

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

AGENDA

April 1, 2015

5:30 P.M.

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

III. PUBLIC COMMENTS

- NOTE:**
- 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)
 - Each speaker may speak only once.
 - A five (5) minute time limit will be allotted to each speaker, unless extended by the Chairperson.
 - A *Request to Speak* form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

IV. ACTION ITEMS

- A. The commission will consider ratifying Eligibility Lists. It is moved that the commission ratify eligibility lists for:
1. Assistant Affirmative Action Officer (Exam #15-018)
 2. Assistant Warehouse Manager (Exam #15-003)
 3. Bilingual Education Assistant III (SI) (Exam #15-006-2)
 4. Bilingual Instructional Assistant SDC (Exam #15-010-2)
 5. Custodian II (Exam #15-005)
 6. Education Assistant III (SI) (Exam #15-006-1)
 7. Human Resources Technician (Exam #15-019)
 8. Instructional Assistant (SDC) (Exam #15-010-1)
 9. Instructional Tutor LH/PH – Bilingual (Exam #14-101)
 10. Lead Electronics Technician (Exam #15-020)

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

92416 (009) 384-N182 04/01/2015

1 of 54

11. Nutrition Services Manager I (Exam #15-011)
12. Nutrition Services Manager II (Exam #15-012)
13. Senior Budget Analyst (Exam #15-015)
14. Senior Food Production Worker (Exam #15-016)

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

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

1. Environmental Compliance and Safety Officer

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

C. The commission will receive a report from the Personnel Commission Director regarding visits to Merit School Districts, recruitments, Writ vacancies, and Personnel Commission staff duties.

Moved: _____ Seconded _____
 Discussion: _____

E. The commission will consider approving the following recruitments:

- | | |
|---|------------------|
| 1. Bilingual Instructional Aide | Open/Promotional |
| 2. Custodian II | Open/Promotional |
| 3. Bilingual School Licensed Vocational Nurse (LVN) | Open/Promotional |
| 4. Environmental Compliance and Safety Officer | Dual |
| 5. Equipment Operator | Open/Promotional |
| 6. HVACR Mechanic | Open/Promotional |
| 7. School Accounting Technician I (MS) | Open/Promotional |
| 8. School Licensed Vocational Nurse (LVN) | Open/Promotional |
| 9. School Police Officer | Open/Promotional |

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

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

- 4.8 Holding of Examinations
- 5.1.1 Establishment of Eligibility List
- 5.12 Removal of Names from Eligibility List: Reemployment, Reinstatement, Promotional and Open
- 5.18 Procedure for Certification of Appointment
- 6.5 Transfer

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

- G. 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 ____, 2015 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: _____

- H. The commission will consider approving minutes for March 4, 2015.

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

- I. The commission will consider approving minutes for March 16, 2015.

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

V. COMMISSIONERS/DIRECTOR COMMENTS

VI. CLOSED SESSION

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Commission Director
Personnel Analyst

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

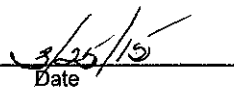
VII. ADJOURNMENT

The commission adjourned the meeting at _____.

Exam #	15-018	Exam Title ASSISTANT AFFIRMATIVE ACTION OFFICER				
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/12/2015	3/8/2015	4/1/16	3	3	38	10

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


 Personnel Commission Director


 Date

Exam #	15-003	Exam Title		ASSISTANT WAREHOUSE MANAGER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	4/1/16	28	18	156	41

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


 Personnel Commission Director

3/27/2015
 Date

Exam #	15-006	Exam Title		BILINGUAL EDUCATION ASSISTANT III (SEVERE IMPAIREMENTS)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	3/13/2015	4/1/16	5	4	64	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.

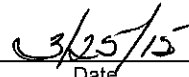

 Personnel Commission Director


 Date

Exam #	15-010-2	Exam Title		BILINGUAL INSTRUCTIONAL ASSISTANT SDC		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	4/1/16	23	10	74	49

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


 Date

Exam #	15-005	Exam Title		CUSTODIAN II		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	4/1/16	7	7	10	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


3/26/2015
 Date

Exam #	15-006-1	Exam Title		EDUCATION ASSISTANT III (SEVERE IMPAIREMENTS)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	3/13/2015	4/1/16	10	7	85	25

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


 Date

Exam #	15-019	Exam Title		HUMAN RESOURCES TECHNICIAN		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/12/2015	3/8/2015	4/1/16	46	28	255	61
<p>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.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <p>Personnel Commission Director</p> </div> <div style="text-align: center;"> <p>3/25/15</p> <p>Date</p> </div> </div>						

Exam #	15-010-1	Exam Title		INSTRUCTIONAL ASSISTANT SDC		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	4/1/2016	31	16	132	79

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


 Personnel Commission Director

3/25/15
 Date

Exam #	14-101	Exam Title		INSTRUCTIONAL TUTOR LH/PH - BILINGUAL INSTRUCTIONA		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/9/2014	1/11/2015	4/1/16	17	14	107	61

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

3/24/2015
 Date

Exam #	15-020	Exam Title		LEAD ELECTRONICS TECHNICIAN		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/12/2015	3/8/2015	4/1/16	7	7	17	10

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


 Personnel Commission Director

3/20/2015
 Date

Exam #	15-011	Exam Title				
Posting Dates		NUTRITION SERVICES MANAGER I				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
1/21/2015	2/15/2015	4/1/16	6	6	61	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 Commission Director

2/26/2015
 Date

Exam #	15-012	Exam Title		NUTRITION SERVICES MANAGER II		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	4/1/16	3	3	27	6

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


 Personnel Commission Director

3/3/2015
 Date

Exam #	15-015	Exam Title		SENIOR BUDGET ANALYST		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	4/1/16	10	9	32	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.


 Personnel Commission Director

3/23/2015
 Date

Exam #	15-016	Exam Title				
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	4/1/16	9	7	55	18

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

3/16/2015
 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0185	Work Year:	Salary Range:	45
Job Family:	Management		HR/Day:	8
FLSA Status:	Non-Exempt	EEOC OCCUPATIONAL GROUP:	Professional (Non-faculty)	

ENVIRONMENTAL COMPLIANCE AND SAFETY OFFICER

DEFINITION-JOB SUMMARY:

To ~~plan, organize and formulate~~, implement, and administer the District's safety and environmental compliance programs emphasizing employee and student safety, ~~and~~ air, water, and hazardous materials management; and to provide instruction to District personnel in the techniques of safety, environmental compliance, and disaster preparedness. To work with Workers' Compensation Department to reduce work related safety issues.

Reports to:

This position reports to an Assistant Superintendent or cabinet-level manager.

SUPERVISION:

This position exercise supervision over assigned secretarial or clerical staff.

~~Supervises designated secretary. Receives supervision from a designated Cabinet Member.~~

ESSENTIAL JOB FUNCTIONS:

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

- Performs a wide range of activities in the development, administration and evaluation of safety and environmental compliance programs, disaster preparedness and hazardous materials management for the District relating to student, public, fire, occupational, motor vehicle and physical plant safety, and air, water, underground tanks, and hazardous material compliance management.
- Directs and participate in site/facility inspections including shops, labs and kitchens. Performs accident and injury investigations.
- Gathers and reviews reports of injuries, accidents and property damage to determine preventive measures.
- Conducts in-service training for employees.
- Assists in complying with Federal, State, and local air, water, soil, underground tank, hazardous materials, and safety requirement.
- Develops safety and environmental educational material, activities and programs.
- Analyzes statistical and other material and prepares reports and correspondence.
- Provides consultation to schools and the Workers' Compensation Office on safety and environmental programs.

- Schedules and chairs the District Safety Committee meetings.
- Develops and monitors a self-inspection system.
- Oversees the Disaster Preparedness Program.
- Updates and maintains a District Safety handbook and applicable safety data.
- Operates district vehicle to sites required by duties.
- Establishes and maintains a district-wide formal environment compliance training program that is updated annually and that includes Environmental Compliance Awareness Training and Job-Specific Environmental Compliance Training.
- Ensuring a direct line is established so that any employee may contact upper management about policy violations or other questions pertaining to environmental, hazardous material, and safety issues.
- Conducts occasional unannounced inspections to enforce policies and laws pertaining to environmental, hazardous material, and safety issues.
- Audits districts procedures for compliance with policies and laws pertaining to environmental, hazardous material, and safety issues.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Toxic Substance Control Act (TOSCA), California Health and Safety Statutes, and California.
- Code of Regulations (CCR) pertaining to hazardous materials, solid and hazardous waste, lead, underground storage tanks, water, and labeling requirements.
- Principles, trends, methods and procedures pertaining to safety, disaster preparedness and hazardous materials management.
- Laws pertaining to work-related injury or illness, school district liability and safety (including OSHA regulations), and disaster preparedness.
- American with Disabilities Act (ADA) pertaining building compliance, handicapped parking spaces, and other related topics.
- Methods of abating or controlling sources of environmental pollutants and contaminants in air, water, and soil.
- Conducting investigations or occurrences involving injury/property damage or environmental pollutants.
- Conducting safety, disaster preparedness, and hazardous materials management inspections.
- Understand and accurately interpret laws, rules and regulations pertaining to safety, environmental compliance, hazardous materials, and hazardous waste management.
- Organize and manage effective safety, disaster preparedness, and hazardous materials management programs
- Develop and maintain cooperative work relations with others.
- Gather, analyze, and interpret data.
- Preparing various written reports
- Preparing and conducting workshops
- Making oral presentation to groups and provide training.
- Effectively communicating in oral and written form.

SKILLED IN:

- ~~Formulating, implementing, and administering the District's safety and environmental compliance programs emphasizing employee and student safety, and air, water, and hazardous materials management; and providing instruction to District personnel in the techniques of safety.~~
- ~~Preparing various written reports.~~
- ~~Preparing and conducting workshops.~~
- ~~Conducting investigations of occurrences involving injury/property damage or environment pollution.~~

- ~~Conducting safety, disaster preparedness, and hazardous materials management inspections.~~
- ~~Making oral presentation to groups and provide training.~~
- ~~Effectively communicating in oral and written form.~~

EXPERIENCE AND EDUCATION/TRAINING:

Two Four years of responsible experience in the formulation, implementation, or administration of an environmental and safety program in a public agency.

-AND-

~~Graduation from a recognized university, preferably with a major in industrial engineering, environmental engineering, or related field.~~

Licenses/Certificates/Registrations:

The possession of an appropriate valid California driver license.*

SPECIAL REQUIREMENT:

- A current American Red Cross Advanced First Aide Certificate or an acceptable equivalent.
- A current American Red Cross Advance CPR Certificate or an acceptable equivalent.
- An appropriate, valid California driver license.
- ~~This position and the some duties performed by this position are governed by a stipulated judgment in the case of *The People of the State of California vs San Bernardino City Unified School District*, Case No. SCV 53036, San Bernardino Superior Court.~~

WORKING ENVIRONMENT:

Indoor and outdoor environment; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office equipment; seeing to review and analyze reports, documents or other records; hearing and speaking to exchange information in person, electronically or telephonically; climbing stairs, ladders and ramps; walking and standing for extended periods of time; sitting for extended periods of time.

PHYSICAL LEVEL 2: MODERATE

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

Stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 50 pounds; manipulate hands and fingers to operate equipment relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects or students from one location to another; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

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:

An employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least overall satisfactory performance. Failure to do so shall result in the employee's termination. This position is designated as administrative pursuant to Education Code section 45301 and is designated management by the District.

ENVIRONMENTAL COMPLIANCE AND SAFETY OFFICER

Job Code: 0185 Job Family: Management FLSA Status: Non-Exempt

Work Year: 228 days Salary Range: 45 HR/Day: 8

EEOC Occupational Group: 6 – Professional (Non-faculty)

Definition:

To plan, organize, and implement the District's safety and environmental compliance programs emphasizing employee and student safety, and air, water, and hazardous materials management; and to provide instruction to District personnel in the techniques of safety, environmental compliance, and disaster preparedness. To work with Workers' Compensation Department to reduce work related safety issues.

Reports to:

This position reports to an Assistant Superintendent or cabinet-level manager.

Supervision:

This position exercise supervision over assigned secretarial or clerical staff.

Examples of Duties:

- Performs a wide range of activities in the development, administration and evaluation of safety environmental compliance programs, disaster preparedness and hazardous materials management in the District relating to student, public, fire, occupational, motor vehicle and physical plant safety, and air, water, underground tanks, and hazardous material compliance management.
- Directs and participate in site/facility inspections including shops, labs and kitchens.
- Performs accident and injury investigations.
- Gathers and reviews reports of injuries, accidents and property damage to determine preventive measures.
- Conducts in-service training for employees.
- Assists in complying with Federal, State, and local air, water, soil, underground tank hazardous materials, and safety requirement.
- Develops safety and environmental educational material activities and programs.
- Analyzes statistical and other material and prepares reports and correspondence.
- Provides consultation to schools and the Workers' Compensation Office on safety and environmental programs.
- Schedules and chairs the District Safety Committee meetings.
- Develops and monitors a self-inspection system.
- Oversees the Disaster Preparedness Program.
- Updates and maintains District Safety handbook and applicable safety data.
- Operates district vehicle to sites required by duties.

- Establishes and maintains a district-wide formal environment compliance training program that is updated annually and that includes Environmental Compliance Awareness Training and Job-Specified Environmental Compliance Training.
- Ensures a direct line is established so that any employee may contact upper management about violations or other questions pertaining to environmental, hazardous material, and safety issues.
- Conducts occasional unannounced inspections to enforce policies and laws pertaining to environmental hazardous material, and safety issues.
- Audits district's procedures for compliance with policies and laws pertaining to environmental, hazardous materials and safety issues.
- Performs related duties as assigned.

Qualifications:

Education/Training:

~~Graduation from a recognized university, preferably with a major in industrial engineering, environmental engineering, or related field.~~

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

An appropriate, valid California Driver's license.

Experience:

~~Two~~ Four years of responsible experience in the formulation, implementation, or administration of an environmental and safety program in a public agency.

Distinguishing Characteristics:

~~This position is a professional but nonsupervisory, non-managerial position.~~

Employment Standards:

Knowledge of:

- Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Toxic Substance Control Act (TOSCA), California Health and Safety Statutes, and California Code of Regulations (CCR) pertaining to hazardous materials solid and hazardous waste, lead, underground storage tanks, water, and labeling requirements.
- Principles, trends, methods and procedures pertaining to safety, disaster preparedness and hazardous materials management.
- Laws pertaining to work-related injury or illness, school district liability and safety (including OSHA regulations), and disaster preparedness.
- Americans with Disability Act (ADA) pertaining building compliance, handicapped parking space and other related topics.
- Methods of abating or controlling sources of environmental pollutants and contaminants in air, water and soil.
- Conducting investigations or occurrences involving injury/property damage or environmental pollutants.
- Conducting safety, disaster preparedness, and hazardous materials management inspections

Ability to:

- Understand and accurately interpret laws, rules and regulations pertaining to safety, environmental compliance, hazardous materials, and hazardous waste management.
- Organize and manage effective safety, disaster preparedness, and hazardous materials management programs.
- Develop and maintain cooperative work relations with others.
- Gather, analyze, and interpret data.
- Preparing various written reports.
- Preparing and conducting workshops.
- Making oral presentation to groups and provide training.
- Effectively communicating in oral and written form.

Skilled in:

- ~~Formulating, implementing and administering the District's safety and environmental compliance programs emphasizing employee and student safety, and air, water, and hazardous materials management; and providing instruction to District personnel in the techniques of safety.~~
- ~~Preparing various written reports.~~
- ~~Preparing and conducting workshops.~~
- ~~Conducting investigations or occurrences involving injury/property damage or environmental pollutants.~~
- ~~Conducting safety, disaster preparedness, and hazardous materials management inspections~~
- ~~Making oral presentation to groups and provide training.~~
- ~~Effectively communicating in oral and written form.~~

Special Requirements:

- A current American Red Cross Advanced First Aide Certificate or an acceptable equivalent.
- A current American Red Cross Advance CPR Certificate or an acceptable equivalent.
- An appropriate, valid California driver's license.
- This position and some of its duties are governed by a stipulated judgment in the case of The People of the State of California v. San Bernardino City Unified School District, Case No. SCV 53036, San Bernardino Superior Court.

Garcia, Nersidalia

From: Byrd, Gladys
Sent: Friday, March 20, 2015 8:52 AM
To: Garcia, Nersidalia
Cc: Garcia, Irma
Subject: FW: Environmental Safety and Compliance Officer
Attachments: Exhibit 1.pdf; Exhibit 2.pdf; Exhibit 3.pdf; Exhibit 4.pdf

For April 1st PC agenda.

Gladys

From: Wiseman, Perry
Sent: Thursday, March 19, 2015 11:23 AM
To: Byrd, Gladys
Cc: Lowry, Terry
Subject: Environmental Safety and Compliance Officer

Gladys,

As you are aware the commission requested that the District review and revise the job specifications for the Environmental Safety and Compliance Officer manager position prior to the April 1, 2015 Personnel Commission Meeting.

The District has completed the revisions to the job specifications. Also, the District included recommended minimum educational and work experience. Both are outlined in the attached Exhibit 1.

According to Education Code Section 45276 (attached Exhibit 2), the Board fixes the duties of all positions, and may recommend the minimum educational and work experience requirements. With this statute in mind, the District is recommending that the position not require a college degree. At the same time, the District also recommends that the work experience be increased to justify the current salary range. The District understands that these recommended minimum qualification requirements are subject to the approval of the commission (Mrs. Val Dixon, Mr. Mike Salazar, and Mr. George Bohn). *Note.* The former job description for this position (Exhibit 3) did not require a degree.

The aforementioned Education Code also states that the requirements of a position should not unreasonably restrict the field of competition. The District does not believe this change would restrict the field of competition—it would actually increase it! With an inflexible stipulated judgment in place around this specific position (attached Exhibit 4), the District seeks to ensure the eligibility list contains the most experienced, qualified candidates.

If you have any questions, let me know. Also, please respond to this email informing the District as to whether or not the job specifications and recommended minimum educational and work experience (per Education Code Section 45276) will be included on the April 1, 2015 agenda for the commission's consideration.

Thank you for your attention to this matter.
Perry

Education Code Section 45276

The governing board shall fix the duties of all positions a part of the classified service as required by Section 45109. The board may recommend the minimum educational and work experience requirements for classified positions to the personnel commission. Minimum qualification requirements shall be subject to approval of the commission.

In approving minimum educational and work experience requirements for classified positions, the commission shall insure that such requirements reasonably relate to the duties of the position, as established by the governing board, and that they will admit an adequate field of competition. No requirements may be approved which unduly or unreasonably restrict the field of competition.

The position duties shall be prescribed by the board and qualification requirements for the position class shall be prepared and approved by the commission, required by this section, prior to issuance of an announcement calling for a competitive examination to fill position vacancies.

COPY

DENNIS L. STOUT
District Attorney
County of San Bernardino
By: R. Glenn Yabuno
Deputy District Attorney
SPECIALIZED PROSECUTIONS GROUP
412 W. Hospitality Lane, Suite 301
San Bernardino, California 92415
Telephone: (909) 891-3558

FILED-Central District
San Bernardino County Clerk

DEC 04 1998

By Laurie E. Wellington
Deputy

Attorney for Plaintiff

IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF SAN BERNARDINO, CENTRAL DIVISION

THE PEOPLE OF THE STATE OF CALIFORNIA,
Plaintiff,

vs.

SAN BERNARDINO CITY UNIFIED SCHOOL
DISTRICT

Defendant.

CASE NO. SCV 53036

STIPULATED JUDGMENT

Plaintiff, the People of the State of California, having filed its complaint herein; and
Plaintiff, appearing through its attorneys, Dennis L. Stout, District Attorney for the County of
San Bernardino by R. Glenn Yabuno, Deputy District Attorney; and defendant, SAN
BERNARDINO CITY UNIFIED SCHOOL DISTRICT, appearing through its attorney Proskauer,
Rose, LLP, by Barry Groveman, Esq.; and

Plaintiff and Defendant desiring to resolve disputed claims without admission of any
factual or legal allegations, having stipulated and consented to the entry of this Stipulated
Judgment prior to the taking of any proof; and

The court having considered the pleading;

IT IS HEREBY ORDERED, AND ADJUDGED THAT:

1. This Court has jurisdiction over the subject matter hereof and the parties hereto.

1 2. This Judgment applies to the facts and circumstances surrounding the release
2 of a hazardous material/waste that occurred on September 12, 1997, in the City of San
3 Bernardino, involving a San Bernardino City Unified School District vehicle, Robert Brun and
4 other District employees, herein after referred to as the "Incident".

5 3. Pursuant to Business and Professions Code sections 17203 and 17535,
6 defendant SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT, its successors, officers,
7 employees, agents and representatives and all persons who are acting in concert or
8 participation with them or any of them with actual or constructive notice of this Stipulated
9 Judgment are hereby permanently enjoined and restrained from, directly or indirectly,
10 engaging in the following acts or practices within San Bernardino County:

11 4. Defendants shall also:

12 A. The SBCUSD shall reimburse costs to the investigating agencies for the
13 underlying investigation. The California Highway Patrol shall receive \$14,254.57. Of that
14 amount, \$4,000.00 shall be used to purchase computer equipment for the Inland Division
15 Environmental Crimes Investigator, to be used for the enforcement and prosecution of
16 environmental crimes. Said payment to be made within forty-five (45) days of entry of this
17 Judgment. The State of California/CALTRANS and Consolidated Waste shall be reimbursed
18 directly, within 45 days of submission of an itemized bill/invoice, for labor and services
19 provided. All billings shall be submitted to: PROSKAUER ROSE, Attention: Barry Groveman,
20 Esq., 2049 Century Park East, Suite 3200, Los Angeles, California 90067-3206.

21 B. The SBCUSD shall allocate \$25,000 to produce a short video on the
22 importance of protecting the environment in an effort to educate and sensitize the student
23 population on these issues. The video shall be shown as part of the curriculum for the 1998-
24 1999 school year, and made available to other school districts throughout the state.

25 C. Robert Brun shall retire from district service on or before February 22, 1999.

26 D. The SBCUSD shall arrange to have a complete environmental audit of all
27 district facilities conducted by independent non-school personnel. This shall include:

28 (1) A review and evaluation of existing written School District

1 environmental policies and procedures to determine compliance with the local, state and
2 federal statutes regulating district wide and department managers individual environmental
3 compliance obligations. This will include the following statutes and their applicable
4 regulations:

5 (a) Corporate Criminal Liability Act, and

6 (b) Proposition 65.

7 (2) A review of the status of all environmental compliance permits,
8 including but not limited to, air, water, hazardous waste, solid waste, fire and underground
9 storage tanks.

10 (3) A review of hazardous material and waste handling; storage,
11 packaging transportation, documentation and disposal practices which impact air, water and
12 land. This will include compliance with the applicable portions of the following statutes and
13 regulations:

14 (a) Resource Conservation and Recovery Act ("RCRA");

15 (b) Emergency Planning and Community Right-to-Know Act of
16 1986 ("EPCRA");

17 (c) Hazardous Waste Operations and Emergency Response
18 ("HZWOPR");

19 (d) Toxic Substance Control Act ("TOSCA");

20 (e) California Hazardous Waste laws and regulations, including
21 applicable local regulations;

22 (f) San Bernardino Fire Department hazardous material and
23 chemical inventory statutes and regulations;

24 (g) Underground Storage Tank Regulations, including federal,
25 state and local statutes and regulations;

26 (h) Clean Water Act, including compliance with the local sewer
27 ordinances as they relate to hazardous material discharge
28 into the sewers; and

1 (i) Clean Air Act, including compliance with the Rules of the
2 South Coast Air Quality Management District ("SCAQMD").

3 (4) Selected California Occupational Safety and Health ("CAL-OSHA")
4 regulations which apply to employee training and information in the areas of hazardous
5 materials handling and exposure issues.

6 (a) Hazard Communication Standard

7 (b) Injury and Illness Prevention Program ("IIPP")

8 (5) A written report with a summary of findings and an explanation of the
9 relevant statute or regulation. This will be prepared for use by the SBCUSD staff in
10 addressing any areas that may be deficient.

11 E. The SBCUSD shall establish a formal district-wide environmental compliance
12 policy and procedure which shall include the following elements:

13 (1) A policy statement regarding compliance with all environmental
14 regulations governing school districts. This statement shall be included as a permanent part
15 of the District's published policies and procedures.

16 (2) Auditing procedures for district policies. These shall include
17 appropriate disciplinary action for violations.

18 (3) A direct line to the executive level Environmental Compliance
19 Officer. This shall allow any employee to contact upper management about possible policy
20 violations or other questions. Appropriate actions shall be taken by management in response
21 to valid concerns.

22 (4) Establishment of a district-wide formal environmental compliance
23 training program. This program shall be updated annually and include:

24 (a) Environmental Compliance Awareness Training, and

25 (b) Job-Specific Environmental Compliance Training.

26 (5) Occasional, unannounced inspections. These inspections shall be
27 conducted to enforce district policies.

28 F. The district shall issue a joint public statement with officials of the

1 California Highway Patrol and San Bernardino District Attorney's Office to stress its
2 commitment to environmental compliance and protection in public schools.

3 * G. Within forty-five days of the approval of the Settlement, the SBCUSD shall
4 commence recruitment for a management level employee who shall assume responsibilities
5 for environmental compliance. This employee, who shall be designated as the district's
6 Environmental Compliance Officer, shall have direct access to the district's executive level
7 management. This employee shall begin service within forty-five days of Robert Brun's
8 retirement. In addition to all other responsibilities, this individual shall carry through on any
9 responsibilities required in paragraph 8 below.

10 H. The SBCUSD shall work cooperatively with other school districts
11 throughout the state to develop environmental health and safety programs in an effort to
12 prevent similar incidents from occurring at other school districts.

13 I. The SBCUSD shall strengthen its commitment to environmental sciences
14 at its magnet school, Kimbark Elementary School, which has been nationally recognized for
15 its dedication to environmental education, and shall dedicate a day in 1999 as a district-wide
16 "Environmental Education Day." Among other events, there shall be presentations to faculty
17 and staff on environmental awareness and issues effecting classrooms and schools.
18 Representatives of the San Bernardino District Attorneys office shall be invited to speak.

19 J. The SBCUSD shall report to the San Bernardino County Health
20 Department within 12 months of the date of the executed agreement on the progress of all of
21 these conditions.

22 5. The total amount of \$14, 254.57 shall be paid by a check made payable to the
23 order of the "District Attorney for the County of San Bernardino." This check shall be delivered
24 at the time of entry of this Stipulated Judgment, to R. Glenn Yabuno, Deputy District Attorney,
25 412 West Hospitality Lane, Suite 301, San Bernardino, California 92415-0023. The funds
26 shall then be disbursed in accordance with this Stipulation and Order. The funds for the
27 purchase of the computer equipment shall be made payable to the vendor designated by the
28 Inland Division of the California Highway Patrol.

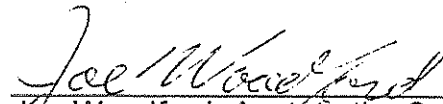
1 6. Jurisdiction is retained for the purpose of enabling any party to this Stipulated
2 Judgment to apply to this Court at any time for such further orders and directions that may be
3 necessary to carry out this Stipulated Judgment, or for modification of any of the injunctive
4 provisions hereof, for the enforcement and compliance with, and for the punishment of
5 violations thereof. The Stipulated Judgment may be modified upon written approval of the
6 parties and upon entry of a modified Stipulated Judgment by the Court thereon, or upon
7 motion of any party as provided by law and upon entry of a modified Stipulated Judgment by
8 the Court.

9 7. This Stipulated Judgment shall have a res judicata effect and bar any action by
10 plaintiff against Defendant, or Robert Brun, arising out of the Incident.

11 8. This Stipulated Judgment shall take effect immediately upon the signing of this
12 order.

13 IT IS SO STIPULATED:

14
15 Date: 10-21-98


Joe Woodford, Asst. to the Superintendent, for
SAN BERNARDINO CITY UNIFIED
SCHOOL DISTRICT, Defendant

16
17
18 Date: 10/27/98


PROSKAUER, ROSE, LLP., by Barry Groveman,
Attorneys for Defendant

19
20
21 Date: 11/19-98

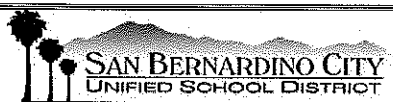

R. GLENN YABUNO
Deputy District Attorney, for Plaintiff

22
23
24 IT IS SO ORDERED:

25
26 Date: DEC 04 1998

MARTIN A. HILDRETH

Judge of the Trial Court



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code: 0185

Work Year: 12 months

Salary Range: 45M

Job Family: MANAGEMENT

HR/Day: 8

FLSA Status: Non-Exempt

EEOC Occupational Group: 6—Professional (Non-faculty)

ENVIRONMENTAL COMPLIANCE AND SAFETY OFFICER

JOB SUMMARY:

To formulate, implement, and administer the District's safety and environmental compliance programs emphasizing employee and student safety, and air, water, and hazardous materials management; and to provide instruction to District personnel in the techniques of safety, environmental compliance, and disaster preparedness. To work with Workers' Compensation Department to reduce work related safety issues.

SUPERVISION:

Supervises designated secretary. Receives supervision from an assigned District administrator a designated Cabinet Member.

EXAMPLES OF DUTIES:

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

- Performs a wide range of activities in the development, administration and evaluation of safety and environmental compliance programs, disaster preparedness and hazardous materials management for the District relating to student, public, fire, occupational, motor vehicle and physical plant safety, and air, water, underground tanks, and hazardous material compliance management.
- Directs and participate in site/facility inspections including shops, labs and kitchens.
- Performs accident and injury investigations.
- Gathers and reviews reports of injuries, accidents and property damage to determine preventive measures.
- Conducts in-service training for employees.
- Assists in complying with Federal, State, and local air, water, soil, underground tank, hazardous materials, and safety requirement.
- Develops safety and environmental educational material, activities and programs.
- Analyzes statistical and other material and prepares reports and correspondence.
- Provides consultation to schools and the Workers' Compensation Office on safety and environmental programs.
- Schedules and chairs the District Safety Committee meetings.
- Develops and monitors a self-inspection system.
- Oversees the Disaster Preparedness Program.
- Updates and maintains a District Safety handbook and applicable safety data.
- Operates district vehicle to sites required by duties.
- Establishes and maintains a district-wide formal environment compliance training program that is updated annually and that includes Environmental Compliance Awareness Training and Job-Specific Environmental Compliance Training.
- Ensuring a direct line is established so that any employee may contact upper management about policy violations or other questions pertaining to environmental, hazardous material, and safety issues.
- Conducts occasional unannounced inspections to enforce policies and laws pertaining to environmental, hazardous material, and safety issues.
- Audits districts procedures for compliance with policies and laws pertaining to environmental, hazardous material, and safety issues.
- Performs related duties as assigned.

Job Description for Environmental Safety Officer (Specialist)
Approved by Personnel Commission 10/17/07

Page 1

DISTINGUISHING CHARACTERISTICS:

This position is a professional but nonsupervisory, non-managerial position.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Toxic Substance Control Act (TOSCA), California Health and Safety Statutes, and California Code of Regulations (CCR) pertaining to hazardous materials, solid and hazardous waste, lead, underground storage tanks, water, and labeling requirements.
- Principles, trends, methods and procedures pertaining to safety, disaster preparedness and hazardous materials management.
- Laws pertaining to work-related injury or illness, school district liability and safety (including OSHA regulations), and disaster preparedness.
- American with Disabilities Act (ADA) pertaining building compliance, handicapped parking spaces, and other related topics.
- Methods of abating or controlling sources of environmental pollutants and contaminants in air, water, and soil.
- ~~• Organize and manage effective safety, disaster preparedness, and hazardous materials management programs.~~
- ~~• Effectively communicate in oral and written form.~~
- ~~• Develop cooperative work relations with others.~~
- ~~• Gather, analyze, and interpret data.~~
- ~~• Prepare various written reports.~~
- ~~• Prepare and conduct workshops.~~
- ~~• Supervisor assigned staff.~~
- ~~• Conduct investigations of occurrences involving injury/property damage or environment pollution.~~
- ~~• Conduct safety, disaster preparedness, and hazardous materials management inspections.~~
- ~~• Make oral presentation to groups and provide training.~~

ABILITY TO:

- Understand and accurately interpret laws, rules and regulations pertaining to safety, environmental compliance, hazardous materials, and hazardous waste management.
- Organize and manage effective safety, disaster preparedness, and hazardous materials management programs
- Develop and maintain cooperative work relations with others.
- Gather, analyze, and interpret data.

SKILLED IN:

- Formulating, implementing, and administering the District's safety and environmental compliance programs emphasizing employee and student safety, and air, water, and hazardous materials management; and providing instruction to District personnel in the techniques of safety.
- Preparing various written reports.
- Preparing and conducting workshops.
- Conducting investigations of occurrences involving injury/property damage or environment pollution.
- Conducting safety, disaster preparedness, and hazardous materials management inspections.
- Making oral presentation to groups and provide training.
- Effectively communicating in oral and written form.

EDUCATION/TRAINING:

- Graduation from an accredited university, preferably with a major in industrial engineering, environmental engineering, or related field.

- ~~Any combination of experience and education/training that demonstrates an ability to perform the essential functions of the job. (These are the minimum experience, education and training standards which will be used to admit or reject applicants for examination, as approved on the date below.~~

~~Two (2) years paid work experience in any combination of related field, and of involvement in performing emergency and disaster preparedness; environmental compliance; hazardous materials management; abatement/control of sources of environmental pollutants and hazards (including mold and mildew); pollution emission measurement; assessments of environmental impact to air, soil, and water; and three (3) years paid work experience as a supervisor in school maintenance, safety, or related field.~~

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

- An appropriate, valid California driver's license.

EXPERIENCE:

- Two years of responsible experience in the formulation, implementation, or administration of an environmental and safety compliance program in a public agency.

WORKING ENVIRONMENT:

Indoor and outdoor environment; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office equipment; seeing to review and analyze reports, documents or other records; hearing and speaking to exchange information in person, electronically or telephonically; climbing stairs, ladders and ramps; walking and standing for extended periods of time; sitting for extended periods of time.

PHYSICAL LEVEL 2: MODERATE

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

Stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 50 pounds; manipulate hands and fingers to operate equipment relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects or students from one location to another; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

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

SPECIAL REQUIREMENTS (Must be maintained during employment)

- A current American Red Cross Advanced First Aide Certificate or an acceptable equivalent.
- A current American Red Cross Advance CPR Certificate or an acceptable equivalent.
- An appropriate, valid California driver's license.
- This position and the some duties performed by this position are governed by a stipulated judgment in the case of *The People of the State of California vs San Bernardino City Unified School District*, Case No. SCV 53036, San Bernardino Superior Court.

APPOINTMENT:

An employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least overall satisfactory performance. Failure to do so shall result in the employee's termination. This position is designated as administrative pursuant to Education Code section 45301 and is designated management by the District.

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
JOB DESCRIPTION
ENVIRONMENTAL SAFETY OFFICER

- Principles, trends, methods and procedures pertaining to safety, disaster preparedness and hazardous materials management.
- Laws pertaining to work-related injury or illness, school district liability and safety (including OSHA regulations), and disaster preparedness.
- Methods of abating or controlling sources of environmental pollutants and contaminants in air, water, and soil.
- Understand and accurately interpret laws, rules and regulations pertaining to safety, environmental compliance, hazardous materials, and hazardous waste management.
- Organize and manage effective safety, disaster preparedness, and hazardous materials management programs.
- Effectively communicate in oral and written form.
- Develop cooperative work relations with others.
- Gather, analyze, and interpret data.
- Prepare various written reports.
- Prepare and conduct workshops.
- Supervisor assigned staff.
- Conduct investigations of occurrences involving injury/property damage or environment pollution.
- Conduct safety, disaster preparedness, and hazardous materials management inspections.
- Make oral presentation to groups and provide training.

QUALIFICATIONS

Experience and Education/Training

Any combination of experience and education/training that demonstrates an ability to perform the essential functions of the job. (These are the minimum experience, education and training standards which will be used to admit or reject applicants for examination, as approved on the date below.

Two (2) years paid work experience in any combination of related field, and of involvement in performing emergency and disaster preparedness; environmental compliance; hazardous materials management; abatement/control of sources of environmental pollutants and hazards (including mold and mildew); pollution emission measurement; assessments of environmental impact to air, soil, and water; and three (3) years paid work experience as a supervisor in school maintenance, safety, or related field.

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
JOB DESCRIPTION
ENVIRONMENTAL SAFETY OFFICER

(Substitutions: Professional course work which has resulted in Certification in Hazardous Materials Management or registration as an Environmental Assessor may each be substituted for six months of the required experience up to a maximum of twelve (12) months.)

AND

High school graduation or the equivalent

Certification in Hazardous Materials Management, Hazardous Waste Operations, and Emergency Response training must be completed within one (1) year from date of employment.

Licenses/Certificates/Registrations*

A current American Red Cross Advance First Aide Certificate or an acceptable equivalent.**

A current American Red Cross Advance CPR Certificate or an acceptable equivalent.**

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

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

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

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

ENVIRONMENTAL SAFETY OFFICER

DEFINITION

To plan, organize, and implement the District's safety and environmental compliance programs emphasizing employee and student safety, and air, water, and hazardous materials management; and to provide instruction to District personnel in the techniques of safety, environmental compliance, and disaster preparedness.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an Assistant to the Superintendent or a Risk Manager.

Exercises direct supervision over assigned clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs a broad range of activities in the development, administration and evaluation of safety and environmental compliance programs, disaster preparedness and hazardous materials management for the District relating to student, public, fire, occupational, motor vehicle and physical plant safety, and air, water, underground tanks, and hazardous material compliance management. Directs and participates in site/facility inspections including shops, labs and kitchens. Performs accident and injury investigations. Gathers and reviews reports of injuries, accidents and property damage to determine preventive measures. Conducts in-service training for employees. Assists in complying with Federal, State, and local air, water, soil, underground tank, hazardous materials, and safety requirements. Develops safety and environmental educational material, activities and programs. Analyzes statistical and other material and prepares reports and correspondence. Provides consultation to schools and the Workers' Compensation Office on safety and environmental programs. Represents the District on safety matters in interpreting rules and regulations relating to self-insurance requirements. Schedules and chairs the District Safety Committee meetings. Develops and monitors a self-inspection system. Oversees the Disaster Preparedness Program. Updates and maintains a District Safety Handbook and applicable safety data. Uses personal vehicle for travel to sites required by duties. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Toxic Substances Control Act (TOSCA), California Health and Safety Statutes, and California Code of Regulations (CCR) pertaining to hazardous materials, solid and hazardous waste, lead, asbestos, underground storage tanks, water, and labeling requirements.

Environmental Safety Officer

Knowledge of: (Continued)

Principles, trends, methods and procedures pertaining to safety, disaster preparedness and hazardous materials management.

Laws pertaining to work-related injury or illness, school district liability and safety (including OSHA regulations), and disaster preparedness.

Methods of abating or controlling sources of environmental pollutants and contaminants in air, water, and soil.

Ability to:

Understand and accurately interpret laws, rules and regulations pertaining to safety, environmental compliance, hazardous materials, and hazardous waste management.

Organize and manage effective safety, disaster preparedness, and hazardous materials management programs.

Effectively communicate in oral and written form.

Develop cooperative work relations with others.

Gather, analyze, and interpret data.

Prepare written reports of various kinds.

Prepare and conduct workshops.

Supervise assigned staff.

Conduct investigations of occurrences involving injury/property damage or environment pollution.

Conduct safety, disaster preparedness, and hazardous materials management inspections.

Make oral presentations to groups and provide 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, as approved on May 27, 1998.)

Any combination of thirty-six (36) months performing technical work in environmental compliance; programs to reduce or eliminate occupational injuries, illness, death and financial losses; the abatement/control of sources of environmental pollutants and hazards; pollution emission measurement; assessments of environmental impact to air, soil, and water. (Technical experience performing emergency preparedness work and supervisory experience are highly desirable.)

AND

A bachelor=s degree from an accredited college or university.

(Substitutions: Professional course work which has resulted in Certification in Hazardous Materials Management or registration as an Environmental Assessor may each be substituted for six months of the required experience up to a maximum of twelve (12) months.)

Environmental Safety Officer

Licenses/Certificates/Registrations

Advanced First Aid and CPR certification must be submitted by completion of the first six (6) months of employment.

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

SPECIAL REQUIREMENT

Personal transportation for travel related to the duties of the position.**

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

4. 8 Holding of Examinations:

4.8.2 The recruitment bulletin shall contain the following information:

- 4.8.2.1 Title of the job classification.
- 4.8.2.2 Opening and closing dates of the recruitment (unless testing is continuous).
- 4.8.2.3 Whether the eligibility list will be Open and Promotional, Promotional Only, or Dual Certification.
- 4.8.2.4 Salary information and other forms of compensation, if any.
- 4.8.2.5 Sufficient information about the duties/responsibilities of the job classification.
- 4.8.2.6 Number of vacancies to be filled (when such information is known).
- 4.8.2.7 Minimum experience and education/training requirements, including any substitutions.
- 4.8.2.8 Licenses, certificates and/or registrations required, if any.
- 4.8.2.9 Special requirements, if any.
- 4.8.2.10 Proposed parts and weights of the examination, including hybrid examinations such as written/performance and oral/performance. While unusual circumstances may require changes to the original parts and weights, under no circumstances shall substantive changes (such as the holding of an oral or performance in lieu of a scheduled written examination or vice versa) be made unless candidates are notified in advance (minimum three (3) days between notification and the date of examination).
- 4.8.2.11 Affirmative Action, Title IX and other information conforming to federal, state, and local non-discrimination regulations.
- 4.8.2.12 Other information deemed appropriate.

5.1.1 Establishment of Eligibility List:

- 5.1.1.1 After an examination, the names of successful competitors shall be arranged in the order of examination score plus additional points when applicable.
- 5.1.1.2 Unless specifically authorized in these rules, all appointments to positions in the Classified Service shall be made from eligibles whose names appear on eligibility lists.
- 5.1.1.3 Eligibility list are confidential documents under the sole jurisdiction of the Personnel Commission.
- 5.1.1.3.1 The only information—that will be released to the District for purposes of conducting hiring interviews will be name, rank, and employment application.

5.1.1.54

In the case of a senior management position, pursuant to resolution of the governing Board, the list shall be filled from an unranked list of eligible persons who have demonstrated managerial ability as specified by the district superintendent and determined by the personnel commission.

REFERENCE: Education Code Section(s): 45256.5, 545260, 45261 and 45272

5.12 Removal of Names from Eligibility List: Reemployment, Reinstatement, Promotional and Open:

5.12.1 The names of an eligible may be removed from an eligibility list by the Personnel Commission Director for any of the following reasons:

5.12.1.1 A request by the eligible for removal.

5.12.1.2 Failure to respond within five (5) working days from the date of mailing of an inquiry regarding availability for employment.

5.12.1.3 Termination of employment for cause (promotional eligibility only).

5.12.1.4 There is a record of three (3) refusals to be interviewed for any one eligibility list.

5.12.1.5 There is a record of two (2) refusals to be employed, after having been properly certified as eligible and available for the appointment.

5.12.1.7 Failure to respond for a scheduled interview after certification without cause or without prior notification of their inability to appear.

5.12.1.8 Failure by the eligible to keep their contact information current with Personnel Commission or the District.

5.12.1.9 Failure by the eligible present his/her license, registration, certificate, credential, or other documents required for employment in the position.

5.12.1.9.1 The name of any such eligible shall become eligible for certification by the Personnel Commission Director at any time during the life of the eligibility list upon presentation of the required documents.

5.12.1.9.2 The eligibility for appointment to a position vacancy occurs after the date on which the eligible presented the necessary document(s).

5.12.10 The eligible is a member of the Board of Education, or a member of the Personnel Commission.

5.12.11 Any of the causes listed in Rule 4.03.

5.18 Procedure for Certification of Appointment:

The appointing authority shall be the Board of Education and its designated managers, except that the Personnel Commission shall be the appointing authority in the case of employees appointed by the Personnel Commission and paid for out of the Personnel Commission budget.

5.18.1 The Personnel Commission will certify the top three ranks to the appointing authority when filling a vacant position.

5.18.1.1 The appointing authority shall make a selection from the persons presented and shall notify the Personnel Commission Director.

5.18.1.2 If the appointing authority chooses not to recommend an eligible, the Personnel Commission Director shall not certify additional names unless a candidate waives further consideration for the position, or until the list is expired.

- 5.18.2 If a candidate who was declared eligible for appointment to a position fails to keep an interview appointment or declines the appointment, the appointing authority may fill the vacancy from the remaining eligibles or may request additional certification of eligibles.
- 5.18.3 The Personnel Commission Director shall ascertain the availability of eligibles and shall certify names to the appointing authority in accordance with these rules.
- 5.18.4 The Personnel Commission Director shall be provided with appropriate documentation at the time of certification of assignments.
- 5.18.5 No warrant shall be drawn on behalf of the Board of Education for payment of any salary to any employee in the classified service unless the assignment bears the certification of the Personnel Commission Director that the person named in the assignment has been assigned pursuant to the Education Code and the rules of the Personnel Commission.

REFERENCE: Education Code Section(s): 45260, 45261, 45272, 45277, and 45310

6.5 Transfer:

6.5.1 A transfer is the reassignment of an employee without examination from one position to another position in the same class or to a position in a similar or related class with the same salary range.

6.5.1.21 Transfers shall not change the employee's salary rate, anniversary date accumulated illness leave, and accumulated vacation credit, or in any other manner reflect adversely upon her/his rights, as provided in law and these rules.

6.5.2 Transfer Procedures:

6.5.2.1 Vacant positions shall be filled whenever possible by employees who request transfers. Except for transfers effected to meet the needs of the district, the decision to fill a position by a transfer shall rest with the selecting authority. (Principal, department head, or supervisor.)

6.5.2.1.1 Each transfer request shall be considered one rank.

6.5.2.1.1.1 When there are three (3) or more requests on file, each employee will be offered the opportunity to interview for the available position.

6.5.2.1.1.2 A selection must be made in the event three (3) or more employees interview.

6.5.2.1.2 When less than three (3) employees are scheduled to interview, candidates from an eligibility list may be used to satisfy the rule of three ranks.

6.5.2.2 Transfer requests shall be submitted in writing to the Human Resources Director who shall certify to the selecting authority the names of those who qualify in accordance with these rules.

6.5.2.3 The transfer of an employee shall be completed within two weeks of selection for the position or by the last day of work of the incumbent, whichever is later.

6.5.2.4 An employee who is probationary in class shall not be eligible for transfer except upon the approval of the Human Resources Director.

6.5.2.5 A transfer shall not affect an employee's salary rate, salary increment date, accumulated illness leave or accumulated vacation.

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

MINUTES

March 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

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

Dr. Wiseman stated that the Superintendent, Dr. Marsden, requested a meeting of celebrations, they weren't in the position they are in today; the collaboration between the District, CSEA, and PC working together to fit the needs of SBCUSD. Dr. Wiseman shared an out of class report. He spoke regarding the recruitment of the Environmental Safety Officer and providing the 90 day plan. He stated the WRIT doesn't have jurisdiction over management. He acknowledges that the rules have to be followed and wants to comply. He emphasized, as an example, the out of class for Payroll supervisor has been working for 2230 days; and if she were pulled out of the position, it would affect employees being paid. The District wants to fill the positions, with the most qualified, whether the person working out of class gets the job or not. The District has three priorities:

1. Makes sure following stipulated judgment.
2. District made commitment with CSEA as of July 1, no longer employees from Manpower. He mentioned vacancies, especially Food Worker Trainees and the Cafeteria Worker; if don't feed kids to get ADA. Want classified force to be in schools serving students with the food.
3. Out of class is a concern to the District. The plan is to open recruitment for positions, whether management or non-management.
 - a. Make sure to open all recruitments, not just Environmental Safety. Dr. Wiseman stated that he didn't know if the Environmental Safety would go under Risk Management, Human Resources, School Police, Business Services, or linked with Worker's Comp., or if it's going to be a Police Officer.
 - b. Want to make sure it's systematic.
 - c. The PC Director is to communicate the opening of the recruitment and give the District 1-2 months to look at the job description.

Ms. Dixon commented on HR conducting group interviews. She mentioned administrators not coming to interviews because they didn't want to fill the position in order to keep the person. They promised the person they would keep the person. Making promises and making back-door deals.

Dr. Wiseman stated the message delivered to his staff is to schedule the interviews, let the administrator know this is the time and date and if you are not here, we will select for you.

Ms. Dixon also stated that Dr. Wiseman did not answer the question regarding Environmental Safety Officer.

Dr. Wiseman apologizes for not being clear. He stated whether it is the Environment Safety position, payroll supervisor or, nutrition services manager; they are ready to move as long as the Commission gives them one month. He stated, "How about two months from now... will have the job description and be ready to move forward."

Mr. Salazar is concerned about the culture within a work place. If someone that has been working in the position for a certain amount of time and not being the most qualified, that is a concern.

Dr. Wiseman stated they want to follow the rules.

Mr. Bohn commented on the out of class report. Need to look at what to move forward first, second. Work on 10 positions a month. Get the little positions done and out of the way. He hopes within the next five month to six months.

Dr. Wiseman stated by June 30th manpower is done.

Ms. Dixon stated that what she hears Dr. Wiseman saying is that HR and PC needs to work together. HR needs to identify all the positions that manpower filled and see if there are eligibility list(s). The positions should all be filled by August.

Dr. Wiseman concurred.

Terry Lowry stated that she has the data of all the positions that are filled by manpower. The majority of the positions are in nutrition services which are cafeteria workers; which are harder to fill because of the hours. She believes the Director should open Cafeteria Worker and Food Worker Trainee as continuous.

Ms. Dixon asked what is being done to advertise for the position, besides Ed. Join and the District website.

Ms. Byrd stated there may be positions to advertise in the paper. She also stated for Cafeteria Worker and Food Worker Trainee, 500 or more applicants could apply. She stated that most of the classifications in the out of class report had eligibility list. All the classified positions are reviewed with CSEA, District and Personnel Commission. She commented on the Payroll Supervisor position that there was not a fill vacancy form on file for the position.

Ms. Dixon commented that everyone is guilty in this process and they need to get it together because people are watching. The Superintendent speaks about Speed of Trust and Transparency, but she doesn't trust and she doesn't see transparency. If going to talk the talk, have to walk the walk, everybody.

Mr. Carl Greenwood stated they filed a lawsuit against the district, because of what was going and things are still out of compliance. He just wants positions to be filled as best needs fit.

Ms. Dixon stated that Gladys and Terry need to work together to see what eligibility lists are current.

Mr. Bohn stated that he would like the commission to focus on filling 10 positions a month of the out of class report that Dr. Wiseman provided.

Ms. Dixon wanted to talk about the management positions.

Dr. Wiseman stated that the Writ does not cover management.

Gladys stated of the Writ positions there were approximately 114 left. She stated there are some positions, such as IT positions that are antiquated. She stated she is not focusing on the Environmental position. There were only about 7 others that need recruitments opened. If the job specs were already reviewed and approved, when they come through, and there's no list, recruitment needs to be opened.

Mr. Salazar stated that some of the action items in "A" will address some of the positions on the out of class report provided to the commission. Some of the positions have list(s) that have been ratified.

Dr. Wiseman stated that the district did some things that they should not do in regards not having the vacancy. They are trying to coordinate massive interviews. His commitment is that staff will meet with CSEA and PC and prioritize and start opening recruitments on the list.

Ms. Dixon asked if Dr. Wiseman wanted to speak about the Facilities Administrator. He stated that at this point of time there is no one working in that position and they are looking to abolish the position. It was requested not to move forward on that recruitment.

Ally Garcia stated that she was a Secretary I, currently working out of class as a Secretary III. She commented on taking the OPAC performance examination for Secretary III. She would have received results that she did not pass. She believes the computer was not working properly and that she had a problem inserting a picture. She requested that the Personnel Commission respectfully allow her to retake the OPAC examination for the Secretary III test.

The Personnel Analyst explained the set-up for the version of the examination.

Mr. Bohn asked how many other people took the test, and if anyone else had computer problems. Ms. Irma Garcia said no one else stated any problems. Ms. Dixon informed Ms. Garcia that someone in the office would be getting back to her.

There were no other public comments.

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. Application Analyst II (Exam #15-002)
2. Budget Officer (Exam #15-004)
3. Education Assistant III Spanish (Exam #15-007)
4. Electrician (Exam #14-099)
5. Roofer (Exam #14-103)
6. Youth Services Specialist (Exam #15-017)

Ms. Dixon commented that some of the recruitments cover the out of class list(s).

Motion carried.

B. APPROVING TITLE CHANGE

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the title change to the classification as submitted for:

From: Assistant Director School Police and Safety

To: Assistant School Police Chief

Motion carried.

C. REVISIONS TO CLASSIFICATION SPECIFICATION(S).

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

1. Assistant School Police Chief
2. Building Plans and Records Supervisor
3. Maintenance Manager
4. Painter

Motion carried.

D. RECRUITMENTS

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

1. Assistant School Police Chief	Dual
2. Bilingual Library Assistant	Open/Promotional

3. Bilingual Clerk I	Open/Promotional
4. Bilingual Secretary II	Open/Promotional
5. Bilingual Secretary III	Open/Promotional
6. Building Plans and Records Supervisor	Dual
7. Library Assistant	Open/Promotional
8. Maintenance Manager	Dual
9. Nutrition Services Business Manager	Open/Promotional
10. Nutrition Services Supervisor	Open/Promotional
11. Painter	Open/Promotional
12. Pool Attendant	Open/Promotional-Continuous
13. Secretary III	Open/Promotional

Mr. Bohn had a question regarding Maintenance Manager. He had a concern about the education and training, that it was a wordy paragraph. Several alternatives were discussed. Irma Garcia and Terry Lowry commented on the requirement. Mr. Salazar's recommendation was to leave as is. Minor change from "and" to "or".

Motion carried.

E. EXTENTION OF ELIGIBILITY LIST(S) FOR AN ADDITIONAL YEAR.

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the extension of the following list for an additional year:

Classification	Active Candidates
Clerk II (Exam #14-020) Bilingual Clerk II (Exam #14-020)	96
Catering and Cafeteria Operator (Exam #14-019)	27
Curriculum Material Clerk (Exam #14-022) Bilingual Curriculum Material Clerk (Exam #14-022)	42
Delivery Driver Warehouse Worker (Exam #14-023)	103
School Accounting Technician I-Middle School (Exam #14-010)	9
School Accounting Technician II – High School (Exam #14-011)	24
Secretary (Exam #14-012) Bilingual Secretary (Exam #14-012)	96

The Motion carried.

F. Personnel Commission Rules

A motion was made by Ms. Dixon and Seconded by Mr. Salazar for the commission to have the first reading to proposed amendment to the classified Personnel Commission Rules for the following chapter(s) as submitted.

4.8 – Holding of Examinations

5.1.1-Establishing of Eligibility List

5.12 – Removal of Names from Eligibility List: Reemployment, Reinstatement, Promotional and Open

5.18 – Procedure for Certification of Appointment

6.5.- Transfer

Ms. Byrd explained the change of the rules for 4.8 regarding knowledge, skills and abilities do not need to be on a recruitment bulletin or flyer.

5.1.1 Establish eligibility list, it had to be renumbered.

5.1.1.3.1 Eligibility lists are confidential documents, under the sole jurisdiction of the Personnel Commission. The previous rule, revised in May 2014 stated only the name and rank would be released to the District. It restricts the Commission from submitting the application to the District.

5.1.1.4 Is changed to subsection 5.1.1.3.1 and releasing applications to the district.

5.1.1.5 revised to read 5.1.1.4. The changes if this rule removes the need to state the list will be in alphabetical order of the unranked names being placed according to the cut of score. In an unranked list, there is no cut score.

5.12 removals of names of eligibility list it was to clarify 5.12.1.4. and 5.12.1.5, there is a record of two refusals it should be three to be consistent with the rules. The change of this rule allows for the applicant to refuse an interview two times.

Mr. Salazar asked to have this reflected on the minutes to make proper changes on the rules.

Ms. Byrd stated rule 5.18 within the Ed Code the appointment refers the top three eligibles to the district. If the appointing authority chooses not to select from those three ranks, they don't get to select someone out of class or from the subs.

Ms. Dixon asked if a choice had to be made from the ranks. Ms. Byrd stated "correct".

Recommended changes for 6.5, Rule 6.5.2. The change is made to align with the classified bargain agreement. If there are three transfers the District must choose. The appointing authority will be given the option to utilize an eligibility list to make a selection based on the rule of three. If two (2) transfers, then you pick one rank from eligibility list.

Terry Lowry commented on changes on roles actually 5.18.1, and 5.18.1.1 and 5.18.1.2 that the appointing authority is the District and the District wants to go on record on saying that they are the actual appointing authority and not the site administrator.

G. Discussion for Environmental Compliance and Safety Officer

It is moved by Ms. Dixon and seconded by Mr. Salazar to discuss the recruitment of Environmental Compliance and Safety Officer.

Ms. Dixon stated that more time will be allowed to gather and meet to review the job description for the Environmental Compliance and Safety Officer and to figure out what department the position will be under.

Terry Lowry said the district is ready to move forward. The District will look at it and make recommendations.

Ms. Byrd stated if there are no changes on job specifications, there is no reason to wait 30 days.

Ms. Lowry stated there will be changes on the job specifications.

Mr. Bohn stated the district has a plan to move forward, that will solve the problem.

H. Discussion for Facilities Administrator

It is moved by the commission and seconded by Mr. Salazar to discuss the recruitment of Facilities Administrator.

Ms. Dixon stated the position will be abolished and asked Terry Lowry to send an email to Ms. Byrd stating the position will be abolished.

Motion carried.

I. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon, and seconded by Mr. Bohn to accept and approve the meeting minutes as submitted for February 4, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated there was a meeting with CSEA, and the District to talk about issues and they are still working it out. The commission staff will be visiting Pasadena USD's Personnel Commission. Pasadena has a HR and PC department. She also invited the District and the Commissioners to attend the meeting on Wednesday, March 11th. Ms. Dixon asked how the Merit Academy was going. Ms. Byrd stated that it is going very well, informative.

Mr. Bohn asked for Ms. Byrd to share the highlights of the visit to Pasadena at the next meeting. He also stated that it is nice to see things moving along. The process is moving forward.

Mr. Salazar welcomed the new staff members and thanked them in advance for the work they are doing.

Ms. Dixon commented on being able to attend the last two sessions for the merit

academy. She asked Mr. Greenwood about going to court, if they were considering suing the District and the PC. Mr. Greenwood stated that he wasn't sure, they would be discussing. Ms. Dixon stated the PC was doing their part. She wanted clarification.

Meeting adjourned at 7:00 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 7:00 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE APPOINTMENT

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Personnel Commission Director
Personnel Analyst

The commission reconvened into open session at 7:30 p.m. There was no report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:30 p.m.

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

MINUTES

March 16, 2015

I. CALL TO ORDER

A. The meeting was called to order at 9:15 a.m. by Commissioner Dixon.

B. Roll-Call

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

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

No public comments.

IV. CLOSED SESSION

The commission adjourned into closed session at 9:17 a.m. pursuant to Government Code Section 54957 to discuss:

Personnel Commission Matters

The commission reconvened into open session at 10:30 a.m. and announced the following action taken into closed session: No action taken.

V. ADJOURNMENT

The commission adjourned the meeting at 10:30 a.m.