

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

AGENDA

November 4, 2015

5:30 P.M.

I. *Call to Order*

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

II. *Approval of Agenda*

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

III. *Public Comments*

- Note**
- 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. Accountant Exam # 15-136
 - 2. Automotive Mechanic Exam # 15-096
 - 3. Bilingual Community Resource Worker Exam # 15-117
 - 4. Bilingual School Outreach Worker Exam # 15-126
 - 5. Computer Specialist V Exam # 15-123
 - 6. Instructional Tutor LH/PH Exam # 15-130
 - 7. Lead Offset Duplicating Equipment Operator Exam # 15-131
 - 8. Lead Plumber Exam # 15-133
 - 9. Maintenance Crew Supervisor Exam # 15-127
 - 10. Nutrition Program Manager Exam # 15-132
 - 11. Nutrition Services Supervisor Exam # 15-134
 - 12. Pool Attendant Exam # 15-091

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

- | | | |
|-----|---------------------------------------|---------------|
| 13. | Program Clock & Fire Alarm Technician | Exam # 15-094 |
| 14. | School Licensed Vocational Nurse | Exam # 15-135 |
| 15. | Sprinkler System Specialist | Exam # 15-114 |

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

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

- | | | |
|----|--|---------------|
| 1. | Risk Management/Employee Benefits Director | Exam # 15-137 |
|----|--|---------------|

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

B. The commission will consider approving title change and revisions for the following classification specifications(s) as submitted:

From: Publications Assistant To: Graphic Arts Assistant

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

C. The commission will consider approving the new classification specification(s) as submitted:

1. Registered Behavior Technician
2. Virtual Learning Instructional Assistant

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

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

1. Accountant
2. Automotive Mechanic
3. Contract Analyst
4. Human Resources Specialist
5. Mobile Maintenance Team Leader

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

E. The commission will consider approving the following recruitments:

- | | | | |
|-----|--|------------------|-----------------------|
| 1. | Attendance Technician | Open/Promotional | 10/14/2015-11/10/2015 |
| 2. | Attendance Verifier | Open/Promotional | 10/14/2015-11/10/2015 |
| 3. | Bilingual Attendance Verifier | Open/Promotional | 10/14/2015-11/10/2015 |
| 4. | Bilingual Attendance Technician | Open/Promotional | 10/14/2015-11/10/2015 |
| 5. | Bilingual Clerk II | Open/Promotional | 10/14/2015-11/10/2015 |
| 6. | Bilingual Office Assistant I/Health Aide | Open/Promotional | 10/14/2015-11/10/2015 |
| 7. | Contract Analyst | Open/Promotional | 11/11/2015-12/08/2015 |
| 8. | Clerk II | Open/Promotional | 10/14/2015-11/10/2015 |
| 9. | Graphic Arts Assistant | Open/Promotional | 11/11/2015-12/08/2015 |
| 10. | Human Resources Specialist | Open/Promotional | 11/11/2015-12/08/2015 |
| 11. | Office Assistant I/Health Aide | Open/Promotional | 10/14/2015-11/10/2015 |

12.	Program Clock and Fire Alarm Technician	Open/Promotional	10/14/2015-Continuous
13.	Plasterer/Cement Finisher	Open/Promotional	09/23/2015-Continuous
14.	Pool Attendant	Open/Promotional	09/23/2015-Continuous
15.	Senior Claims Examiner	Open/Promotional	11/04/2015-12/01/2015
16.	Special Education Assistant II (Transition)	Open/Promotional	10/07/2015-11/03/2015

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

F. Revision of the Merit System Rules – First Reading

The commission will consider amendments to the Personnel Commission Rules and Regulations:

1. First Reading of Changes to *Definitions*
2. First Reading of Changes to *Chapter 12: Miscellaneous Provisions*
 - 12.8 Nepotism

Moved: _____ Seconded _____
Discussion: _____

G. The commission will consider approving the minutes for October 7, 2015.

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

V. *Commissioner's/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 #	15-136	Exam Title	ACCOUNTANT			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/9/2015	10/6/2015	11/4/16	4	3	102	53

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


10/29/2015
 Director Date

Exam #	15-096	Exam Title		Automotive Mechanic		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/15/2015	8/11/2015	11/4/16	6	4	61	32


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


 Personnel Director

10/7/2015
 Date

Exam #	15-117	Exam Title	BILINGUAL COMMUNITY RESOURCE WORKER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/5/2015	9/1/2015	10/7/16	25	8	189	105

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




 Director

10/2/15
 Date

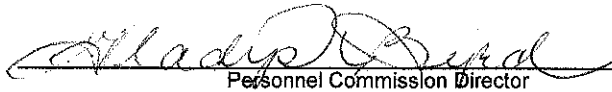
Exam #	15-126	Exam Title	BILINGUAL SCHOOL OUTREACH WORKER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/19/2015	9/15/2015	11/4/16	47	15	268	103

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.


10/13/15
 Director Date

Exam #	15-123	Exam Title		COMPUTER SPECIALIST V		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/12/2015	10/6/2015	11/4/16	3	2	46	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 Commission Director

10/30/2015
 Date

Exam #	15-130	Exam Title	INSTRUCTIONAL TUTOR LH/PH			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/22/2015	9/22/2015	11/4/16	56	21	146	118

*Merged with exam plans #14-101 & #15-086

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

 Director 10/19/15
Date

Exam #	15-131	Exam Title	LEAD OFFSET DUPLICATING EQUIPMENT OPERATOR			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/26/2015	9/22/2015	11/4/16	4	4	26	9


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


Director

10/6/2015
Date

Exam #	15-133	Exam Title	LEAD PLUMBER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/2/2015	9/29/2015	11/4/16	7	7	23	12

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.


10/13/15
 Director Date

Exam #	15-127	Exam Title		MAINTENANCE CREW SUPERVISOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/19/2015	9/15/2015	11/4/16	20	14	72	26

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


 Personnel Commission Director

10/27/2015
 Date

Exam #	15-132	Exam Title		NUTRITION PROGRAM MANAGER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/26/2015	9/22/2015	11/4/16	3	3	15	7

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


 Personnel Commission Director

10/21/2015
 Date

Exam #	15-134	Exam Title				
Posting Dates		NUTRITION SERVICES SUPERVISOR				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
9/2/2015	10/9/2015	11/4/16	3	3	25	7

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



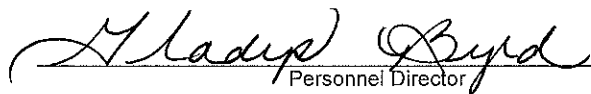
Personnel Analyst

10/30/2015

Date

Exam #	15-091	Exam Title		Pool Attendant		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/1/2015	8/26/2015	11/4/16	1	1	30	5

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


 Personnel Director

10/22/2015
 Date

Exam #	15-094	Exam Title		Program Clock & Fire Alarm Technician		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/8/2015	8/26/2015	11/4/16	1	1	26	10

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


 Personnel Director

10/9/2015
 Date

Exam #	15-135	Exam Title	SCHOOL LICENSED VOCATIONAL NURSE			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/2/2015	9/29/2015	11/4/16	8	3	52	13

*Merged with Exam # 15-061

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

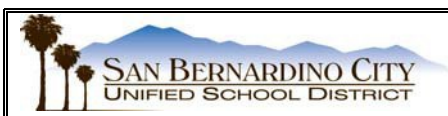
 10/13/15
Director Date

Exam #	15-114	Exam Title				
Posting Dates		SPRINKLER SYSTEM SPECIALIST				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
7/29/2015	9/8/2015	11/4/16	2	2	46	13

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

 Director

10/7/15
Date

	<h2>San Bernardino City Unified School District Personnel Commission</h2>																				
<table border="0" style="width: 100%;"> <tr> <th colspan="4" style="text-align: center;">Classification Specification</th> </tr> <tr> <td>Job Code:</td> <td>0742</td> <td>Work Year:</td> <td>12 months</td> </tr> <tr> <td>Job Family:</td> <td>Fiscal Services</td> <td>Salary Range:</td> <td>48</td> </tr> <tr> <td>FLSA Status:</td> <td>Non-Exempt</td> <td>HR/Day:</td> <td>8</td> </tr> <tr> <td colspan="2"></td> <td>EEOC Occupational Group:</td> <td>03 – Fiscal Services</td> </tr> </table>		Classification Specification				Job Code:	0742	Work Year:	12 months	Job Family:	Fiscal Services	Salary Range:	48	FLSA Status:	Non-Exempt	HR/Day:	8			EEOC Occupational Group:	03 – Fiscal Services
Classification Specification																					
Job Code:	0742	Work Year:	12 months																		
Job Family:	Fiscal Services	Salary Range:	48																		
FLSA Status:	Non-Exempt	HR/Day:	8																		
		EEOC Occupational Group:	03 – Fiscal Services																		
<h3>ACCOUNTANT</h3>																					

DEFINITION JOB SUMMARY:

Performs professional accounting duties and prepares financial statements and reports; gathers appropriate financial records, analyzes and evaluates these records and files required reports with pertinent governmental agencies; and provides a variety of complex assistance in support of the District business management program.

~~SUPERVISION RECEIVED AND EXERCISED SUPERVISION:~~

Receives general supervision from Accounting Services Director.

~~Provides~~ gives work instructions to technical and/or office support staff.

~~EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:~~

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

- Analyzes financial and statistical data and prepares a variety of detailed statistical, narrative and financial statements or reports.
- Provides guidance and assistance to departments on budgeting and accounting plans and procedures relative to State school building projects, general obligation bond and other capital expenditures.
- Recommends and assists in the implementation of new or revised accounting systems and accounting control procedures.
- Oversees day-to-day operations and staff in the general accounting area.
- Collects appropriate data and prepares federal, state, and local reports.
- Processes financial claims and transactions.
- Uses personal transportation for travel to sites where attendance is required.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of techniques, practices, and principles of governmental and cost accounting and budgeting.
- Knowledge of principles and techniques of auditing.
- Knowledge of basic financial analysis and research procedures.
- Knowledge of ~~desktop computer~~ data operations processing methods and operations.
- Knowledge of applicable business-related software programs.
- Knowledge of applicable federal, state and local laws, regulations and procedures
- Ability to establish and maintain fiscal records and procedures.
- Ability to understand and apply the principles, laws and procedures related to accounting.
- Ability to prepare clear and concise statistical, fiscal and narrative reports.
- Ability to establish and meet deadlines.
- Ability to perform complex accounting work with speed and accuracy.
- Ability to compile and maintain accurate records and reports.
- Ability to collect, analyze, organize, and interpret complex data.
- Ability to serve as lead technical worker in a small work unit.
- Ability to use computers and business related ~~computer~~ software programs in job performance.
- Ability to communicate effectively orally and in writing.
- Ability to interact with others with courtesy and respect.
- Ability to understand and follow oral and written instruction, work rules, regulations and procedures.
- 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, as approved on July 28, 1999.)

1. Two (2) years of fulltime paid ~~professional~~ accounting experience in the public or private sector

~~AND~~

~~Bachelor's degree in accounting or a closely related field of business or public administration from an accredited college or university.~~

~~OR~~

~~2. Four (4) years of paid fulltime technical accounting and budgeting experience in the central business office of a school district or county office of education.~~

AND

Sixty (60) semester units of college course work which includes at least thirty (30) semester units of accounting and business subjects.

Licenses/Certificates/Registrations

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

SPECIAL REQUIREMENT

Personal transportation for travel to sites where attendance is required**.

*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:	0304	Work Year:	12 months	Salary Range:	41A
Job Family:	Automotive Repair Group			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	6 – Service/Maintenance		

AUTOMOTIVE MECHANIC

~~DEFINITION~~ **JOB SUMMARY:**

To perform skilled mechanical repairs on light and heavy duty automotive equipment and other gasoline and diesel powered mechanical equipment of the school district; and to maintain and service a variety of vehicles and equipment.

DISTINGUISHING CHARACTERISTICS:

This is the full journey level class within the Automotive Mechanic series. Positions at this level are distinguished from the Lead Automotive Mechanic in that responsibility is not assumed for directing and conducting the operation of the garage. Incumbents perform a variety of skilled maintenance and repair tasks on automotive and heavy equipment.

~~SUPERVISION RECEIVED AND EXERCISED~~ **SUPERVISION:**

Receives general supervision from the ~~Metal and Machine Supervisor~~, Operations Manager and technical and functional supervision from the Lead Automotive Mechanic.
Exercises no supervision.

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

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

- Inspects trucks, automobiles, tractors, forklifts and other powered equipment for proper operation.
- Diagnoses mechanical defects and performs all types of maintenance and repair work such as overhauling engines and transmissions, electrical repairs, tune-ups, and the relining and adjusting of hydraulic and air brakes on gasoline and diesel engines.
- Reconditions carburetors and ignition systems.
- Makes repairs to differentials, rear axles and brake assemblies.
- Repairs and fabricates parts involving electric and gas welding.
- Performs smog inspections using all required diagnostic equipment.
- Performs major preventive maintenance tasks.
- Responds to road calls for emergency service.
- Makes road tests as needed.
- Maintains work, time and material records.
- Maintains shop cleanliness including cleaning and organizing tools and shop equipment.
- Performs manual labor involving lifting heavy weights, stooping, bending and twisting.
- Performs related job duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of tools, equipment, and methods used in the overhaul and repair of automotive and heavy duty equipment, and gasoline and diesel powered engines.
- Knowledge of mechanical and electrical systems.
- Knowledge of operation and care of light and heavy duty internal combustion engines.
- Knowledge of California State rules, regulations and procedures governing emission control systems (smog) testing and repair, applicable to government fleet stations.
- Knowledge of principles and theories of internal combustion engines

- Knowledge of safe work practices.
- Ability to diagnosis computer fuel management systems and emission related components.
- Ability to perform mechanical repairs on equipment and vehicles.
- Ability to operate machines, tools and modern diagnostic equipment including a drill press, metal lathe, micrometers and various meters.
- Ability to accurately determine mechanical and electrical repair needs.
- Ability to lift heavy objects and perform difficult manual labor.
- Ability to remove and replace vehicle engines and transmissions.
- Ability to maintain work, time, and material records.
- 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 perform tests and repairs of emission control systems (smog).
- Ability to perform tests and repairs of onboard electronic computer command circuits and electronic fuel injection systems.
- Ability to interpret mechanical and electrical schematics and diagrams.

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

Completion of a formal apprenticeship as an automotive mechanic or an informal apprenticeship of approximately three-five (5) years directly related paid experience as an automotive mechanic.

AND

Evidence of successful completion of a course of training in the use of modern engine diagnostic equipment. Certificate must be submitted with application.

AND

High school graduation or the equivalent.

LICENSES/CERTIFICATES/REGISTRATIONS

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

WORKING ENVIRONMENT:

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

PHYSICAL LEVEL 3: SUBSTANTIAL

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.

AMERICANS WITH DISABILITIES ACT:

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

SPECIAL REQUIREMENTS:

There are no special requirements for this classification.

APPOINTMENT

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0392	Work Year:	12 months	Salary Range:	46
Job Family:	Fiscal Services			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	11- Fiscal Services		

CONTRACT ANALYST

DEFINITION: JOB SUMMARY:

To perform highly specialized and complex analytical and technical work involving the negotiating, research, development, and managing of legal contracts. ~~to act as a coordinator and consultant to departments and employees in the requirements and guidelines for contracted services; to serve as lead person in the preparation of materials for Board of Education action; and to review and monitor incoming invoices and requests for payment for related contracts.~~

DISTINGUISHING CHARACTERISTICS:

SUPERVISION:

Receives technical direction from ~~appropriate~~ department Director. ~~high-level administrative staff.~~
May exercise technical and functional supervision over clerical staff.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Negotiates conditions of contracts with members of management and private parties to ensure contract clarity, compliance with laws, district policy, and Education Code provisions.
- Acts as a consultant to departments and employees on contract provisions and acts as a resource person to vendors.
- Researches and develops legal agreements and contracts as requested by district departments, utilizing information, data and verbal information from a variety of school district managers including services between district, private vendor contracts, lease contracts, consulting contracts, film rental contracts, joint powers agreements and other agreements.
- Initiates and maintains coordination and communication between departments and with vendors as necessary for contract administration.
- Develops interdepartmental procedures for contract supervision.
- Consults with County Counsel and other legal authorities in the construction of contracts.
- ~~Reviews and maintains project financial records to assure compliance with contract provisions.~~
- Monitors renewal of contracts upon expiration.
- Distributes copies of contracts to appropriate parties.
- ~~Develops and maintains cross-reference files.~~
- Initiates correspondence, ~~memoranda and bulletins.~~
- Develops and designs forms as needed.
- ~~May supervise writing of Board of Education agenda items and back-up data.~~
- ~~May supervise review of requisitions for supplies/services to ensure compliance to board policy, law and program requirements.~~
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of principles and practices of contract negotiation and contract management.
- Knowledge of contract analysis, Contract construction, format, language and law.
- Knowledge of legal principles, terminology and phraseology.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of modern office practices, including principles and procedures of record keeping.
- Knowledge of public sector purchasing procedures pertaining to contract management.
- Ability to obtain and analyze pertinent information and data from managers, vendors, legal references and other sources.
- Ability to research, develop and write a variety of legal documents, agreements and contracts utilizing written and verbal information and data from many and varied sources.
- Ability to learn, interpret and apply provisions of the California Education Code, Administrative Code, Government Code, Administrative and departmental policies, and other applicable laws and regulations.
- Ability to read and comprehend complex legal documents and financial directives and records.
- Ability to carry on simultaneous projects with close attention to detail, schedules, and deadlines involving legal constraints.
- Ability to effectively use a computer for a variety of tasks, including document preparation, computer directory and file management, spreadsheet construction.
- Ability to analyze data and situations carefully, using good judgment and resourcefulness to adopt effective courses of action.
- Ability to prepare and maintain financial and other records. Understand and carry out oral and written directions. Work effectively in the absence of supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to design forms, procedures and record files.

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 November 20, 1996.)

Two years of recent technical experience in contract research, development, management or negotiations.

AND

~~— A bachelor's degree from an accredited college or university with major course work in business management, or administration contracts, negotiations, pre-law or a closely related field.~~

~~— An Associate's degree, from an accredited college or university, in business management or closely related field.~~

OR

~~Sixty (60) semester units, from an accredited college or university, which includes at least thirty (30) semester units in business management or closely related field.~~

~~(Substitution: Each additional year of experience in excess of the required two years may be substituted for one year of required education up to a maximum of two years.)~~

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

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

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

WORKING ENVIRONMENT:

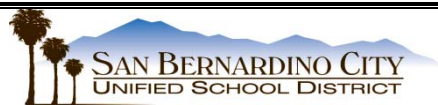
Indoor office environment.

SPECIAL REQUIREMENTS:

Personal transportation for travel throughout the District.

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:	0737	Work Year:	12 months	Salary Range:	42
Job Family:	Clerical/Miscellaneous			HR/Day:	8 hours
FLSA Status:	Non-Exempt	EEOC OCCUPATIONAL GROUP:		EEO1 – Technicians	

PUBLICATIONS- GRAPHIC ARTS-ASSISTANT

DEFINITION JOB SUMMARY:

To perform specialized full-performance pre-press publications design, graphics, and typing work in support of the District central communications/printing program and provide a variety of assistance to department management.

SUPERVISION RECEIVED AND EXERCISED: SUPERVISION:

Receives supervision from the ~~Graphics/Word Processing Supervisor.~~ Multi-media Manager.

Exercises no supervision.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Studies each new or repeat job order that has been prescreened by supervisor or other staff; on occasion meets with requestor to discuss desired results and related issues pertaining to publication to be produced.
- Studies sample publications and other materials provided to understand the requirements of the project, including deadline, and make note of ideas to implement.
- Determines what graphics material to be used in the publication, from those provided by requestor and that available in electronic clip art.
- Uses knowledge of desk top computer and page layout software to layout pages of job requested.
- Operates scanning equipment to incorporate requestors and other graphics into computer layout pages.
- Makes a variety of adjustments to photos and other graphics to be used in the publication (such as brightness, contrast, size, texture, and editing out undesired material), using knowledge of computer and software.
- Reviews text/copy provided and edits material judged inappropriate for publication or consults requestor for guidance on the questioned material.
- Reviews graphics in CD ROM clip art and other programs and selects material for use in the publication, using judgment as to appearance and suitability.
- Plans proposed layout of material, including issues such as margin size, photos to use from those provided, and space utilization.
- Obtains assistance of others in work unit when deadlines are too short for one person alone, giving instructions or tasks to perform.
- Selects desk top publishing software most appropriate to the needs of the document/publication being produced, ~~such as the various Corel programs and the various Adobe programs, using familiarity with the features of the software.~~
- Proofreads draft version of jobs prepared by other members of work unit and makes note of any corrections to be made or changes to increase overall effectiveness.

- Performs computerized layout of a variety of district forms, newsletters, flyers, pamphlets, and publications of significant complexity and difficulty.
- Selects appropriate word processing program for use in entering text/copy provided for publication, using judgment in editing or consulting with the requestor.
- Installs computer software and subsequent upgraded versions, including fonts and clip art material, using knowledge of computer operations;
- Archives document files electronically for future retrieval.
- Uses a variety of devices and implements to maintain computer components in good operating order;
- ~~Installs toner cartridges as needed.~~
- Provides district-wide phone consultation to secretaries and others experiencing difficulty in accomplishing desired results with their computer system and desktop publishing software;
- Makes worksite visits to trouble shoot such problems, as directed.
- Serves as intermediary between requestor and District Print Shop on matters pertaining to job feasibility, status, and completion date.
- Performs a variety of miscellaneous activities as needed:
- Answering work unit phone, providing coverage for employees on breaks, serving as building receptionist, routing incoming calls on central multi line telephone system, and related matters.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of desk ~~Desk~~-top computer operation.
- Knowledge of desk ~~Desk~~-top publishing software features and capabilities.
- Knowledge of graphic ~~Graphic~~-arts principles and practices, including publications design and layout.
- Knowledge of modern ~~Modern~~-printing processes.
- Knowledge of English usage, spelling, and punctuation.
- Ability to produce ~~Produce~~-print-ready material for publication which meets requestors requirements.
- Ability to operate ~~Operate~~-desk top computers and peripheral equipment.
- Ability to utilize ~~Utilize~~-various desk top publishing software available from different manufacturers, including the selection of graphics.
- Ability to use ~~Use~~-computer keyboard to key-enter publication copy/text.
- ~~Type 60 net words per minute.~~
- Ability to learn ~~Learn~~-the features of new releases of desk top publishing software.
- Ability to proofread ~~Proofread~~-drafts of publication material.
- Ability to exercise ~~Exercise~~-artistic judgment and discretion.
- Ability to complete ~~Complete~~-jobs in accordance with deadlines.
- Ability to develop ~~Develop~~-cooperative work relations with others.
- Communicate ~~Communicate~~-orally and in writing.

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.)

Two (2) years of paid work experience in graphic arts work which where the majority of duties performed involved involves layout/design of a variety of publications such as newsletters, brochures, and booklets, for example, utilizing desk top publishing software.

AND

High school graduation or the equivalent.

OR

A minimum of 60 semester units* (or the equivalent) of college course work which includes at least 15 semester units in basic design, graphics design, computer graphics, desk top publishing or very closely related courses.

| *An associate degree from an accredited college or university in graphics design or closely related field. ~~will be accepted in lieu of 60 semester units provided the 15 semester units of course work in specified above are included.~~

~~(Substitution: The job-related college course work specified in II above may be substituted for the required experience in I at the rate of five (5) semester units of course work for four (4) months of experience up to a maximum of twelve (12) months.~~

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

A valid California driver's license* ~~and proof of insurability~~ auto liability insurance**.

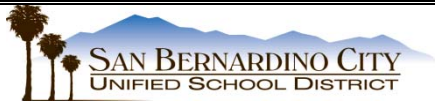
*Must be presented/** available upon offer of employment and maintained throughout employment in this position.

SPECIAL REQUIREMENT:

Personal transportation for incidental work related travel.

APPOINTMENT:

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0737	Work Year:	12 months	Salary Range:	42
Job Family:	Clerical/Miscellaneous			HR/Day:	8 hours
FLSA Status:	Non-Exempt	EEOC OCCUPATIONAL GROUP:		EEO1 – Technicians	

HUMAN RESOURCES SPECIALIST

DEFINITION JOB SUMMARY:

~~To perform technical and specialized human resources personnel recruitment/selection work; to construct/develop, assemble, and evaluate a variety of employment tests and examinations in support of the classified Human Resources program and provide a variety of assistance to management.~~

To perform a variety of technical duties and provide specialized assistance to prospective and current personnel. provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; prepare and maintain a variety of personnel files, records and reports.

SUPERVISION RECEIVED AND EXERCISED: SUPERVISION:

Receives general supervision from a Human Resources Officer or a higher level manager Director.
Serves in lead capacity over Human Resources support staff.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- ~~Constructs, develops, assembles, and evaluates a variety of personnel selection procedures such as multiple-choice tests, fill-in tests, essay tests, oral panel examinations, performance tests, experience and education evaluations, for example.~~
- ~~Conducts job analyses for the purpose of test development, develops selection plans.~~
- ~~Develops rating scales, questionnaires and other measurement instruments, using appropriate scaling techniques.~~
- ~~Obtains, constructs, analyzes and prepares examination materials.~~
- ~~Confers with subject matter experts and others in the development and evaluation of tests; arranges, administers and scores examinations.~~
- ~~Gives instructions to examination proctors; may proctor examinations; briefs panel members in procedures and standards to be applied; monitors panels and may participate as a panel member.~~
- ~~Performs routine statistical analyses of test results; sets passing point for each scored segment of selection process.~~
- ~~Develops eligibility lists for Personnel Commission approval; maintains test files.~~
- ~~Develops and implements recruitment plans; determines priorities for regard to minimum qualification.~~
- ~~Advises applicants and the general public of employment testing procedures and interprets procedures and regulations.~~
- Provide information and assistance to employees, administrators, applicants and the general public regarding personnel functions.
- Serve as a technical resource to District employees and the general public regarding personnel functions, activities, policies and procedures.
- Respond to inquiries and provide information.

- Confer with employees and applicants concerning job vacancies, qualification requirements and related information.
- Interprets the policies, regulations, and rules of the District in addition to California Education Code in the selection, transfer, promotion, demotion, layoff, dismissal and termination of certificated and classified employees.
- Coordinate with sites and departments the scheduling of interviews for vacant positions.
- Process and maintain evaluations for classified and certificated employee personnel files, including maintaining evaluation timelines.
- Maintain and monitor seniority lists, eligibility lists and restoration lists pursuant to Education Code and collective bargaining agreements.
- Process requests for leave forms for employees.
- Process evaluation forms for employees.
- Maintains records in compliance with laws and modern personnel practices.
- Prepare and maintain a variety of records and reports related to classified and certificated personnel information.
- Establish and maintain filing systems.
- Input a variety of personnel data into an assigned computer system.
- Maintain automated personnel records and files.
- Generate a variety of computerized lists and reports as requested.
- Assure accuracy of input and output data.
- Coordinates changes in employee status, salary increases and/or increments and provides data upon which employees are assigned to higher step and range, and hiring of new employees with payroll staff.
- Assists applicants and/or employees in the completion and submission of credential applications.
- Determine salary placement for employees.
- Maintain records in compliance with laws collective bargaining agreements, Personnel Commission Rules pertaining to bumping, reductions, layoffs for employees including monitoring reemployment lists.
- Monitors substitute teacher, hourly teacher, and hourly classified assignments.
- Composes or assists in composing a variety of technical written materials and reports.
- Communicate with district personnel and outside agencies to exchange information and resolve issues or concerns.
- Attend and participate in a variety of assigned meetings, conferences, and in-services.
- Prepare and generate requested automated reports.
- Gives work instructions to support staff.
- ~~Uses personal transportation for off-site job related travel~~
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of human Human resources administration in the public sector.
- Knowledge of principles Principles and practices of personnel selection, testing, and validation.
- Knowledge of job Job analysis methods.
- ~~Statistical analysis related to employment test construction and analysis.~~
- Knowledge of regulatory Regulatory guidelines on employee selection and testing.
- Knowledge of modern Modern office practices, and equipment, such as personal computers, software, and peripherals.
- Knowldege of Collective Bargaining Agreements, PC Rules and Education Code.
- ~~Construct/develop, assemble and evaluate a variety of employment examinations.~~

- Knowledge of operate Operate modern office equipment such as personal computers and peripherals in the performance of job duties.
- Ability to plan Plan, prioritize, organize, and schedule.
- Ability to perform Perform a variety of tasks and complete many projects simultaneously.
- Ability to collect Collect, organize, analyze, and interpret data.
- Ability to prepare Prepare written reports of various kinds.
- Ability to read Read and understand complete written material.
- Ability to communicate Communicate effectively, both orally and in writing.
- Ability to perform Perform a variety of tasks and complete many projects simultaneously.
- Ability to interact Interact with others with courtesy and respect.
- Ability to understand Understand and follow oral and written instructions, work rules, regulations and procedures.
- Ability to accept Accept supervision and constructive criticism.
- Ability to appear Appear for work on time.

ENVIRONMENT:

Office environment.

Constant interruptions.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.

MINIMUM QUALIFICATIONS: EXPERIENCE AND EDUCATION/TRAINING:

Three (3) years fulltime paid of human resources experience involving public contact and the review, application and interpretation of policies, procedures and regulations.

~~Three~~ Two years of paid experience performing public sector recruitment/selection ~~work, in a human resources office.~~ constructing, developing, assembling, and evaluating employment tests.

AND

~~Thirty semester units of coursework, which shall include business-related courses, from an accredited college or university.~~

Graduation from high school, or equivalent.

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

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

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

WORKING ENVIRONMENT:

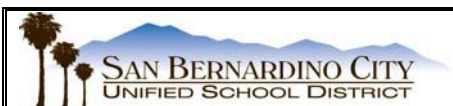
Indoor office environment.

SPECIAL REQUIREMENTS:

Personal transportation for travel throughout the District.

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	Salary Range:	46
Job Family:	Service/Maintenance			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	6 – Service/Maintenance		

MOBILE MAINTENANCE TEAM LEADER

JOB SUMMARY:

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

SUPERVISION:

Receives general supervision from the Mobile Maintenance Teams Supervisor.

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

DISTINGUISHING CHARACTERISTICS:

Positions in this classification provide lead supervision over a mobile maintenance crew, comprised of approximately ~~8-10~~ 16-18 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.

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.

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 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 two years (2) of the required experience. ~~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.*

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:

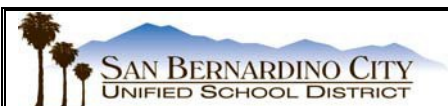
Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; 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.

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:	Work Year:	12 months	Salary Range:	<u>42</u>
Job Family:	Instructional Assistance		HR/Day:	<u>8</u>
FLSA Status:	Non-Exempt	EEOC Occupational Group:	2 – Educational Services	

REGISTERED BEHAVIOR TECHNICIAN

JOB SUMMARY:

Provides positive behavioral support to special education students by utilizing interventions strategies. Collaborates with certificated personnel to diagnose and develop behavioral interventions techniques.

SUPERVISION:

Receives general supervision from a designated supervisor.

Exercises no supervision.

DISTINGUISHED CHARACTERISTICS:

Implement intensive behavior intervention programs for identified special education students. Assists in training students in hygiene and caring for personal needs.

ESSENTIAL JOB FUNCTIONS:

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

- Implement Intensive Behavior Interventions in a variety of settings.
- Work with student individually and in groups, at various locations, assisting with specific instructional and behavior goals.
- Implement instruction, lesson plans and behavior plans focusing on academic, self-help, independence and social skills as directed by the certificated supervisor.
- Collect and record data and anecdotal therapy notes.
- Confer with instructional personnel and provide input regarding student progress.
- Implement Individualized Education Programs (IEP's) provided by certificated teacher.
- Facilitate social skills training programs under the direction of the certificated supervisor.
- Assist students in training of personal hygiene, taking care of personal needs and developing basic self-help skills. May include toileting.
- Provide physical assistance to students getting off and on buses and other vehicles, wheelchairs and other transportation devices used in and around school rooms, cots, toilets, etc.
- Lift and carry students as required.
- Change clothing worn by students and diapers as required.
- Supervise students at recess and at lunch and responding to emergencies of various kinds.
- May provide supervision of student onboard buses or vans.
- Performs job related duties are necessary to assure the health and safety of the students.
- Create visual supports, social narratives, and individualized behavior forms as directed.
- May assist with related clerical duties such as filing and correctly storing student documentation as required by HIPPA.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Ability to maintain confidentiality of sensitive and privileged information.
- Ability to operate a variety of office equipment, electronic teaching machines, assistive technology and computer terminals.
- Knowledge of special needs and requirements of special education students.
- Knowledge of correct English usage, punctuation, spelling, grammar and math.
- Knowledge of record-keeping and report preparation techniques.
- Knowledge of principle and techniques of discipline and behavior modification.
- Knowledge of use of specialized equipment and assistive technology.
- Ability to learn and use intensive behavior Intervention methods.
- Ability to observe and manage behavior of students according to approved procedures.
- Ability to monitor and evaluate student progress.
- Ability to operate various office and instructional equipment, including a computer and assigned software.
- Ability to determine appropriate action within clearly defined guidelines.
- Ability to observe health and safety regulations.
- Ability to facilitate social skills training programs under the direction of the intensive behavior intervention supervisor or classroom teacher.

EXPERIENCE AND EDUCATION/TRAINING:

Six (6) months of experience working with children on the Autism Spectrum and/or children with behavioral challenges.

-AND-

Registration as a Behavior Technician by the Behavior Analysis Certification Board.

-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's license and automobile liability insurance.**

**Must possess a First Aid and Cardiopulmonary Resuscitation (CPR) Certificate.

WORKING ENVIRONMENT:

Indoor/outdoor, classroom, or other learning environment.

SPECIAL REQUIREMENT:

An appropriate vehicle for student transportation and incidental travel related to the duties.

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:	Work Year:	12 months	Salary Range:	32
Job Family:	Warehousing and Related		HR/Day:	6
FLSA Status:	Non-Exempt	EEOC Occupational Group:	2- Educational Services	

VIRTUAL LEARNING INSTRUCTIONAL ASSISTANT

JOB SUMMARY:

To provide instructional support to students enrolled in virtual learning programs.

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Secondary Education Coordinator.

Technical and functional supervision is provided by a Secondary Education Program Specialist.

Exercises no supervision

ESSENTIAL JOB FUNCTIONS:

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

- Orienting new students to the online curriculum and its functioning.
- Responding to student requests for academic assistance in all subject areas.
- Answering student requests to “unblock” locked quizzes and exams.
- Proctoring midterms and finals.
- Tutor individual and small groups of students in areas of academic deficiency.
- Monitor student progress online in courses.
- Discuss particular student or instructional problems with teachers and program specialist.
- Maintain on site tutoring hours.
- Find and refer students to outside, online resources.
- Trouble-shoot Wi-Fi issues to enable students’ access to the curriculum.
- Operate office machinery such as computers, monitors, copiers.
- Perform job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of higher level math and core subjects and electives.
- Knowledge of email functions including uploading, downloading and attachments.
- Knowledge of Apex Learning online curriculum and its website functionality.
- Knowledge of behavior modification techniques.
- Ability to enforce rules and protocols established by school authority.
- Ability to work effectively in a highly unstructured, often off-site electronic setting.
- Ability to commit to on-site tutoring hours and off-site tutoring assistance.

EXPERIENCE, EDUCATION, AND TRAINING:

Some experience assisting with the instruction of children or in the performance of duties related to area of assignment is desirable.

-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's license.

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.

BASIC RATE OF PAY: Defined as that amount listed on the Classified Salary Schedule for each salary range.

BREAK-IN-SERVICE: Severance of an individual's employment relationship with the District. The Break-In-Service may be canceled by subsequent re-employment or reinstatement within 39 months.

LATERAL TRANSFER: The transfer of an employee to a position in a similar or related class with the same salary range.

MINIMUM QUALIFICATIONS: A statement of the qualifications which are determined by the Personnel Commission to be minimally required and additionally helpful for the successful performance of the duties of the class. The statement may include education, experience, knowledge, skill, ability, and personal and physical characteristics.

NEPOTISM: Assignment of close relatives to the same school or office or in a supervisory/subordinate relationship. ~~No employee shall initiate or participate in personnel actions, which include but are not limited to: appointment, transfer, promotion, demotion, lay off, suspension, termination, re-employment, work assignment, evaluation, hours, payroll reporting, grievance adjustment, or any other personnel action that may affect another district employee who is defined as a relative.~~

OPEN EXAMINATION: An examination which is not restricted to persons who are current permanent employees of the District; i.e. may be taken by any qualified person.

POSITION TRANSFER: The relocation of an employee between job sites or between departments at the same job site, within the same classification.

PROBATIONARY EMPLOYEE: A person serving a trial performance period of six (6) months or one-hundred thirty (130) days paid status, or one (1) year for management employees, following appointment to a regular position. A probationary period must be served in each classification before permanent status is granted.

RANGE: A series of consecutive salary steps that comprise the rate of pay for a class.

REEMPLOYMENT LIST: A list of names, in rank order of seniority, of persons who have been laid off from permanent positions by reason of lack of work, lack of funds, or abolishment of position, or other reason specified in these rules, and who are eligible for reemployment without examination in their former class or classes within a period of thirty-nine (39) months following the date of layoff. Voluntary demotions or voluntary reductions in assigned time taken in lieu of layoff or to remain in their present positions rather than be reassigned shall retain eligibility to be considered for an additional period of up to 24 months.

RESTRICTED POSITIONS: Positions whose incumbents meet specified criteria and who are not entitled to employment permanency and/or subject to categorical funding.

12.8 Nepotism:

- 12.8.1 The purpose of this ~~Rule~~ rule is, in general, to preclude the assignment of close relatives, ~~or~~ cohabitants, or immediate family member in the same organizational unit.

12.8.1.1 For purposes of this rule immediate family includes father, mother, sister, brother, daughter, son, wife, husband, grandfather, grandmother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, stepfather, stepmother, grandson, granddaughter, or any person residing in the household of the supervisor.

- 12.8.2 In order to forestall possible conflicts of interest and ensure the orderly conduct of District business, it is recognized that organizational units with the District may adopt more restrictive regulations as appropriate.

- 12.8.3 All administrators responsible for the assignment of employees shall endeavor to avoid the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise.

12.8.3.1 In no case will an assignment be allowed that will establish a supervisor/subordinate relationship at the first or second level of supervision between two employees who are close relatives or cohabitants.

- 12.8.4 If, for the good of the District, an assignment of close relatives or cohabitants within the same organizational unit is to be made, the assignment must first be reviewed and approved by the Assistant Superintendent, Human Resources.

12.8.4.1 If a supervisory relationship would be established by the assignment, administrative approval must be withheld.

~~12.8.5 For the purpose of this Rule, "close relatives" is defined as spouse, brother, sister, parent, child, or grandchild; and "cohabitants" is defined as persons living together.~~

- 12.8.65 District employees and applicants must disclose to Human Resources – Classified any relationship which may be covered by this rule prior to appointment to a position or upon change to a relationship status as covered above.

12.8.6 No employee shall initiate or participate in personnel actions, which include but are not limited to: appointment, transfer, promotion, demotion, lay-off, suspension, termination, re-employment, work assignment, evaluation, hours, payroll reporting, grievance adjustment, or any other personnel action that may affect another district employee who is defined as a relative or immediate family member.

REFERENCE: Education Code Sections 45260, and 45261
Government Code Section 1091.5

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

MINUTES

October 7, 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

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

Discussion: Mr. Salazar requested to pull item IV. B (15).

Ms. Dixon moved to approve agenda with omission of IV. B (15).

Motion carried.

III. PUBLIC COMMENTS

Cindra Weber requested for her job title to be changed to Native American Specialist. She understands she is not certified but other specialists in the district are not certified. She is the only one that serves every school site. She performs everything that is required from her job duties. She pulls out students from the classroom and works with them to make sure they stay on task. She has been doing her job duties for the last 12 years.

Ms. Dixon asked what her job description is.

Ms. Weber explained that on the job duties it says to provide instructional assistance to students. She helps families with materials needed. She maintains records, updates Native American student list, and prepares classroom materials. She uses her own vehicle. She does classroom presentations. She works with students to help them graduate.

IV. ACTION ITEMS

A. RATIFYING ELEGIBILITY LIST(S)

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

1. Bilingual Clerk I (Exam #15-115)
2. Bilingual Community Relations Worker II/Parent Involvement (Exam #15-116)
3. Bilingual Community Resource Worker (Exam #15-117)
4. Cabinet Maker (Exam #15-098)
5. Computer Specialist IV (Exam #15-101)
6. Education Assistant III (SI) (Exam #15-124)
7. Education Assistant III (Spanish) (Exam #15-118)
8. HVACR Mechanic (Exam #15-058)
9. Library Assistant (Exam #15-120)
10. School Police Officer Trainee (Exam #15-125)
11. Senior Cafeteria Worker(Exam # 15-122)
12. Serving Kitchen Operator (Exam #15-128)
13. Sheet Metal Worker (Exam #15-112)

Motion carried.

B. RECRUITMENTS

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

1. Accountant	Open/Promotional
2. Bilingual Secretary II	Open/Promotional
3. Cafeteria Worker	Open Promotional
4. Computer Specialist V	Open/Promotional
5. Construction Plans Specialist	Open/Promotional
6. Groundsworker	Open/Promotional
7. HVACR Mechanic	Open/Promotional
8. Lead Plumber	Open/Promotional
9. Nutrition Services Supervisor	Dual Certification
10. Plasterer/Cement Finisher	Open/Promotional
11. Pool Attendant	Open/Promotional
12. Risk Management/Employee Benefits Director	Dual Certification
13. School Licensed Vocation Nurse (LVN)	Open/Promotional
14. Secretary II	Open/Promotional

Motion carried.

C. APPROVAL TO AMEND RECLASSIFICATION OF ATTENDANCE VERIFIER TO ATTENDANCE ASSISTANT/BILINGUAL ATTENDANCE ASSISTANT.

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the amendment to read reclassification of Attendance Verifier/Bilingual Attendance Verifier to read Attendance Assistant/Bilingual Attendance Assistant from 30A to Range 33, effective July 9, 2015.

Ms. Byrd thanked Ms. Doyle for bringing to her attention the classification to include Bilingual Attendance Assistant.

Motion carried.

D. APPROVAL FOR PCAC ATTENDANCE

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve Gladys Byrd, Director, and Irma Garcia, Personnel Analyst, to attend PCAC presentation on How Collective Bargaining Impacts Personnel Commission and Merit System Authority on November 13, 2015. The cost is \$80.00.

Motion carried.

E. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and seconded by Mr. Bohn to accept and approve the minutes as submitted for August 20, 2015.

Motion carried.

F. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and seconded by Mr. Salazar to accept and approve the minutes as submitted for September 2, 2015.

Motion carried.

G. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and seconded by Mr. Bohn to accept and approve the minutes as submitted for September 14, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd gave the report that Ms. Doyle requested. The report shows that approximately 12.99% of the applicants are African/American.

Ms. Dixon asked why the report was generated.

Ms. Doyle stated that this request came from the Board regarding the new ethnics

of hiring for classified and certificated and data is obtained from three years.

Ms. Dixon asked if NeoGov the only way to post jobs.

Ms. Byrd stated the postings are done through NeoGov, Edjoin, CASBO was used to advertise Risk Management Director.

Ms. Dixon mentioned that it is a good idea to also post jobs through social media such as Facebook or Instagram for advertisement.

Ms. Doyle stated that she believes employees who have Facebook will share the job postings to friends.

Ms. Dixon asked about job fairs and recruitment process.

Ms. Byrd stated she believes it's a Personnel Commission function.

Ms. Doyle stated Human Resources classified staff would be happy to help with job fairs.

Mr. Salazar thanked the staff; he definitely appreciates the cooperation and the resources to help the Personnel Commission department to perform job tasks. He also thanked HR Classified, and CSEA.

Ms. Dixon stated it was a good meeting, third year present, it was a rough start, but it has smoothed down. She would like for managers to understand the role of Personnel Commission vs Human Resources Classified Department. She stated Ms. Gladys and staff would be happy to meet with managers to review the role of the Personnel Commission.

Ms. Doyle stated that she is scheduling meetings with new administrators to meet with Ms. Byrd. She shared that Dr. Marsden recognized PC and HR staff for working together as a team.

The commission moved into closed session at 5:59 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:59 p.m.

The commission reconvened into open session at 7:10 p.m. and announced the following action taken into closed session:

Item ID # 15-1010 appeal declined.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:15 p.m.