

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

AGENDA

December 14, 2015

3:00 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 _____
- D. Administration of Oath of Office to Mr. Michael Salazar, District Board re-appointment for a three (3) year term: December 2, 2015 through December 2, 2018.

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 make nominations and vote for Chairperson for 2016.
 - 1. It is moved that _____ be approved by the commissioners as Chairperson for 2016.

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

- B. The commission will make nominations and vote for Vice-Chairperson for 2016.
 - 1. It is moved that _____ be approved by the commissioners as Vice-Chairperson for 2016.

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

C. It is moved that the commission approve the regular Personnel Commission meetings for the 2016 calendar year.

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

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

- | | | |
|-----|---|---------------|
| 1. | Attendance Verifier | Exam # 15-148 |
| 2. | Bilingual Secretary II | Exam # 15-144 |
| 3. | Cafeteria Worker | Exam # 15-143 |
| 4. | Clerk II | Exam # 15-153 |
| 5. | Construction Plans Specialist | Exam # 15-139 |
| 6. | Equipment Operator | Exam # 15-119 |
| 7. | Groundswoker | Exam # 15-140 |
| 8. | Office Assistant I (Health Aide) | Exam # 15-154 |
| 9. | School Police Officer | Exam # 15-129 |
| 10. | Secretary II | Exam # 15-145 |
| 11. | Special Education Assistant II (Transition) | Exam # 15-146 |

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

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

- 1. Executive Director, Community Engagement

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

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

- 1. Mobile Maintenance Teams Supervisor
- 2. Nutrition Services Equipment Mechanic
- 3. Speech-Language Pathology Assistant (SLPA)

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

G. The commission will consider approving the following recruitments:

- | | | | |
|----|--|------------------|-----------------------|
| 1. | Bilingual Community Relations Worker II/Parent Involvement | Open/Promotional | 11/12/2015-12/09/2015 |
| 2. | Bilingual Community Resource Worker | Open/Promotional | 11/12/2015-12/09/2015 |
| 3. | Budget Analyst | Open/Promotional | 11/04/2015-12/01/2015 |
| 4. | Campus Security Officer I | Open/Promotional | 11/04/2015-12/01/2015 |
| 5. | Campus Security Officer II | Open/Promotional | 11/18/2015-12/15/2015 |

6.	Carpenter	Open/Promotional	11/18/2015-12/15/2015
7.	Construction Plans Specialist	Open/Promotional	11/12/2015-12/09/2015
8.	Contract Analyst	Open/Promotional	11/12/2015-12/09/2015
9.	Education Assistant III (SI)	Open/Promotional	12/09/2015-01/12/2016
10.	Executive Director, Community Engagement	Dual Certification	12/16/2015-01/19/2016
11.	Graphic Arts Assistant	Open/Promotional	11/12/2015-12/09/2015
12.	Human Resources Director-Classified	Dual Certification	12/09/2015-01/12/2016
13.	Lifeguard	Open/Promotional	11/04/2015-Continuous
14.	Microcomputer Specialist I (PC)	Open/Promotional	12/02/2015-01/05/2016
15.	Reprographic Equipment Operator	Open/Promotional	12/09/2015-01/12/2016
16.	School Police Officer	Open/Promotional	11/18/2015-12/15/2015

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

H. The commission will consider approving the Second Reading to the proposed reformatting and revision(s) of the Merit System Rules.

1. Second Reading of Changes to *Definitions*
2. Second Reading of Changes to *Chapter 12: Miscellaneous Provisions*
3. 12.8 Nepotism

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

I. The commission will consider approving certification for Education Assistant III / Severe Impairment job class from the following eligibility lists:

1. Bilingual Education Assistant III/SI Req. #2013-00235
2. Bilingual Instructional Assistant / SDC Req. #2015-00376
3. Education Assistant III / CDS Req. #2013-00320
4. Instructional Assistant / SDC Req. #2013-00254 and Req. #2013-00255

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

J. The commission will consider approving the minutes for November 4, 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

2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
ID # 15-1012
ID# 15-1013

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

Adjournment

The commission adjourned the meeting at _____

Back-up for Item I. D.

Board of Education Meeting
November 17, 2015

Conduct Public Hearing

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education authorizes the re-appointment of Michael Salazar by the San Bernardino City Unified School District Board of Education for a three (3) year term effective December 2, 2015 through December 2, 2018.

OATH OF OFFICE

MICHAEL SALAZAR

"I, Michael Salazar, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter." "And I do further swear (or affirm) that I do not advocate, nor am I a member of any party or organization, political or otherwise, that now advocates the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means; that within the five years immediately preceding the taking of this oath (or affirmation) I have not been a member of any party or organization, political or otherwise, that advocated the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means except as follows:

No Exceptions

(If no affiliations, write in the words "No Exceptions")

and that during such time as I hold the office of District-Appointee to the Personnel Commission, I will not advocate nor become a member of any party or organization, political or otherwise, that advocates the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means."

Michael Salazar

December 14, 2015
Date

Attest:

I attest that on December 14, 2015, I administered the above oath to Michael Salazar.

Signature of Person Administering Oath

December 14, 2015
Date

Approval of the regular Personnel Commission meetings for calendar year 2016 as presented below:

**PERSONNEL COMMISSION
MEETING DATES**

January 2016 –December 2016

Date of Meeting	Place of Meeting
January 13, 2016	BOE Community Room
February 3, 2016	BOE Community Room
March 2, 2016	BOE Community Room
April 6, 2016	BOE Community Room
May 4, 2016	BOE Community Room
June 1, 2016	BOE Community Room
July 6, 2016	BOE Community Room
August 3, 2016	BOE Community Room
September 7, 2016	BOE Community Room
October 5, 2016	BOE Community Room
November 2, 2016	BOE Community Room
December 7, 2016	BOE Community Room

Exam #	15-144	Exam Title	BILINGUAL SECRETARY II			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/30/2015	10/27/2015	12/15/2016	62	25	201	105

*To be merged with exams: #15-025

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

 _____
 Director Date


12/3/2015

Date

Exam #	15-143	Exam Title	CAFETERIA WORKER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/30/2015	10/27/2015	6/15/2016	25	13	189	36

*To be merged with exams: #15-068 and #15-106

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

 _____
 Director Date

12/3/2015

Date

Exam #	15-153	Exam Title		Clerk II		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/14/2015	11/10/2015	12/15/16	66	18	453	189

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

12/4/2015
 Date

Exam #	15-139	Exam Title		Construction Plans Specialist		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/23/2015	10/20/2015	12/15/16	2	2	14	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.


 Personnel Director

12/4/2015
 Date

Exam #	15-119	Exam Title		Equipment Operator		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/5/2015	9/22/2015	12/15/16	1	1	43	7

**Merged with exam # 15-039

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


 Personnel Director

12/8/2015
 Date

Exam #	15-129	Exam Title		School Police Officer		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/19/2015	9/15/2015	12/15/16	1	1	52	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.

Madip Byrd
 Personnel Director

12/4/2015
 Date

Exam #	15-146	Exam Title		SPECIAL EDUCATION ASSISTANT II (TRANSITION)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/7/2015	11/3/2015	12/15/16	4	4	119	11

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

12/9/2015
 Date

Back-up for Item IV. E.

Board of Education
Meeting November 3, 2015

HUMAN RESOURCES

8.24 Designation of Position of Executive Director, Community Engagement as Senior Management

8.24 Designation of Position of Executive Director, Community Engagement as Senior Management

(Prepared by the Human Resources)

WHEREAS, the Executive Director, Community Engagement is a classified employee of the district; and

WHEREAS, the Executive Director, Community Engagement position is the highest position in a principal district program area, does not require certification qualifications, and has district-wide responsibilities for formulating policies and administering the program area; and

WHEREAS, the Executive Director, Community Engagement managerial tasks include the implementation of policies and procedures related to the district's Community Engagement efforts and serves as the chief advisor to the Superintendent and Board of Education; and

WHEREAS, the Executive Director, Community Engagement is charged with the oversight and administration of the district's community engagement efforts; and

WHEREAS, the Executive Director, Community Engagement, through the administration of the district's community engagement efforts, serves in a principal managerial role for the district; and

WHEREAS, the district has between 25,000 to 50,000 units of average daily attendance; and


WHEREAS, the Board of Education has not designated more Senior Management positions than are allowed by law;

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the Executive Director, Community Engagement be designated as a Senior Management position of the Classified Service.

Requester/Approver: Assistant Superintendent, Human Resources

TO: Dale Marsden, Ed.D., Superintendent

FROM: Perry Wiseman, Ed.D., Assistant Superintendent 

SUBJECT: Consent Item 8.24 – Designation of Position of Executive Director, Community Engagement as Senior Management

DATE: October 30, 2015

Recommendation

Approve Consent Item 8.24 – Designation of Position of Executive Director, Community Engagement as Senior Management.

Information

Hector Murrieta, former certificated manager in SBCUSD, assumed the position of Executive Director of Community Engagement. The title is being transferred to a classified management position.

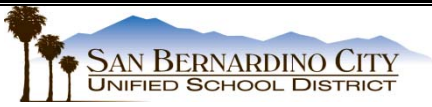
Human Resources and the Personnel Commission are working to recruit, interview, and hire a new Executive Director of Community Engagement. The position will be Cabinet level and Senior Management.

Education Code 45256.5(a) – The governing board of a school district may adopt a resolution designating certain positions as senior management of the classified service.

Education Code 45256.5(c) – Positions in the senior management of the classified service shall be filled from an unranked list of eligible persons who have demonstrated managerial ability who have been found qualified for the positions as specified by the district superintendent and determined by the personnel commission.

In other words, the Superintendent will have the ability to interview all qualifying candidates instead of only the top three (3) ranking candidates as is outlined in the Personnel Commission rules.

HUMAN RESOURCES DIVISION



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	Work Year:	228	Salary Range:	99
Job Family:	Human Resources		HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management	

EXECUTIVE DIRECTOR, COMMUNITY ENGAGEMENT

JOB SUMMARY:

Administer, plan and organize the District’s Community Engagement Plan (CEP) by coordinating strategic community partnerships that promote a positive impact to student learning and achievement, including school business partnerships, volunteers, mentors, and special projects that support district initiatives.

This classification has been designated as senior management pursuant to Education Code Sections 45108.5 and 45256.5 per resolution of the governing board on November 2, 2015.

SUPERVISION:

Receives direction from the Superintendent and/or Deputy Superintendent.
Exercises direct supervision over supervisory, technical, and office support staff.

ESSENTIAL JOB FUNCTIONS:

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

- Directs and participates in the development and implementation of goals, objectives, policies and procedures related to the District’s Community Engagement efforts and activities.
- Directs the activities of the District’s Community Engagement Office.
- Develops plans and programs to increase community partnerships; particularly local colleges and/or universities.
- Reviews, evaluates, and reports on the effectiveness of the District’s Community Engagement activities.
- Prepares and monitors budget for the Community Engagement Office.
- Conducts and ensures the maintenance of records and preparation of reports and documents necessary for program operation.
- Plans, assigns, supervises and evaluates the work of department staff.
- Prepares and presents special studies and reports for the Superintendent, Deputy Superintendent, and the Board of Education.
- Establishes, develops, and maintains effective relationships with community partners (e.g. colleges, universities, businesses, community organizations, faith-based services agencies.)
- Coordinates efforts toward the realization of the District’s Community Engagement Plan with particular emphasis on strategies related to Health, Wellness, and Safety.
- Coordinates activities related to the District’s Alumni Department.
- Coordinates the District’s Innovation Grants Program.
- Provides direct services and support to the District’s Making Hope Happen Foundation.

- Serves as a member of the District's Grant Team.
- Serves as a member of the Executive Cabinet.
- Attends all Board of Education Meetings.
- Other job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of principles and procedures of supervision, training, and personnel management.
- Knowledge of principles and techniques of budget development and administration.
- Knowledge of strategies to encourage new or increased contributions.
- Knowledge of local, state, federal and other regulatory agency laws, rules, regulations, and policies applicable to assigned programs to assure compliance.
- Ability to prepare clear, complete, and concise reports.
- Ability to represent the District in public meetings.
- Ability to analyze situations carefully and adopt effective course of action.
- Ability to select, supervise, train, and evaluate assigned staff.
- 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 promote, foster, and maintain positive, harmonious working relationships with employees, representatives of other agencies, vendors, and the public.
- 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 constructive criticism.
- Ability to interpret and apply administrative and departmental policies, laws, and regulations.
- Ability to manage multiple projects and timelines successfully.
- Ability to operate personal computer and other modern office equipment.

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

Three (3) years of responsible management experience working with a non-profit agency, community organization or foundation.

AND

Bachelor's degree from an accredited college or university in business or public administration, personnel management or other closely related field is required.

Bilingual (Spanish) desired.

Licenses/Certificates/Registrations:

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

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

SPECIAL REQUIREMENT:

Personal transportation for job-related travel throughout the District.

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0718	Work Year:	228-days	Salary Range:	44M
Job Family:	Service/Maintenance			HR/Day:	
FLSA Status:	Exempt	EEOC Occupational Group:	1 – Management		

MOBILE MAINTENANCE TEAMS SUPERVISOR

JOB SUMMARY:

To supervise and coordinate the activities of journey-level workers in several trades/crafts (Electrical, Plumbing, Carpentry, Welding, Painting, Sheet Metal, and Floor Mechanic) ~~and Quality Control Technician~~ assigned to the Mobile Maintenance Teams performing a variety of repairs at District facilities and to the work crews performing construction-related activities; and to provide a variety of related support/assistance to Maintenance and Operations management.

DISTINGUISHING CHARACTERISTICS:

None

SUPERVISION:

Receives direction from the ~~Operations~~ Maintenance Manager.

Exercises direct supervision over lead workers and journey-level workers covering 5 - 7 separate trades.

ESSENTIAL JOB FUNCTIONS:

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

- Supervises and coordinates the activities of the various trades (Electrical, Plumbing, Carpentry, Welding, Painting, Sheet Metal, and Floor Mechanic) ~~and Quality Control Technician~~ persons assigned to the Mobile Maintenance Teams for District building repairs and to the work crews performing construction-related activities.
- Reviews job schedule and estimates worker-materials-equipment requirements for job completion.
- Coordinates and schedules school site visits, adjusting accordingly as needed.
- Interprets District/department policies/procedures to workers and enforces safety regulations.
- Interprets and enforces Williams legislature requirements.
- Interprets specifications, blueprints and job orders to workers and assigns duties.
- Establishes or adjusts work procedures, to meet job completion schedules, using knowledge of machine/equipment capacity.
- Recommends measures to improve work methods, equipment performance and quality of jobs completed, and suggests changes in working conditions and use of equipment to increase efficiency of staff supervised.
- Analyzes and resolves work problems or assists workers in solving work problems.
- Recommends personnel actions such as transfers, suspension, or dismissal.
- Maintains time and work production records.
- Prepares cost estimates and provides input for the budget to the Director.
- Consults with other supervisors to coordinate activities of other maintenance department units and of the sites affected.
- Assists with preventative maintenance of fire extinguishers at various District sites.
- Requisitions tools, equipment, and supplies.
- Inspects completed work for conformance to blueprints, specifications and standards.
- Monitors and controls expenditures.
- Provides appropriate training of new and current workers, including yearly Williams settlement training updates; evaluates workers assigned to unit; participates in classified personnel selection procedures.

- Coordinates schedules between County Schools and District school sites during County inspections.
- Monitor all District school sites (K-12) to make sure sites are following all Williams compliances.
- Prepares a variety of reports.
- Serves on District committees as needed.
- Operates District vehicle for travel to sites required by duties.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of Williams settlement and reporting processes (FIT, SARC, school site county inspections, and Quality Control reporting).
- Knowledge of school building construction/maintenance methods, materials, and tools and equipment, including safety practices.
- Knowledge of California building codes, as applicable.
- Knowledge of supervisory principles and practices.
- Knowledge of computer technology as applied to building maintenance
- Knowledge of occupational hazards and standard safety precautions necessary in the work place.
- Ability to supervise workers in various building maintenance trades (Electrical, Plumbing, Carpentry, Welding, Painting, Sheet Metal, and Floor Mechanic, ~~and Quality Control Technician~~)
- Ability to estimate the various job costs and perform arithmetic calculations.
- Ability to communicate effectively orally and in writing.
- Ability to prepare written reports of various kinds.
- Ability to accomplish maintenance jobs in cost-efficient and timely manner.
- Ability to solve problems related to maintenance jobs.
- Ability to develop cooperative work relations with others

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

Any combination of four years of journey-level experience in one or more of the recognized building construction trades/crafts.

AND

One year of lead worker (or higher) experience over journey-level workers in one or more of the recognized building construction trades/crafts.

AND

High school graduation or the equivalent.

(Substitution: Additional lead worker experience of the kind specified in excess of the required year may be substituted for journey-level experience on a month-for-month basis up to a maximum of two years.)

LICENSES/CERTIFICATES/REGISTRATIONS:

An appropriate, valid California driver’s license*.

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

WORKING ENVIRONMENT:

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

PHYSICAL LEVEL 3: SUBSTANTIAL:

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 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 REQUIREMENT:

There are no special requirements for this classification.

APPOINTMENT:

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0539	Work Year:	12 months	Salary Range:	43A
Job Family:	Service/Maintenance			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	6 – Service/Maintenance		

NUTRITION SERVICES EQUIPMENT MECHANIC

JOB SUMMARY:

To perform skilled work in the installation, repair and maintenance of large commercial school and nutrition center food processing, preparation, cooking, handling, storage and related equipment and appliances and to troubleshoot and make routine repairs to Nutrition Center systems and facilities.

SUPERVISION:

Receives general supervision from the Nutrition Center Operations Supervisor.

May exercise technical or functional supervision over assigned workers

ESSENTIAL JOB FUNCTIONS:

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

- Troubleshoots, repairs, maintains and services all types of commercial large quantity food handling, preparation, packaging, storage equipment and ancillary plumbing, electrical, electronic, heating and refrigeration systems.
- Installs, replaces and repairs valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, wiring, pipes, compressors, and control panels.
- Makes repairs to steam pressure vessels, boilers and chillers.
- Repairs and services conveyor systems.
- Inspects and tests equipment and systems to ensure proper functioning.
- Utilizes a variety of power equipment, test equipment and hand tools in the performance of assigned tasks.
- Implements an approved program of preventive maintenance.
- Travels to school sites to inspect, diagnose and make repairs to appliances, refrigeration units, freezing units and related equipment, as assigned.
- Estimates time and material costs to complete assigned tasks.
- Works with, learns from and monitors the work of vendors performing service contract and warranty work.
- Maintains records of material, time and history of equipment service and repair.
- May direct the work of an assistant.
- Requisitions, orders and stores parts and materials.
- Performs varied repairs of a routine nature involving the Nutrition Center facility.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: None

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of standard procedures, methods, and tools used in the maintenance and repair of commercial equipment and large appliances utilizing electrical, mechanical, electronic controls, plumbing, refrigeration, and other systems.
- Knowledge of safe work practices.
- Ability to perform skilled work in the maintenance and repair of a wide range of food handling, preparation and storage equipment and ancillary equipment and systems, using power and manual tools and equipment.
- Ability to analyze, interpret and apply complex and technical manuals, schematic diagrams, blueprints, plans, specifications, and instructions.
- Ability to learn and follow applicable laws, codes, and regulations.
- Ability to troubleshoot, plan, estimate costs and lay out work.
- Ability to maintain accurate records.
- Ability to learn District computer terminal operation to utilize word processing, spread sheet and specialized software.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to learn and follow District policies, regulations, procedures and practices.
- Ability to perform duties involving ambient temperature ranging from ~~-5E F (freezer) to 200E F~~ -10 F (freezer) to 400 F (rack ovens), operation of automotive and other vehicles, lifting equipment and other objects that may weigh as much as 75 lbs. from floor to waist level and carrying objects weighing up to 20 lbs, bending, stooping, twisting of the waist, crouching, kneeling, crawling, pushing, pulling, ascending/descending ladders, reaching, and using hands and feet to manipulate a wide variety of objects and equipment.

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 February 26, 1997.)

Any combination of two years journey-level experience performing electrical/electronics, mechanical, plumbing, refrigeration systems, heating and cooling systems, and pressurized steam system maintenance and repair of large commercial, industrial or institutional equipment.

-AND-

Universal Certification issued by an EPA-approved agency, to recover refrigerants during the maintenance, service, or repair of small appliances, high pressure equipment and low pressure equipment.

-AND-

High school graduation or the equivalent.

Licenses/Certificates/Registrations

An appropriate, valid California driver's license*.

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

WORKING ENVIRONMENT:

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

PHYSICAL LEVEL 3: SUBSTANTIAL:

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 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: 2111	Work Year: 11-12 months	Salary Range: 37
Job Family: Health Auxiliary Service		HR/Day: 6-8
FLSA Status: Non-Exempt	EEOC Occupational Group:	

SPEECH-LANGUAGE PATHOLOGY ASSISTANT (SLPA)

DEFINITION: JOB SUMMARY:

~~To perform specialized technical work in support of the District Special Education— Speech and Hearing program:— conducting screening procedures for speech, language, and hearing disorders and assisting certificated staff in implementing student treatment plans.~~

~~Under the direction of a Speech and Language Pathologist, the Speech Language Pathology Assistant provides direct.—To perform speech and language therapy services to students in classrooms and therapy rooms at various school site locations This position will assist the Speech Pathologist on a day-to-day basis and will perform services to students as outlined in the treatment plans. This position will also. To assist with departmental operations such as scheduling appointment, record keeping and preparing therapy materials and/or equipment for classroom use and therapy activities.~~

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

SUPERVISION RECEIVED AND EXECISED: SUPERVISION:

Receives general supervision from a member of management team.
Technical guidance is provided by certificated speech therapy staff.

Exercises no supervision.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- ~~Conducts screening procedures for speech, language, and hearing disorders.~~
- Under the direction of a certificated therapist.
- Provides students with therapeutic treatments and assistance.
- Coordinates with teacher, psychologist, parents, and other health care professionals.
- Maintains detailed records and documentation of students' progress.
- Assists certificated staff members with related tasks required in program planning, implementation and operation regarding assigned children.
- Implements individualized programs developed by supervising therapist or certificated staff members.
- Assists assigned students, preschool through 12th grade, with problems related to school achievement as a result of speech, language, and/or hearing disorders.
- Attends various meetings with professionals, parents, and various services providers.
- Uses personal transportation for incidental travel.
- Assist speech pathologist during assessments.
- ~~Schedules appointments.~~
- Maintains equipment and supplies.
- Performs related job duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Techniques and methods of effective speech, language, and hearing therapeutic treatments.
- Principles and practices of current assessment and treatment approaches to speech-language disorder
- English usage, spelling, grammar, and punctuation.
- Basic personal computer operation and use.
- Perform speech-language assessment and therapeutic procedures.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- Relate and work with children
- Use personal computers and other modern office technology..
- Document results of screenings and student performance.
- Exercise patience, compassion, and good listening skills.
- Maintain required records and reports.
- Work both under supervision and independently.
- Interact with others with courtesy and respect.
- Understand and follow oral and written instructions, work rules, regulations and procedures.
- Accept supervision and constructive criticism.
- Appear for work on time.

EXPERIENCE, EDUCATION, AND TRAINING:

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

~~An associate degree in speech-language pathology.~~

Possession of a valid Speech-Language Pathology Assistant certificate of registration.

AND

High school graduation or the equivalent

LICENSE/CERTIFICATES/REGISTRATION: (At time of appointment and during employment)

~~Registration by the State of California Board of Examiners in Speech-Language Pathology and Audiology.**~~

Registration by the American Speech-Language-Hearing Association.*

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

SPECIAL REQUIREMENTS:

Personal transportation for incidental work-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.~~

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.

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.

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 is, in general, to preclude the assignment of close relatives, 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 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

November 4, 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-Absent

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

Ms. Vera, requested that the Groundworker test to be easier to understand, and asked if the test could be translated in Spanish. She stated it would give an opportunity for the applicants who have a language barrier to pass the test.

Corina Borsuk, district employee requested for Marketing Graphic Designer Eligibility List to be extended. She also requested for Language Translator position to be at a higher salary range than 36A. She requested for Language Translator to be paid at a range of 37A same range as Attendance Technician. She compared the salary range for Language Translator position with Attendance Technician and did not understand why an attendance technician makes more than a language translator. Ms. Dixon explained that there needs to be a job description comparison.

Ms. Byrd stated if the interview was in process for Marketing Graphic Designer then there would be no need to extend the list.

Ms. Doyel stated the interviews are scheduled two months ahead of time. It depends on the supervisor and they might want to go back for recruitment.

Ms. Byrd stated PC staff can canvas the list to see if there are eligible candidates. Mr. Salazar suggested canvassing the list and bring the item to the December 2nd PC Meeting for consideration of extension.

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

Motion carried.

B. RATIFYING ELIGIBILITY LIST

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the following eligibility list.

1. Risk Management/ Employee Benefits Director (Exam # 137)

Ms. Dixon Abstain, Mr. Salazar voted Aye

Motion carried

C. TITLE CHANGE

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the title change and revisions for the following specification(s) as submitted:

From: Publications Assistant To: Graphic Arts Assistant

Motion carried

D. NEW CLASSIFICATIONS

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the new classification specification(s) as submitted:

1. Registered Behavior Technician

2. Virtual Learning Instructional Assistant

Motion Carried.

E. RECRUITMENTS

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

1. Attendance Technician	Open/Promotional
2. Attendance Verifier	Open/Promotional
3. Bilingual Attendance Verifier	Open Promotional
4. Bilingual Attendance Technician	Open/Promotional
5. Bilingual Clerk II	Open/Promotional
6. Bilingual Office Assistant I/Health Aide	Open/Promotional
7. Contract Analyst	Open/Promotional
8. Clerk II	Open/Promotional
9. Graphic Arts Assistant	Dual Certification
10. Human Resources Specialist	Open/Promotional
11. Office Assistant I/ Health Aide	Open/Promotional
12. Program Clock and Fire Alarm Technician	Dual Certification
13. Plaster/Cement Finisher	Open/Promotional
14. Pool Attendant	Open/Promotional
15. Senior Claims Examiner	Open/Promotional
16. Special Education Assistant II (Transition)	Open/Promotional

Motion carried

F. FIRST READING

The commission will consider first reading amendments to the Personnel Commission Rules and Regulations.

G. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and seconded by Mr. Salazar to accept and approve the minutes as submitted for October 7, 2015.

Motion carried.

V. COMMISSIONER’S AND DIRECTOR’S COMMENTS:

Ms. Byrd stated that the staff and she attended the Neogov Conference at Las Vegas. Neogov is changing the style, such as bold items, color items. There is a new program to do reference on applicants through Neogov. There were

individual workshops, very beneficial. Advertising has been done through the electronic marquee by the 215 freeway to give access to public to see while driving.

Mr. Salazar thanked everyone for coming and for the hard work that the district, CSEA and staff has done. There is progress this year.

Ms. Dixon would like for jobs to be advertised through Facebook, and other social media that makes it accessible to all to keep the communication going on a regular basis.

The commission moved into closed session at 6:25 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:25 p.m.

The commission reconvened into open session at 7:10 p.m. with no announcements taken into closed session:

VII. ADJOURNMENT

The commission adjourned the meeting at 7:10 p.m.