

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

AGENDA

April 13, 2016

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 approving the eligibility list(s). It is moved that the commission ratify Eligibility List(s) for:

- | | |
|--|---------------|
| 1. Account Analyst | Exam # 16-008 |
| 2. Administrator of Operations | Exam # 16-007 |
| 3. Assistant Maintenance and Operations Director | Exam # 16-017 |
| 4. Cafeteria Worker | Exam # 16-011 |
| 5. Construction Plans Specialist | Exam # 16-016 |
| 6. Education Assistant III (SI) | Exam # 16-004 |
| 7. Food Worker Trainee | Exam # 16-019 |
| 8. HVACR Mechanic | Exam # 15-138 |
| 9. Instructional Assistant (SDC) | Exam # 16-003 |
| 10. Lead Maintenance Worker | Exam # 16-018 |
| 11. Lifeguard | Exam # 15-158 |
| 12. Machinist | Exam # 15-121 |
| 13. Marketing Graphic Designer | Exam # 16-001 |
| 14. Nutrition Service Equipment Mechanic | Exam # 15-175 |
| 15. Plumber | Exam # 16-013 |

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

16.	Power Mower Operator	Exam # 16-010
17.	Public Safety Dispatcher	Exam # 16-002
18.	Registered Behavior Technician	Exam # 16-005
19.	Transportation Planner	Exam # 16-009
20.	Transportation Scheduler	Exam # 15-177
21.	Virtual Learning Instructional Assistant	Exam # 16-006

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

B. The commission will consider approving the following recruitments:

1.	Buyer	Open/Promotional	03/02/2016-03/29/2016
2.	Cafeteria Worker	Open/Promotional	04/27/2016-05/24/2016
3.	Custodian I	Open/Promotional	04/06/2016-05/03/2016
4.	Education Assistant III(SI)	Open/Promotional	04/27/2016-06/07/2016
5.	Education Assistant III (Spanish)	Open/Promotional	04/27/2016-06/07/2016
6.	Food Production Worker	Open/Promotional	03/23/2016-04/19/2016
7.	Food Worker Trainee	Open/Promotional	03/02/2016-03/29/2016
8.	Nutrition Service Equipment Mechanic	Open/Promotional	03/23/2016-04/19/2016
9.	School Computer Specialist	Open/Promotional	04/13/2016-05/10/2016
9.	School Police Officer	Open/Promotional	03/16/2016-05/17/2016
10.	Secretary IV	Open/Promotional	03/09/2016-04/05/2016
11.	Student Services Specialist II	Open/Promotional	03/09/2016-04/05/2016
12.	Worker's Compensation Technician	Open/Promotional	03/09/2016-04/05/2016

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

C. The commission will consider approving the new changes to the PC Calendar meeting dates as follows:

From:	To:
April 6, 2016	April 13, 2016
June 1, 2016	June 8, 2016
July 6, 2016	July 13, 2016
August 3, 2016	August 10, 2016
October 5, 2016	October 12, 2016

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

D. The commission will consider approving the revisions and the title change to the following classification specification:

From:	To:
Career Center Technician	College and Career Readiness Technician

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

E. The commission will consider approving the revisions to the following classification specification:

1. Appliance Technician
2. Lead Maintenance Worker
4. Nutrition Services Supervisor
3. School Computer Specialist

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

F. The commission will consider approving certification from other eligibility lists to fill vacancies, as follows:

- | From: | To: |
|--------------------------|---------------------------|
| 1. Bilingual Clerk I | Clerk I |
| 2. Computer Specialist I | Computer Specialist I MAC |

Reference: PC Rule 5.23, 5.23.1, 5.23.2, 5.23.3.

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

G. The commission will consider approving the Director, Personnel Analyst, and Human Resources Specialist(s) (PC) to attend the 2016 NEOGOV Annual Training Conference on Thursday, October 13, 2016 and Friday, October 14, 2016 at The Mirage, Las Vegas. The cost is \$825.00 per person. The cost for hotel is \$1,500. Total complete cost conference and hotel is not to exceed \$5,000.00.

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

H. The commission will discuss a date to conduct the required public hearing on the budget. A proposed motion is:

It is moved that the Personnel Commission set the public hearing for the budget on May ____2016 and the Personnel Commission Director be directed to ensure that all legal notices, invitations and other requirements be completed to ensure that the commission may act legally on the budget at the date, as well as providing any responses that the commissioners may have about this draft budget proposal to commissioners prior to that date.

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

I. Amendment: The commission will consider approving the increase cost of \$3,000 for Patricia D. Barrett, Hearing Officer for District Employees Disciplinary meetings. The services will end 06/30/2016.

Reference: March 15, 2016 Board Agenda, Item number 7.27

Moved: _____ Seconded _____
Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

K. The commission will consider approving the minutes for March 2, 2016.

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.

PUBLIC EMPLOYMENT HEARING STATE MEDIATION AND CONCILIATION SERVICE
CASE APPEAL Case Number 005076.00442.

Appointment of Hearing Officer: Patricia D. Barrett

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

Adjournment:

The commission adjourned the meeting at _____.

Exam #	16-008	Exam Title	ACCOUNT ANALYST			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/10/2016	3/8/2016	4/14/2017	29	22	166	59

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


Director


Date

Exam #	16-007	Exam Title		ADMINISTRATOR OF OPERATIONS		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/10/2016	3/10/2016	4/14/17	8	3	39	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.


 Personnel Commission Director

3/16/2016
 Date

Exam #	16-017	Exam Title				
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/24/2016	3/22/2016	4/14/17	4	3	51	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 Commission Director

4/7/2016
 Date

Exam #	16-011	Exam Title		Cafeteria Worker		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/17/2016	3/15/2016	10/14/16	34	14	279	70

**Merge with exam 15-143

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

3/30/2016
 Date

Exam #	16-016	Exam Title	CONSTRUCTION PLANS SPECIALIST			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/24/2016	3/22/2016	4/14/2017	3	2	20	7

*To be merged with exams # 15-139 & #15-160

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.


4/8/16
 Director Date

Exam #	16-004	Exam Title				
		EDUCATION ASSISTANT III (SEVERE IMPAIRMENTS)				
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/27/2016	2/23/2016	4/14/2017	5	5	76	15


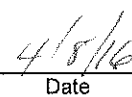
*Open list to be merged with exam #'s 15-006-1, 15-103, 15-124 and 15-170

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.

 3/8/16
 Director Date

Exam #	16-019	Exam Title		FOOD WORKER TRAINEE		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/2/2016	3/29/2016	10/13/2016	78	7	160	160

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

Exam #	15-138	Exam Title		HVACR Mechanic		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/16/2015	2/2/2016	4/14/17	1	1	35	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.


 Personnel Director

3/24/2016
 Date

Exam #	16-003	Exam Title		Instructional Assistant (SDC)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/27/2016	2/23/2016	4/14/17	56	16	211	142

**Merge with exams #15-010-1 & #15-090


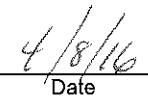
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

3/22/2016
 Date

Exam #	16-018	Exam Title	LEAD MAINTENANCE WORKER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/24/2016	3/22/2016	4/14/2017	5	4	50	6

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

Exam #	15-158	Exam Title	LIFEGUARD			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/4/2015	3/10/2016	4/14/2017	4	4	33	17

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.


3/30/16
 Director Date

Exam #	15-121	Exam Title		Machinist		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/5/2015	12/16/2015	2/4/17	6	4	56	12

***Merge with exam # 14-092

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

1/28/2016
 Date

Exam #	16-001	Exam Title	MARKETING GRAPHIC DESIGNER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/13/2016	2/9/2016	4/14/2017	47	5	164	57

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

3/8/16
Date

Exam #	15-175	Exam Title		Nutrition Services Equipment Mechanic		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/16/2015	1/19/2016	4/14/17	1	1	12	4

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

3/18/2016
 Date

Exam #	16-013	Exam Title	PLUMBER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/17/2016	3/15/2016	4/14/2017	2	2	33	9

*To be merged with exam #15-176

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.


4/8/16
 Director Date

Exam #	16-010	Exam Title		POWER MOWER OPERATOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/17/2016	3/15/2016	4/14/2017	2	2	90	21

*To be merged with exam #15-089

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

Gladys Byrd 4/8/16
Director Date

Exam #	16-002	Exam Title		Public Safety Dispatcher		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/13/2016	2/9/2016	4/14/17	11	8	310	49

**Merge with exam 15-014

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

4/7/2016
 Date

Exam #	16-005	Exam Title		REGISTERED BEHAVIOR TECHNICIAN		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/27/2016	2/23/2016	4/14/17	7	5	63	8

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

3/25/2016
 Date

Exam #	16-009	Exam Title	TRANSPORTATION PLANNER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/10/2016	3/8/2016	4/14/2017	8	7	68	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.


3/16/16

 Director Date

Exam #	15-177	Exam Title		Transportation Scheduler		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/23/2015	1/26/2015	4/14/17	14	11	97	43


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

3/22/2016
 Date

Exam #	16-006	Exam Title		VIRTUAL LEARNING INSTRUCTIONAL ASSISTANT		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/27/2016	2/23/2016	4/14/2017	60	13	162	120

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.


3/21/16
 Director Date

PERSONNEL COMMISSION MEETING DATES

January 2016 –December 2016

Date of Meeting	Place of Meeting
January 13, 2016	PC Office
February 3, 2016	BOE, Community Room
March 2, 2016	BOE, Community Room
April 13, 2016	PC Office
May 4, 2016	BOE Community Room
June 1, 2016 to June 8, 2016	BOE Community Room
July 6, 2016 to July 13, 2016	BOE Community Room
August 3, 2016 to August 10, 2016	BOE Community Room
September 7, 2016	BOE Community Room
October 5, 2016 to October 12, 2016	BOE Community Room
November 9, 2016	PC Office
December 14, 2016	PC Office



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0324	Work Year:	12 months	Salary Range:	40A
Job Family:	Service/Maintenance			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	6 – Service/Maintenance		

APPLIANCE REPAIR TECHNICIAN

DEFINITION: JOB SUMMARY:

To perform skilled work troubleshooting and repairing a wide variety of electrical appliances, equipment, and power tools used throughout the district in support of the ~~Building Services maintenance program~~. Maintenance and Operations department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Electrical/Electronics Supervisor.

Exercises no supervision.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Repairs and maintains a variety of electrical appliances such as vacuum cleaners, scrubbing machines, sanders, kilns, laminators, washing machines and dryers.
- Repairs and maintains a variety of kitchen equipment such as mixers, slicers, warming carts and ovens.
- Repairs and maintains shop equipment such as stationary sanders, saws, drill presses, motors, pumps, planners, routers and jointers.
- Performs preventative maintenance and repair of exhaust fans.
- Uses hand and power tools to disassemble mechanical parts.
- Cleans repairs and makes replacements and adjustments to appliances and equipment.
- Maintains spare parts inventory and reports needed replacements to supervisor.
- Operates district vehicle for travel to work sites and to pickup/return equipment
- Assesses whether or not equipment is repairable and makes recommendation to supervisor.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of procedures, equipment, materials and methods used in the repair and preventive maintenance of electrical appliances, shop equipment, and tools.
- Knowledge of basic principles of electrical theory.
- Knowledge of safe work practices.
- Knowledge of proper lifting techniques.
- Ability to troubleshoot malfunctioning electrical appliances, equipment, and power tools.
- Ability to disassemble, repair and reassemble malfunctioning appliances, equipment, and power.
- Ability to operate and maintain the various devices and implements used in electric appliance repair.
- Ability to use a variety of hand and power tools.
- Ability to perform duties in accordance with safe work practices.
- Ability to communicate effectively.
- Ability to read and interpret service manuals and wiring diagrams.
- Ability to climb and work from ladders to reach ceilings and rooftops.
- Ability to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion.
- Ability to meet schedules and time lines.
- Ability to plan and organize work.
- Ability to maintain routine records of time, labor and materials.

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

EXPERIENCE AND EDUCATION/TRAINING:

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

Two (2) years of full time skilled paid experience repairing a variety of electrical appliances, equipment, and tools.

-AND-

High school graduation or the equivalent.

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

An appropriate, valid California driver's license.

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

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:	0438	Work Year:	12 months	Salary Range:	34
Job Family:	Clerical/Miscellaneous			HR/Day:	8
FLSA Status:	Non-Exempt		EEOC Occupational Group:	Clerical	

COLLEGE AND CAREER READINESS CENTER TECHNICIAN

DEFINITION: JOB SUMMARY:

To perform a wide variety of ~~independent~~ tasks involved in ~~operating and~~ maintaining career guidance materials, supplies, and equipment; to assist students and staff in the ~~use of the Career Guidance Center College and Career Readiness Program.~~

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

SUPERVISION:

Receives general supervision from ~~the Career Education Coordinator~~ appropriate program Director.
Exercises no supervision.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Maintains ~~physical control over college and~~ career guidance center materials and equipment.
- Answers students and staff questions pertaining to available ~~career college~~ and occupational career programs.
- ~~Distributes and scores interest and occupational tests used for student career and occupational guidance.~~
- Receives and clarifies job order information taken from local employers.
- Receives, inventories and files career college and occupational career materials such as books, pamphlets, brochures, ~~audiovisual programs~~ and other career ~~and occupational reference materials and equipment.~~
- Assists students and staff members to locate and use college and career readiness ~~and occupational materials stored in the center resources.~~
- ~~Instructs and oversees students and staff members in the operation of a variety of audiovisual equipment such as the Micro Fiche Reader and filmstrip, cassette tape and computer-based equipment.~~
- ~~Works cooperatively with assigned site supervisors and the Career Education office in the screening and monitoring of students in the site Cafeteria Work Experience Program.~~
- Assist developing and reviewing high school resources and activities related to college and career readiness training programs helpful to students, i.e., the Shadowing Program.
- ~~Processes student or employer complaints made in reference to students working in the community.~~
- Receives job orders and prepares students for referrals to the jobs available.
- ~~Compiles statistical information for state-funded programs and the increased number of career and scholastic information programs made accessible through the use of the computer for students and staff~~
- ~~Coordinates~~ Assist in the coordination of appointments made for outside speakers to address students and staff ~~members on career/occupational matters~~ college and career readiness presentations.

- ~~Types various forms and records as required.~~
- ~~Prepares and reports all employment grievances by working students and refers to the appropriate personnel with follow-up as needed.~~
- ~~Cooperates with pupil personnel services in carrying out work experience programs and other related career center activities.~~
- Assists students in completing work applications, applying for social security numbers and completing other required employment forms utilized in various employment programs.
- Provides information to students who are referred to job opportunities which may help them in successfully obtaining employment.
- Provides information to students and employers concerning child labor laws as assigned. ~~as assigned.~~
- ~~Understands and relates information to students and school staff pertaining to work experience education, school and community related employment programs, state rehabilitation, ROP and other special programs such as JTPA and Teen Parenting.~~
- Assists school site personnel in working with students by providing information pertaining to college and career, post-secondary options, financial aid and scholarship applications, pre-employment skills, workforce information, and work permits process.
- Performs related job duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of occupation in the U. S. labor force.
- ~~Occupational guidance and testing.~~
- Knowledge of employment information sources and materials and community resources.
- ~~Principles and procedures of basic record keeping.~~
- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of modern office practices, procedures, methods and equipment, including computers and software.
- Knowledge of requirements for scholarships, colleges, application procedures, entrance tests and dates.
- Knowledge of current Child Labor Laws.
- Ability to assist school site personnel in maintaining a local business data base from which to draw guest speakers, mentors and Work-based Learning (WBL) partners.
- Ability to assist school site personnel in arranging WBL opportunities, such as internships and job shadowing experiences.
- ~~Operate the career center audiovisual and other equipment.~~
- Ability to operate a variety of office machines and appliances.
- Ability to learn, interpret and apply rules, regulations, laws, and policies.
- ~~Quickly develop a working knowledge of the various work experience and career-oriented programs available to students.~~
- ~~Make accurate mathematical calculations.~~
- Ability to maintain confidential records.
- Ability to perform clerical tasks such as compiling and maintaining records and reports.
- Ability to problems solve, analyze data, and draw conclusions.
- Ability to operate computer and other keyboards.
- Ability to Establish and maintain cooperative working relationships with those contacted in the course of work and with persons of varied cultural backgrounds.
- Ability to communicate effectively, both orally and in writing.
- Ability to post-secondary options for students, ie. four year University and two year college systems, continuing and adult school educations classes, job training, career technical programs, apprenticeships, military, and workforce opportunities.
- Ability to work Permit Process.

- Knowledge of Child Labor Laws.
- Knowledge of Job searches, applications, interviews, and retention.
- Knowledge of Computers and software.
- Knowledge of Microsoft Suite.
- Knowledge of Professional standards and ethics.
- Knowledge of Effective use of internet searches.
-

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

An appropriate, valid California driver's license.

EXPERIENCE, EDUCATION, AND TRAINING:

(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on June 28, 1995.)

Eighteen months of fulltime experience in occupational selection/placement activities.

-AND-

High school graduation or the equivalent.

- AND-

Additional specialized clerical training is desirable.

WORKING ENVIRONMENT:

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:	0346	Work Year:	12 months	Salary Range:	42
Job Family:	Service/Maintenance			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	6 – Service/Maintenance		

LEAD MAINTENANCE WORKER

DEFENITION: JOB SUMMARY:

To plan, organize, and coordinate the activities of assigned crews performing a variety of maintenance jobs including asphalt paving, chain link fence and playground equipment installation and repair, and cartage and to identify maintenance needs in assigned areas of responsibility.

SUPERVISION: RECEIVED AND EXERCISED:

Receives general supervision from the ~~Automotive and Related Trades~~ Maintenance Crew Supervisor.

Exercises functional and technical supervision over assigned staff, including skilled and semi-skilled positions.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Plans, schedules, and coordinates routine utility labor work.
- Establishes priorities of work to be done.
- Assigns and trains staff.
- Develops maintenance programs for replacement of asphalt, seal coating, inspecting playground equipment, chain link fences, gates, etc.
- Directs the repair of tools and equipment.
- Maintains records of operations and costs.
- Provides estimates for materials and labor costs for chain link fence, playground equipment, asphalt, and seal coating to maintenance supervisors and school principals.
- Directs staff in loading, moving, and unloading equipment and materials from delivery vehicles.
- Prepares oral and written reports. Operates district vehicle for job-related travel.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of methods, materials, tools, and equipment used in erecting and repairing chain link fencing and playground equipment.
- Knowledge of methods, materials, tools, and equipment used in laying and sealing blacktop (asphalt) areas.
- Knowledge of applicable safe work practices.
- Knowledge of work delegation practices.
- Knowledge of job cost estimating practices.
- Knowledge of heavy equipment operations and procedures, including trenching, shoring, and grading.
- Ability to read and interpret architectural drawing and specifications.
- Ability to develop and implement preventive maintenance procedures.
- Ability to estimate job labor and material costs.
- Ability to prepare written and oral reports

- Ability to analyze situations and adopt effective courses of action.
- Ability to lead, train, and evaluate assigned staff.
- Ability to establish and maintain cooperative work relationships with those contacted in the course of work.
- Ability to communicate orally and in writing.
- Ability to maintain records.

EXPERIENCE AND EDUCATION/TRAINING:

(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on October 26, 1994.)

Four (4) years fulltime paid experience performing asphaltting operations or chain link fence installation.

High school graduation or the equivalent.

(Substitution: Four (4) years of employment with the San Bernardino City Unified School District as a Heavy Equipment Operator, Equipment Operator, or Truck and Equipment Operator may be substituted for the required four years of experience.)

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

An appropriate, valid California driver's license.

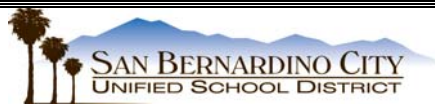
A valid Certified Playground Safety Inspector Certificate or the ability to obtain the certification during the first twelve months of employment.**

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

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

NUTRITION SERVICES SUPERVISOR

JOB SUMMARY:

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

SUPERVISION:

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

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

ESSENTIAL JOB FUNCTIONS:

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

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

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

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

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

EXPERIENCE AND EDUCATION/TRAINING:

Three (3) years of supervisory experience (within the past five (5) years) in a commercial or institutional food service industry; which

involves large quantity food preparation.

-AND-

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

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

Possession of a valid California drivers license, liability auto insurance.**

ServSafe Certificate, provided by the district within 30-days of appointment.

SPECIAL REQUIREMENT:

Personal transportation for job-related travel.

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

**Submitted upon offer of employment.

WORKING ENVIRONMENT:

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

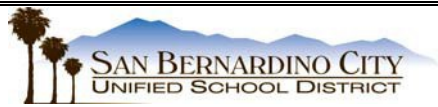
PHYSICAL LEVEL 3: SUBSTANTIAL:

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

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

APPOINTMENT:

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0563	Work Year:	9-12 months	Salary Range:	34A
Job Family:	Systems and Programming			HR/Day:	4-8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	11 – Systems and Programming		

SCHOOL COMPUTER SPECIALIST

JOB SUMMARY:

To perform full-performance computer user support work at a small number of district school sites; install software and modify or make minor enhancements to computer equipment and provides assistance to system and other District staff.

SUPERVISION, DISTINGUISHED CHARACTERISTICS:

Receives supervision from a certified manager. Receives general direction from designated certificated employee. Technical supervision is provided by Information Technology Manager.

Exercises no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Provides a variety of assistance to site staff whose duties involve the operation and use of computers and software supplied by District, such as assistance with malfunctioning peripherals (printer, E.g.), with log on problems and with Afreeeze situations.
- Performs computer system setup.
- Installs software.
- Makes appropriate connections.
- Tests operation of the various components, and solves minor problems encountered.
- Makes minor hardware modifications/enhancements such as card installation and memory capacity.
- Installs additional software and newer versions as needed.
- Gives computer operation orientations to new users and refresher orientations as needed.
- Provides a variety of advice to site staff to assist their efficient use of computer system in work activities.
- Reports technical problems to appropriate District staff.
- May consult Information Technology staff to ensure/restore data transmission.
- May perform routine activities involving site network.
- May route computer cables.
- May provide assistance in the preparation of informal user instructions and of requisitions for equipment.
- Uses personal transportation for District travel.
- Uses personal transportation for District travel.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of System 7 and Windows operating systems.
- Knowledge of Computer program documentation principles.
- Knowledge of Macintosh and PC computers operation.
- Knowledge operation of peripherals such as printers, scanners, modems, and CD0-ROM drives.
- Ability to operate computers.
- Ability to communicate orally and in writing.
- Ability to understand and interpret technical manuals and instructions.

- Ability to diagnose computer, hardware, software, and operator problems.
- Ability to use computer office automation programs (word processing, data base, spreadsheet, graphics).
- Ability to prepare clear, concise written reports.
- Ability to manipulate hardware switches, jumpers, cards in computing equipment.
- Ability to develop cooperative relationships with others.
- Ability to learn/apply policies, procedures, and standards.

EXPERIENCE AND EDUCATION/TRAINING

Two (2) years of fulltime paid experience planning, designing, and administering computer networks in a computer network environment;

AND

High school graduation or the equivalent.

LICENSES/CERTIFICATES/REGISTRATIONS

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

WORKING ENVIRONMENT:

Indoor office environment.

SPECIAL REQUIREMENT:

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.



[Customers](#) [Testimonials](#) [Case Studies](#) [User Conference](#)

2016 NEOGOV Conference


connect & learn with the NEOGOV community

Get ready for the 2016 NEOGOV Annual Training Conference! We're stepping things up this year with a new venue and sessions.


NEOGOV invites you to join us in Las Vegas, Nevada on October 13th-14th, 2016 for our Annual Training Conference at The Mirage.

Pre-conference training will take place on October 12th.

Sessions for 2016 will be demonstrated by NEOGOV staff. Learn best practices from other organizations and network with fellow HR professionals from all across the country.

 [Preliminary Conference Session Topics](#)

 [Conference FAQs](#)

 [Why Las Vegas?](#)

Pre-Conference Training Wednesday, October 12th, 2016

We offer interactive training sessions the day prior to the conference. Sign-up is available when you register for the conference.

2016 NEOGOV Annual Training Conference

We invite you to join us for our 15th annual user conference in Las Vegas, NV.
Pre-conference training will take place on Wednesday, October 12th.

📍 Las Vegas, NV

🏨 The Mirage Resort

📅 October 13th—14th

PRELIMINARY SESSION TOPICS



Roadmap for All NEOGOV Products

Join NEOGOV's Product Strategy Team for a popular and informative outline of the 2017 NEOGOV roadmap.



Online Hiring Center (OHC)

The Online Hiring Center has a new fresh look and some great new features.



Maximize the Latest Insight Enhancements

We will demonstrate the latest Insight system enhancements and discuss the best practices for incorporating these features into your process.



System Administration

Learn some best practices to tailor the system to meet the specific needs of your organization.



Report Builder

Learn about Insight's new report building tool and how to easily create recruitment reports to support your business needs.



Applicant to Employee Life Cycle

Learn how to use all of NEOGOV's products in conjunction with one another and see a full lifecycle that automates the process from recruiting to new hire processing to performance appraisal and beyond.



Industry Leading Keynote Speaker

Last year's keynote speaker, Ryan Estis, wowed the audience with his HR focused, motivational presentation. We're on the lookout for another outstanding keynote this year.



Insight Testing/Online Tests

Learn best practice tips for creating and conducting tests within your organization, and online testing.



E-References for Applicants

E-references allow you to automatically notify applicants' references and invite them to provide their reference letter and candidate feedback online, which makes it easier than ever to collect applicant references.



Create More Value in Performance Evaluations

Produce robust reporting with a redesigned Dashboard and rating & approval forms. Manage goals more effectively and tailor evaluations with new enhancements. Keep your managers and employees engaged in the evaluation process year-round.



Managing Eligible/ Referral Lists

Best practices for managing your lists so they work for you, not against you.



Jump-start Employee Engagement with Streamlined Onboarding

Welcome new hires with vibrant, configurable portals that have all the information they need just one click away. Re-Imagine new hire orientation sessions by completing onboarding tasks online before an employee's first day.



Applicant Rating Matrix

With the new rating matrix, you can track scores from each rater in an interview process for all of the criteria being used to evaluate your candidates.



Search Committees/SMEs, Police/Fire Recruiting

Discover new tips for managing various recruitments within your organization.



Strategic Roundtable Discussions on HR Topics/Challenges

Exchange information with your colleagues and learn how they handle similar HR situations.



Speed Consulting

Have a quick question regarding system functionality? Struggling with a general business process and want to know how the system can address that? Answers will be available to you directly from a NEOGOV Team Member during the conference.

NEOGOV

Why do we choose Las Vegas for our Annual Training Conference?



According to a recent Metropoll, Las Vegas ranks #1 for cost, convenience, and choice.*



Lower Cost

Hotel and Convention costs in Las Vegas, NV are significantly lower than in other major metropolitan areas—allowing NEOGOV to charge a low overall conference fee year after year and pass that savings along to our customers:

- Average cost of flights on major carriers under \$200 round trip
- Excellent 5 star accommodations for under \$100 per night; over 60% savings over destinations like Chicago, Dallas, and Los Angeles



Better Choice

Las Vegas boasts the best selection of conference services in the world—allowing NEOGOV to find the best setting for its Annual Training Conference:

- Las Vegas hosts over 19,000 meetings annually
- Over 148,000 rooms allows NEOGOV to find excellent group deals



Greater Convenience

As a worldwide destination for both leisure and business, Las Vegas has built a world-class air and ground transportation system; making it one of the easiest places to get to and get around:

- Flights: Largest number of departures and direct service from destination across the country; over 900 flights/day
- Mass Transit: 4 miles and 10 minutes from airport to hotel
- Amenities are within walking distance—conference, training and food—eliminating the need for incremental car rental costs

Training Agenda**Event Pricing**

BEFORE AUGUST 15TH [Customers](#) [Testimonials](#) [Case Studies](#) **[User Conference](#)**

Two-day Conference: \$425

Training and Conference package: \$825

AFTER AUGUST 15TH

Two-day Conference: \$475

Training and Conference package: \$975

GROUP DISCOUNT

\$50 conference registration discount per attendee when two or more individuals from the same organization register.

Register for Conference**Hotel Reservation**

The Mirage is offering a group discounted room rate of \$125 per night. This rate does not include taxes. Please note that this special rate is available for a limited number of rooms and only for reservations made by 09/12/16.

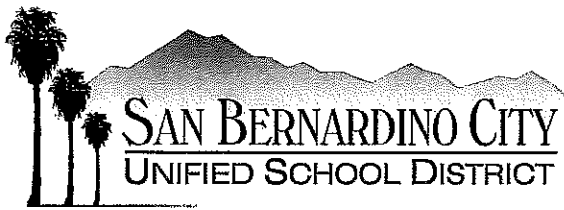
To book by phone, please call 800-627-6667.

Book Hotel

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Dale Marsden, PhD.
Superintendent

Perry Wiseman, Ed. D., Assistant Superintendent

TO: Dale Marsden, E.D., Superintendent

FROM: Perry Wiseman, E.D.
Assistant Superintendent, Human Resources

Gladys Byrd, Director
Personnel Commission *JB*

RE: Amendment Ratification – Patricia D. Barrett

DATE: March 15, 2016

Recommendation

Approve Ratification Amendment of the Agreement with Patricia D. Barrett, Upland, CA to Act as a Hearing Officer for District Employees' Disciplinary Meetings.

Information

Please approve the amendment for an additional of \$3,000 or not to exceed \$6,000.00 for the contract. Board Approval date is March 15, 2016 and it is Item Number 7.27.

Patricia D. Barrett, Upland, CA to act as a Hearing Officer for District Employees' Disciplinary Hearings was approved by the Personnel Commission on January 13, 2016. The fees are: \$1,500 per day (minimum of one day fee for each day of hearing and presentation of written findings of fact and recommended decision). \$250.00 an hour for miscellaneous time including hearing over six hours in single day; pre hearing in person conferences; more than 8 hours of report preparation. No charge for travel time. A \$1000 cancellation fee if hearing is canceled within 48 hours of hearing date.



SEND INVOICES IN TRIPLICATE TO:

San Bernardino City Unified School District
777 North F Street
San Bernardino, CA 92410
Phone: (909) 381-1126
Fax: (909) 381-0989

PURCHASE ORDER NUMBER

569541

District PO number must appear on all
correspondence, and invoices.

Date: 03/15/2016

Due Date: 06/30/2016

Not Applicable

Vendor: 311990-01 Attn: PATRICIA D. BARRETT
Phone: (909) 920-0877

LAW OFFICE OF
PATRICIA D BARRETT
846 W. FOOTHILL BLVD
SUITE M
UPLAND, CA 91786-0000

Ship
To:

FOB	SHIP VIA	BUYER	PAYMENT TERMS
		(909) 381-1126	NET 30

REQ. #	REQUESTOR	LOCATION	BLDG/DEPT	ROOM
660878	Nersidalia Garcia	Personnel Commission	Not Applicable	

#	Qty	Unit	Description	Unit Price	P/C	Ext. Total
1	1	EA	<p>Contract to act as a hearing officer for District employee's disciplinary meetings as per attached agreement. Period of Performance: March 8, 2016 through June 30, 2016 Total cost not to exceed: \$3,000.00 payable at the rate of \$1,500.00 per day Board approved: March 15, 2016 Contract No.: 15/16-660878-842-GV Contract Analyst: Gloria Vega (909) 381-1132 Prior to payment all invoices must be approved by Gladys Byrd or designee.</p> <p>VENDOR INSTRUCTIONS PO NUMBER MUST BE CLEARLY INDICATED ON ALL INVOICES OR PAYMENT MAYBE DELAYED.</p> <p>01-0000-0-0000-7490-5850-842-071</p>	\$3000.00		\$3000.00

TERMS AND CONDITIONS

- District will not be responsible for any goods delivered without purchase order.
- Merchandise must be shipped FOB our Warehouse unless otherwise stated or approved by the buyer.
- All changes to this purchase order must be approved by the Buyer. Sales tax must be shown separately.
- Submit itemized invoices in triplicate. Indicate purchase order number.
- Delays in delivery or cancellations must be reported to the Buyer.
- Safety Regulations: All equipment and supplies furnished, and/or all work performed shall meet all safety regulations of the Division of Occupational Safety and Health of the State of California and Health Codes of the State of California.
- Vendor must send with invoice manufacturer's Material Safety Data Sheets, OSHA Form 20 or equivalent indicating the purchase order number.
- Net 30 days payment terms.

SUBTOTAL:	\$3000.00
SALES TAX:	\$0.00
SHIPPING:	\$0.00
TOTAL:	\$3000.00

Authorized Signature

VENDOR COPY

Board of Education Meeting

March 15, 2016

Human Resources

7.27 Ratification of the Agreement with Patricia D. Barrett, Upland, CA, to Act as a Hearing Officer for District Employees' Disciplinary Meetings (Prepared by Business Services)

Personnel Commission requests Board of Education approval to ratify the agreement with Patricia D. Barrett, Upland, CA, to act as a hearing officer for District employees' disciplinary meetings effective March 8 - June 30, 2016, approved by the Personnel Commission on January 13, 2016. The services will be required on a case-by-case basis and at the discretion of the District Personnel Commission. Total cost not to exceed \$3,000.00 payable at the rate of \$1,500.00 per day, will be paid from Unrestricted General Fund – Personnel Commission, Account No. 071.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves ratification of the agreement with Patricia D. Barrett, Upland, CA, to act as a hearing officer for District employees' disciplinary meetings effective March 8 - June 30, 2016, approved by the Personnel Commission on January 13, 2016. The services will be required on a case-by-case basis and at the discretion of the District Personnel Commission. Total cost not to exceed \$3,000.00 payable at the rate of \$1,500.00 per day, will be paid from Unrestricted General Fund – Personnel Commission, Account No. 071.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Director, Personnel Commission

Approver: Assistant Superintendent, Human Resources

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

MINUTES

March 2, 2016

I. CALL TO ORDER

A. The meeting was called to order at 5:34 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. Bohn

Motion carried.

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

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

1. Computer Operator	Exam #15-178
2. Plaster Cement Finisher	Exam # 15-141
3. Plumber	Exam # 15-176
4. Program Clock Fire Alarm Technician	Exam # 15-155
5. School Police Officer	Exam # 15-166

Motion carried

B. RECRUITMENTS.

The commission will consider approving the following recruitments:

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

1. Account Analyst	Open/Promotional
2. Assistant Maintenance & Operations Director	Dual Certification
3. Cafeteria Worker	Open/Promotional
4. Construction Plans Specialist	Open/Promotional
5. Lead Maintenance Worker	Open/Promotional
6. Nutrition Services Maintenance Mechanic	Open/Promotional
7. Painter	Open/Promotional
8. Plumber	Open/Promotional
9. Power Mower Operator	Open/Promotional
10. Student Recovery Specialist	Open/Promotional
11. Transportation Planner	Open/Promotional

Motion carried.

C. NEW CLASSIFICATION

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the new classification specification: Secretary IV

Discussion: Ms. Byrd stated that the position is a higher level secretarial position in the Superintendent's office. It is a confidential position.

Mr. Bohn asked if this position will replace the person beforehand.

Ms. Byrd stated that Secretary IV will replace the current vacancy of Secretary III in the superintendent's office.

Mr. Bohn asked if prior superintendents have had Secretary III positions.

Ms. Byrd stated the new Secretary IV is going to have more administrative complex responsibilities and duties, then secretary III.

Motion carried.

D. REVISIONS AND TITLE CHANGE:

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the revisions and title change to the following classification specification:

FROM: Student Services Specialist

TO: Student Services Specialist II

Ms. Byrd explained the meaning and difference between Student Services

Specialist and Student Services Specialist II.

Motion carried.

E. REVISIONS TO CLASSIFICATION:

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the revisions to the classification for:

Workers' Compensation Technician

Ms. Byrd explained that any changes on education, training and experience can be brought to the commission for approval. Changes in duties have to go through the 610 process.

Motion carried.

F. DISCUSSION ON WRIT POSITIONS:

It was moved by Ms. Dixon and seconded by Mr. Bohn to discuss the WRIT positions:

Ms. Gladys explained the status of WRIT positions as of February 24, 2016. At that time there were 16 WRIT positions that still need to be filled. Since February 24, 2016, Nutrition Services Supervisor has been filled and one position is being abolished so that brings down the list to 14 positions to be filled.

Mr. Bohn asked what the time frame from the court is. What number did we start with?

Ms. Byrd stated these positions should have been filled several years ago. We started with 410 positions.

Ms. Iris Guzman stated she will follow up on the status of current list WRIT positions and keep the commissioners informed on the updated status.

Ms. Dixon stated it would be nice to remove the dark clouds over our head. She was not blaming anyone.

Ms. Byrd explained it's difficult to fill severely impaired positions.

Ms. Dixon stated if the district has considered incentive pay or stipend for severely impaired positions or special training.

Ms. Byrd stated that would be up to the site.

G. MINUTES FEBRUARY 2, 2016:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the Minutes for February 2, 2016.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd informed the commission about the CSPCA conference that staff attended. Lots of information. At the end everyone does the same thing but in a different way.

Ms. Dixon concurred with what Ms. Byrd reported regarding CSPCA Conference, it is important to have staff have opportunity for professional development training.

The commission adjourned into closed session at 5:56 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:56 p.m.

The commission reconvened into open session at 6:00 p.m. with no report out for closed session.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:00 p.m.