control, sanitation, safety, work simplification, inventory control and cash handling in the operation of the cafeteria.
- Develops menus for programs such as faculty and staff.
- Maintains varied manual and automated records including food prepared and used, sales and cash receipts, employee work hours and products ordered.
- Attends meetings, participates on committees and works with student advisory groups, as assigned.
- Works with student work program.

- Manages special programs, as assigned.
- Prepares requests for equipment and facility repair.
- May, on occasion, perform duties of subordinate workers when conditions require it.
- Uses personal transportation for incidental district travel.
- Performs job related duties as assigned.

**EMPLOYMENT STANDARDS**

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of materials, equipment and methods of quantity food preparation.
- Knowledge of fundamentals of nutrition and menu development and their application to the feeding of high school age students.
- Knowledge of standards of sanitation, safety and work simplification applicable to the operation of a high school cafeteria.
- Knowledge of inventory, record keeping, ordering and costing techniques.
- Knowledge of arithmetic applicable to the work.
- Knowledge of principles of supervision and training.
- Ability to implement approved procedures and programs in the operation of a high school cafeteria.
- Ability to plan, assign, schedule, review, and evaluate the activities and work performed by assigned personnel.
- Ability to learn and apply applicable federal, state, local and District laws, regulations and procedures.
- Ability to make arithmetic calculations with speed and accuracy.
- Ability to prepare complete and accurate reports and recommendations.
- Ability to learn District computer operation to perform routine data entry and report preparation functions.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and carry out oral and written directions.
- Ability to operate a variety of appliances found in school cafeterias.
- Ability to prepare foods for consumption by students and staff.
- Ability to perform duties requiring entry to walk-in freezers and proximity to working ovens and other cooking appliances.
- Ability to interact with other with courtesy and respect.
- Ability to understand and follow oral and written instructions, work rules, regulations and procedures.
- Ability to provide effective management.
- Ability to accept supervision and constructive criticism.
- Ability to 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.)

Two (2) years of experience equivalent to a Nutrition Services Manger I or higher food service classification in the San Bernardino City Unified School District.

OR

Three (3) years of experience involving large quantity ordering, preparation, and equipment operation in a commercial or institutional food service industry which includes at least one (1) year as a lead or supervisor.

AND

Completion of at least 30 semester units of college coursework or the equivalent. or the equivalent in a food service and/or nutritional programs.

~~Three years of experience involving large quantity ordering, preparation, and equipment operation in commercial or institutional food service, including one year in a lead capacity.~~

AND

~~Completion of at least 30 semester units, or the equivalent, in nutrition, work simplification, sanitation, modified diets, menu planning, supervision and related areas.~~

AND

High school graduation or the equivalent.

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

An appropriate, valid California driver license and auto liability insurance must be submitted upon offer of employment.

SERVSAFE Certification, provided by the district within 30-days of appointment.

**SPECIAL REQUIREMENT:**

Personal transportation for job-related travel throughout the District.

**WORKING ENVIRONMENT:**

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

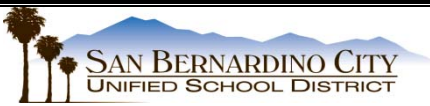
**PHYSICAL LEVEL 3: SUBSTANTIAL:**

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information. Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

**APPOINTMENT:**

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



# San Bernardino City Unified School District Personnel Commission

## Classification Specification

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

## NUTRITION SERVICES OPERATIONS SUPERVISOR

### DEFINITION JOB SUMMARY:

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

### SUPERVISION: RECEIVED AND EXERCISED:

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

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

### DISTINGUISHING CHARACTERISTICS:

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

### EXAMPLE OF DUTIES ESSENTIAL JOB FUNCTIONS:

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

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



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

#### **EMPLOYMENT STANDARDS**

##### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

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

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

**EXPERIENCE AND EDUCATION/TRAINING:** ~~These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on August 23, 1999.)~~

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

AND

One year of lead or supervisory experience.

AND

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

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

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

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

**SPECIAL REQUIREMENT:**

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

**WORKING ENVIRONMENT:**

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

**PHYSICAL LEVEL 3: SUBSTANTIAL:**

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information. Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

**APPOINTMENT:**

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



# San Bernardino City Unified School District Personnel Commission

### Classification Specification

Job Code:	0196	Work Year:	Salary Range:	45M
Job Family:	Food Services		HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	1 - Management	

## NUTRITION SERVICES SUPERVISOR

### **JOB SUMMARY:**

Plans, implement and supervises the food and nutrition services programs and personnel in an assigned number of district schools and other sites; plans, implements and supervises food preparation activities and personnel in the food production and distribution units of the Nutrition Services center; and to participate in the work of the assigned unit.

### **SUPERVISION:**

Specific positions may receive direction from a Nutrition Program Manager or Assistant Nutrition Services Director.

Exercises supervision over assigned supervisory and lead food service staff and lead food production staff.

### **ESSENTIAL JOB FUNCTIONS:**

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

- On an assignment basis, serves as the supervisor of a major work unit within the Nutrition center division or the field and Nutrition Education Services division of the Nutrition Services department.
- Implements approved programs in nutrition education, marketing, cost control, employee training, student/community involvement, quality control and food preparation.
- Assigns, trains, and supervises the work of food service and support personnel, participating in employee selection, making modifications to assignments, setting priorities and training personnel.
- Applies departmental standards of performance to each position supervised, advises subordinates of performance standards, observes and documents performance and prepares periodic and special evaluations of performance for supervisory review and approval.
- Prepares supporting documentation for and recommends employee recognition and discipline.
- Recommends modifications of work procedures and schedules to meet special needs and conditions.
- Makes oral and written directives.
- Monitors payroll-related record keeping, ensuring the proper reporting of time worked and absences.
- Advises subordinate supervisors on matters related to employee supervision, recognition and discipline and serves as the reviewer of documentation.
- Assigns available substitute workers to work locations and assignments in accordance with established priorities.
- Monitors, reviews, corrects and submits records and reports prepared by subordinate staff, extracting information for reports and other management information purposes and ensuring timeliness of submission.
- Analyzes and compares food orders from school units with available historical data, identifies questionable orders and takes appropriate action to reconcile potential discrepancies.
- Monitors food product on hand to ensure availability of menu items for distribution.
- Consults with manager and other supervisory personnel to resolve ordering, supply, distribution and serving problems.
- Utilizes automated record keeping software and computer terminals to monitor and maintain records and to generate reports.

- Travels to school sites to monitor food product, storage and distribution methods, staff utilization, sanitation practices, record keeping an internal cash controls, and operational methodologies, and to conduct regularly scheduled audits and inspections.
- Provides basic instruction to subordinates in the use of a computer to perform regularly assigned job tasks.
- Provides on-the-job training to staff of the assigned util.
- Requests the assignment of specialized food technician to modify operations within a unit and to perform extended staff training duties.
- Analyzes operations for food and labor costs, recommending the implementation of improvements in service, equipment, food preparation, personnel assignments and facilities.
- Ensures compliance with federal, state, and local laws, and regulations and district requirements concerning such matters as sanitation, safety, program administration and nutritional standards.
- Ensures proper utilization, care and repair of equipment.
- Reports operational problems to the Nutrition Program Manager.
- Serves as a member of the Nutrition Services department and San Bernardino City Unified School District management team.
- Serves on assigned committees and advisory groups.
- Uses personal vehicle for incidental district travel.
- Performs related job duties as assigned

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of nutrition and nutrition education.
- Knowledge of applicable provisions of federal, state, and local laws and regulations.
- Knowledge of program evaluation methods.
- Knowledge of advanced concepts of work simplification, safety, sanitation and work scheduling as applicable to food services.
- Knowledge of large quantity food preparation, distribution and serving materials, methods and equipment technology.
- Knowledge of report writing and record keeping.
- Knowledge of business mathematics applicable to the work.
- Knowledge of interpersonal relations.
- Knowledge of principles and practices of supervision and training.
- Ability to plan, assign, schedule, train, review, and evaluate the work of subordinate staff.
- Ability to cross train in other positions in the classification.
- Ability to learn and apply procedures, guidelines, rules, applicable laws, and regulations.
- Ability to prepare written reports, directives, recommendations, work procedures, and related material.
- Ability to utilize office computers and software to perform duties.
- Ability to compile, analyze, and interpret data.
- Ability to perform mathematical calculations applicable to the work.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate orally and make oral presentations.
- Ability to perform the administrative tasks involved in supervision.
- Ability to interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; provide effective management; accept supervision and constructive criticism; and appear for work on time.

**EXPERIENCE AND EDUCATION/TRAINING:**

Three (3) years of supervisory experience in a commercial or institutional food service industry; which involves large quantity food preparation.

-AND-

A Bachelor's degree with a major in dietetics, foods service management, or business administration or closely related field.

~~Three years of supervisory experience in institutional or commercial large quantity food preparation, food service, or a closely related field.~~

~~-AND-~~

~~A Bachelor's degree with a major in dietetics, foods and nutrition, food service systems management or a closely related field of nutrition.~~

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

- Possession of a valid California drivers license, liability auto insurance.\*\*
- ServSafe Certificate, provided by the district within 30-days of appointment.

**SPECIAL REQUIREMENT:**

- Personal transportation for job-related travel.

\*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.

**WORKING ENVIRONMENT:**

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

**PHYSICAL LEVEL 3: SUBSTANTIAL:**

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information. Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

**APPOINTMENT:**

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



# San Bernardino City Unified School District Personnel Commission

Classification Specification			
Job Code:	0173	Work Year:	228-days
Job Family:	Service/Maintenance	Salary Range:	45
FLSA Status:	Exempt	HR/Day:	
		EEOC Occupational Group:	1 – Management

## PLUMBING SUPERVISOR

### **DEFINITION JOB SUMMARY:**

To plan, organize, and supervise the maintenance, repair, and installation programs related to plumbing, backflow, welding, swimming pool, and fire sprinkler systems equipment in the District.

### **SUPERVISION RECEIVED AND EXERCISED SUPERVISION:**

Receives general direction from the Maintenance Manager.

Exercises direct supervision over plumbing, fire sprinkler systems, backflow, welding, and swimming pool attendant staff.

### **EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:**

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

- Recommends and assists in the implementation of goals and objectives.
- Establishes schedules and methods for plumbing work.
- Implements policies and procedures.
- Prepares cost estimates for budget recommendations.
- Submits justifications for needed supplies and equipment.
- Monitors and controls expenditures.
- Supervises, trains, and evaluates assigned staff.
- Participates in personnel selection.
- Plans and supervises the implementation of a program of maintenance, repair, and installation of waste disposal systems and equipment, hot and cold water systems and appurtenant devices, and natural and liquefied petroleum gas systems and equipment.
- Plans, supervises, and reviews other plumbing-related programs, including fire extinguishers, fire sprinkler equipment, water pollution and backflow prevention devices.
- Plans and supervises repair and service of swimming pools and related equipment including pumps, water treatment devices and chemical feed systems as related to swimming pools.
- Prepares rough sketches of minor construction and repairs and reads and interprets construction drawings.
- Supervises storage and distribution of materials and equipment.
- Estimates labor and materials for job orders.
- Secures purchase orders and purchases emergency materials.
- Prepares reports and maintains records.
- Makes sure that all welding equipment is properly maintained and secure.
- Plans and implements a safety program as it relates to plumbing, welding, fire sprinkler systems, and swimming pool maintenance.
- Inspects and makes recommendations to establish proper safety procedures within the plumbing shop.
- Creates a preventive maintenance program and implements it in a timely manner.
- Operates district vehicles for travel to job sites.
- Performs related duties as assigned.

### **EMPLOYMENT STANDARDS**

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of methods, materials, tools, and equipment used in the maintenance, installation, and repair of plumbing, fire sprinkler/fire extinguisher, backflow, septic tanks, grease interceptors, and swimming pool systems and equipment.
- Knowledge of plumbing, welding, and commercial swimming pool maintenance practices.

- Knowledge of principles and practices of supervision and training.
- Knowledge of occupational hazards and standard safety precautions necessary in the workplace.
- Knowledge of MSDS and proper handling of hazardous materials on the job site.
- Knowledge of proper electrodes, wires, and gases used in welding/cutting operations.
- Knowledge of safety regulations for storage, use and transportation of welding/cutting gases.
- Ability to read fabrication prints, recognize and understand plumbing and welding symbols.
- Ability to develop and implement preventative maintenance procedures.
- Ability to prepare rough sketches, read and interpret drawings and specifications.
- Ability to make estimates of labor and materials.
- Ability to communicate effectively, both orally and in writing.
- Ability to implement rules, policies, and procedures.
- Ability to perform administrative duties of a supervisor.
- Ability to improve efficiency of operations supervised.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop cooperative work relations with others.
- Ability to supervise, train, and evaluate assigned staff.
- Ability to properly layout pipe and fabricate plumbing systems.

**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 19, 1998.)

~~Four (4) Five~~-years of journey-level experience performing installation, maintenance, and repair of plumbing and related systems.

~~OR~~

~~Four years of Certified Pipe Fitting Welder experience.~~

AND

~~One Two (2) years~~ of lead worker or supervisory experience.

AND

High school graduation or the equivalent.

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

An appropriate, valid California driver's license.\*

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

**WORKING ENVIRONMENT:**

Outdoor work environment; driving a vehicle to conduct work; subject to exposure to fumes, dust and odors.

**PHYSICAL LEVEL 3: MODERATE:**

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

**APPOINTMENT:**

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





# San Bernardino City Unified School District Personnel Commission

### Classification Specification

Job Code: 0332	Work Year: 260 days	Salary Range: 41A
Job Family:		HR/Day: 8
FLSA Status: Non-Exempt	EEOC Occupational Group:	

## WELDER-FABRICATOR

### **DEFINITION: JOB SUMMARY:**

To perform skilled welding and metal fabricating work involving the shaping, fabrication and repair of various types of equipment in support of the district maintenance program.

### **SUPERVISION RECEIVED AND EXERCISED: SUPERVISION:**

Receives general supervision from the ~~Plumbing Supervisor~~, Maintenance and Operations Plumbing Supervisor  
Exercises no supervision.

### **EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:**

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

- Welds, brazes, rivets and cuts metal.
- Uses electric and gas welding outfits, cutting torch and shaping tools.
- Fabricates metal parts and equipment such as racks, benches, boxes, hoists, machine supports and special auto, truck and other vehicular body equipment by cutting, shaping, assembling and welding metal members.
- Works from blueprints, sketches and oral directions.
- Performs simple layout and design work for equipment to be fabricated.
- Constructs or makes welding repairs to metal equipment such as handrails, fences, metal door and window frames, drain grates, HVAC stands, coil guards, security cages, down spouts, and playground equipment.
- Prepares estimates of labor and material requirements and maintains a small inventory of supplies and materials.
- Operates district vehicle to travel to job sites.
- Performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

None

### **EMPLOYMENT STANDARDS:**

### **KNOWLEDGE , SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of tools, equipment and procedures used in electric and gas welding.
- Knowledge of properties of various metals.
- Knowledge of applicable safety practices and equipment including hazards involving compressed gases and electrical shock hazards when using electrical equipment.
- Ability to perform skilled welding and metal fabrication work.
- Ability to use and maintain welding equipment and metal fabricating tools.
- Ability to use power and hand tools common to the trade.
- Ability to perform simple fabrication layout and design work.
- Ability to work from blueprints, assembly drawings, sketches and specifications.
- Ability to perform duties requiring good eyesight; good eye-hand coordination; manual dexterity; concentration on detailed work for long periods; bending, stooping, and working in awkward positions.

- 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, 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 April 28, 1999.)

1. Completion of a state-approved welding apprenticeship.

OR

Three years of paid experience performing welding work.

OR

Successful completion of an associate (or higher) degree with a specialization in Welding Technology.

AND

2. High school graduation or the equivalent.

(Substitution: A Welding Technology Certificate awarded by an accredited college and consisting of at least 24 semester units may be substituted for one of the three years of experience indicated above.)

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

- An appropriate, valid California driver's license\*.
- An unexpired American Welding Society (AWS) Certificate for Structural Steel 1" Unlimited Manual Process.\*\*

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

\*\*Must be submitted no later than 4 p.m. of the last day of the current recruitment period and kept current throughout employment in this classification.

**SPECIAL REQUIREMENT**

~~Personal transportation for incidental travel related to the duties.\*\*~~

### 3.16 Reallocation of Classifications:

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

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

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

REFERENCE: Education Code Sections 45256 and 45268

4.11.11 Examination Procedures

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

Reference Education code Sections 45273

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

**MINUTES**

May 13, 2015

**I. CALL TO ORDER**

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

B. Roll-Call

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

C. Pledge of Allegiance

**II. APPROVAL OF AGENDA**

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

Motion carried.

**III. PUBLIC COMMENTS**

Marie Arakaki, retired as a former Affirmative Action Director, raised concerns about the Affirmative Action Officer class specification.

No more public comments.

**IV. ACTION ITEMS**

**A. Approval for Public Hearing on Budget 2015-2016**

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the proposed budget for fiscal year 2015-2016.

Motion carried.

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

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

1. Assistant School Police (Exam #15-022)
2. Bilingual Clerk I (Exam #15-024)
3. Bilingual Library Assistant (Exam #15-023)
4. Bilingual Secretary II (Exam #15-025)
5. Bilingual Secretary III (Exam #15-26)

6. Custodian II (Exam #15-036)
7. Equipment Operator (Exam #15-008)
8. Library Assistant (Exam #15-028)
9. Machinist (Exam #14-092)
10. Painter (Exam #15-032)
11. Public Safety Dispatcher (Exam #15-014)
12. Secretary III (Exam #15-034)
13. Transportation Supervisor (Exam #15-021)
14. Tree Trimmer (Exam #14-085)

It was moved to ratify the expiration dates for the eligibility list to be 05/13/2016.

Motion carried.

**C. Extension for Eligibility List for an additional year.**

Administrative Assistant (Exam #14-028)

Motion carried.

**D. Title and Revision approval**

Assistant Director MIS to Assistant Information Technology Director

Assistant Director Building Services to Assistant Maintenance and Operations Director

Motion carried.

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

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

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

Motion Carried.

It was moved to discuss the Affirmative Action Officer and seconded by Mr. Salazar.

Dr. Wiseman informed the commissioners that the changes for Affirmative Action officer do not have to go through CSEA or Personnel Commission.

Dr. Wiseman raised concerns regarding complaint being handled by Ed Services VS Affirmative Action mentioned on Ed Code 45109.

Dr. Wiseman's recommendation is Affirmative Action Officer as presented. There is only one change the salary on page 28 it says 70 should be 64.

Mr. Bohn moved to approve the title for Affirmative Action Officer with change on salary as submitted.

Motion carried.

**F. RATIFICATION OF RECRUITMENTS**

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

1. Computer Specialist I	Open/Promotional
2. Computer Specialist II	Open/Promotional
3. Computer Specialist III	Open/Promotional
4. Custodian I	Open/Promotional
5. Food Worker Trainee	Open/Promotional
6. Instructional Aide	Open/Promotional
7. Maintenance Worker I	Open/Promotional
8. Program Clock and Fire Alarm Technician	Open/Promotional
9. Sprinkler System Specialist	Open/Promotional

Motion carried.

**G. OPEN RECRUITMENTS**

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

1. Affirmative Action Officer	Open/Promotional
2. Assistant Information Technology Director	Open/Promotional
3. Assistant Maintenance and Operations Technology	Open/Promotional
4. Food Worker Trainee	Open

Motion Carried.

**H. Discussion on process for filling classification positions.**

Ms. Byrd explained the flow charts requested by the commission.

The commissioners were impressed on the flowchart and appreciated the work the staff has done on the flowcharts.

Mr. Bohn requested to give them time to study it and bring IT back to commission meeting for discussion.

Ms. Byrd agreed to bring it back to the commission for discussion.

Dr. Wiseman thanked Ms. Byrd and staff for putting this together. His department is also creating a flowchart for his department.

**I. First Reading for Commission Rules 3.16 and 4.11.11**

Ms. Byrd explained the process and changes to the rules of 3.16 dealing with salary range to another salary range. Ed code 45256 and 45268 is part of 3.16. Education Code 45273 is part of Rule 4.11.11 Competitor not retake examination until 90 day period passes.

**J. 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 April 1, 2015.

Motion carried.

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

Ms. Byrd stated the classification for the Writ is moving forward. She gave details as to positions filled and unfilled along with number of eligibility list available.

Ms. Doyle informed the commission that the district currently has been going through bumping process. Ms. Doyle appreciates all the knowledge and support from Ms. Byrd.

Mr. Bohn thanked the staff for the excellent start on the flowchart. He is going to go home and study the process of the flowchart.

Mr. Salazar thanked everyone for accommodating his schedule last week; there was a conflict with his schedule. He also thanked staff for putting the budget and flow chart together.

Ms. Dixon informed the commission she will be doing a presentation to the Board on Tuesday, May 19<sup>th</sup> of the accomplishments that Personnel Commission has completed. Anyone is welcome to come and support her.

Meeting adjourned at 6:37 p.m.



## **VI. CLOSED SESSION**

The commission adjourned into closed session at 6:37 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

### **1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Personnel Commission Director  
Personnel Analyst

### **2. PERSONNEL MATTERS**

Title: Employee Appointment or Employment

The commission **reconvened** into open session at **7:50 p.m.** and announced the following:

Applicant ID # 15-1001 no further action.

Applicant ID #15-1002 the vote is Mr. Bohn abstained, Mr. Salazar-Aye.  
Ms. Dickson, Aye. Decision remains.

Applicant ID #15-1003 votes are tabled.

## **VII. ADJOURNMENT**

The commission adjourned the meeting at 7:50 p.m.