

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

**AGENDA**

**July 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 Eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:

- |   |               |
|---|---------------|
| 1. Account Clerk II                             | Exam # 16-050 |
| 2. Education Assistant III (Severe Impairments) | Exam # 16-031 |
| 3. HVACR Mechanic                               | Exam # 15-138 |
| 4. Instructional Aide                           | Exam # 16-032 |
| 5. Instructional Assistant (SDC)                | Exam # 16-039 |
| 6. Instructional Tutor LH-PH                    | Exam # 16-038 |
| 7. Microcomputer Specialist I (PC)              | Exam # 16-034 |
| 8. Microcomputer Specialist II                  | Exam # 16-036 |
| 9. Nutrition Services Supervisor                | Exam # 16-042 |
| 10. Occupational Therapist                      | Exam # 16-048 |
| 11. Pool Attendant                              | Exam # 16-045 |
| 12. Secretary                                   | Exam # 16-033 |
| 13. Senior Food Production Worker               | Exam # 16-047 |

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_

Discussion: \_\_\_\_\_

Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

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

- B.** The commission will consider approving the following recruitments:
- |  |                  |                       |
|--|------------------|-----------------------|
| 1. Curriculum Materials Clerk          | Open/Promotional | 07/06/2016-08/23/2016 |
| 2. Delivery Driver/Warehouse Worker    | Promotional Only | 06/15/2016-08/16/2016 |
| 3. Instructional Tutor AH              | Open/Promotional | 06/29/2016-Continuous |
| 4. Maintenance Worker II               | Open/Promotional | 06/29/2016-07/26/2016 |
| 5. School Accounting Technician I – MS | Open/Promotional | 07/06/2016-08/23/2016 |
| 6. School Police Sergeant              | Open/Promotional | 06/08/2016-07/26/2016 |
| 7. Sprinkler System Specialist         | Open/Promotional | 07/06/2016-Continuous |
| 8. Youth Services Specialist           | Open/Promotional | 07/13/2016-08/16/2016 |

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

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

|                              |                                     |
|------------------------------|-------------------------------------|
| From:                        | To:                                 |
| 1. Instructional Aide        | Bilingual Instructional Aide        |
| 2. Instructional Tutor LH/PH | Bilingual Instructional Tutor LH/PH |
| 3. Secretary                 | Bilingual Secretary                 |

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

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

- D.** The commission will consider extending the following eligibility list for an additional year.

|                         |               |                   |
|-------------------------|---------------|-------------------|
| 1. Attendance Assistant | Exam # 15-113 | 16 Eligible Ranks |
| 2. Secretary III        | Exam # 15-062 | 10 Eligible Ranks |

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

- E.** The commission will consider consolidating the Bilingual School Police Officer, Job Code 518, with School Police Officer, Job Code 486. Proposed motions are:

1. It is moved that the commission approve the revision to the classification specification for School Police Officer as submitted.
2. It is moved that the commission reclassify all current employees with a permanent classification of Bilingual School Police Officer to School Police Officer without loss of seniority as a Bilingual School Police Officer effective July 14, 2016.
3. It is moved that the commission delete the classification of Bilingual School Police Officer effective July 14, 2016.

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

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

1. Secretary IV

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

**G.** The commission will consider approving the Commissioners, Personnel Commission Director, Personnel Analyst, and Human Resources Specialist(s) (PC), Bilingual Secretary III, and Bilingual Clerk II to attend the Conference for California School Personnel Commissioners Association (CSPCA) of San Francisco, Northern California on Thursday, January 26, 2017 through Sunday, January 29, 2017 at Westin St. Francis Hotel in Union Square. Total cost for conference and hotel stay is not to exceed \$8,000.00, plus additional transportation cost.

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

**H.** It is recommended that the commission approve provisional employee, Audrey Loera, to work as provisional Personnel Analyst, salary range M40, not to exceed 90 work days during the 2016-17 fiscal year.

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

**I.** The commission will consider approving the minutes for June 8, 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.

ID# 16- 8341687

ID# 16-18528437

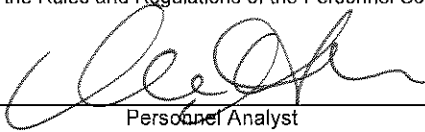
The commission reconvened into open session at \_\_\_\_\_ and announced the following action taken in closed session.

**Adjournment**

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

|               |           |                 |            |                  |           |                |
|---------------|-----------|-----------------|------------|------------------|-----------|----------------|
| Exam #        | 16-050    | Exam Title      |            | ACCOUNT CLERK II |           |                |
| Posting Dates |           | Date Terminated | # Eligible | # Ranks          | # Applied | # Meeting MQ's |
| Opened        | Closed    |                 |            |                  |           |                |
| 5/25/2016     | 6/21/2016 | 7/14/2017       | 14         | 11               | 224       | 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 Analyst

7/8/16  
 Date

| Exam #        | 16-031   | Exam Title      |            | Education Assistant III (Severe Impairments) |           |                |
|---------------|----------|-----------------|------------|--|-----------|----------------|
| Posting Dates |          | Date Terminated | # Eligible | # Ranks                                      | # Applied | # Meeting MQ's |
| Opened        | Closed   |                 |            |  |           |                |
| 4/27/2016     | 6/7/2016 | 7/14/17         | 12         | 7  | 124       | 38             |

\*\*Merged with exams #15-103, #15-124, #15-170 & #16-004

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

6/21/2016  
 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 | 4/14/2017       | 1              | 1       | 35        | 13             |
| 2/3/2016      | 5/5/2016 | 7/14/2017       | 2              | 2       | 31        | 13             |

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 Personnel Director

6/29/2016  
 Date

| Exam #        | 16-032    | Exam Title      |            | Instructional Aide |           |                |
|---------------|-----------|-----------------|------------|--------------------|-----------|----------------|
| Posting Dates |           | Date Terminated | # Eligible | # Ranks            | # Applied | # Meeting MQ's |
| Opened        | Closed    |                 |            |                    |           |                |
| 4/27/2016     | 5/24/2016 | 7/14/17         | 152        | 17                 | 412       | 282            |

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 Personnel Director

6/14/2016  
 Date

| Exam #        | 16-039    | Exam Title                                     |            |         |           |                |
|---------------|-----------|--|------------|---------|-----------|----------------|
| Posting Dates |           | INSTRUCTIONAL ASSISTANT<br>(SPECIAL DAY CLASS) |            |         |           |                |
| Opened        | Closed    | Date Terminated                                | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| 4/27/2016     | 5/24/2016 | 7/14/2017                                      | 73         | 21      | 224       | 163            |

\*To be merged with exam #'s 15-090 & 16-003

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 6/16/16  
Director Date



| Exam #        | 16-038    | Exam Title      | INSTRUCTIONAL TUTOR -<br>LEARNING HANDICAPPED/PHYSICALLY<br>HANDICAPPED |         |           |                |
|---------------|-----------|-----------------|---|---------|-----------|----------------|
| Posting Dates |           | Date Terminated | # Eligible  | # Ranks | # Applied | # Meeting MQ's |
| Opened        | Closed    |                 |   |         |           |                |
| 4/27/2016     | 5/24/2016 | 7/14/2017       | 66  | 23      | 136       | 106            |

\*To be merged with exams # 15-086 and 15-130

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.


6/14/16  
 Director Date

| Exam #        | 16-034    | Exam Title      | MICROCOMPUTER SPECIALIST I - PC |         |           |                |
|---------------|-----------|-----------------|---------------------------------|---------|-----------|----------------|
| Posting Dates |           | Date Terminated | # Eligible                      | # Ranks | # Applied | # Meeting MQ's |
| Opened        | Closed    |                 |                                 |         |           |                |
| 4/27/2016     | 5/24/2016 | 7/14/2017       | 7                               | 5       | 208       | 101            |

\*To be merged with exam # 15-169

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 Director 6/16/16 Date

|               |           |                 |                             |         |           |                |
|---------------|-----------|-----------------|-----------------------------|---------|-----------|----------------|
| Exam #        | 16-036    | Exam Title      | MICROCOMPUTER SPECIALIST II |         |           |                |
| Posting Dates |           | Date Terminated | # Eligible                  | # Ranks | # Applied | # Meeting MQ's |
| Opened        | Closed    |                 |                             |         |           |                |
| 4/27/2016     | 5/24/2016 | 7/14/2017       | 18                          | 15      | 111       | 24             |

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

6/24/16  
Date

| Exam #        | 16-042    | Exam Title                    |            |         |           |                |
|---------------|-----------|-------------------------------|------------|---------|-----------|----------------|
| Posting Dates |           | NUTRITION SERVICES SUPERVISOR |            |         |           |                |
| Opened        | Closed    | Date Terminated               | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| 5/11/2016     | 6/23/2016 | 7/14/17                       | 3          | 3       | 40        | 6              |

\*To be merged with exams: #15-134 and 15-179

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

7/7/2016  
 Date

| Exam #        | 16-048   | Exam Title      |            | OCCUPATIONAL THERAPIST |           |                |
|---------------|----------|-----------------|------------|------------------------|-----------|----------------|
| Posting Dates |          | Date Terminated | # Eligible | # Ranks                | # Applied | # Meeting MQ's |
| Opened        | Closed   |                 |            |                        |           |                |
| 5/25/2016     | 7/5/2016 | 7/14/17         | 3          | 3                      | 4         | 3              |

\*To be merged with exams: #15-134 and 15-179

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

7/7/2016  
 Date

| Exam #        | 15-142     | Exam Title      |            | Pool Attendant |           |                |
|---------------|------------|-----------------|------------|----------------|-----------|----------------|
| Posting Dates |            | Date Terminated | # Eligible | # Ranks        | # Applied | # Meeting MQ's |
| Opened        | Closed     |                 |            |                |           |                |
| 9/23/2015     | 12/16/2015 | 2/4/2017        | 2          | 2              | 30        | 6              |
| 12/17/2015    | 5/5/206    | 5/24/2017       | 2          | 2              | 31        | 4              |

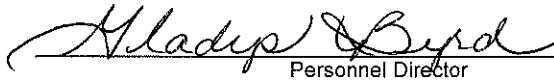
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

  
 Personnel Director

6/29/2016  
 Date

| Exam #        | 16-033    | Exam Title      |            | Secretary |           |                |
|---------------|-----------|-----------------|------------|-----------|-----------|----------------|
| Posting Dates |           | Date Terminated | # Eligible | # Ranks   | # Applied | # Meeting MQ's |
| Opened        | Closed    |                 |            |           |           |                |
| 4/27/2016     | 5/24/2016 | 7/14/17         | 100        | 25        | 652       | 224            |

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

6/24/2016  
 Date

| Exam #        | 16-047    | Exam Title      |            | Senior Food Production Worker |           |                |
|---------------|-----------|-----------------|------------|-------------------------------|-----------|----------------|
| Posting Dates |           | Date Terminated | # Eligible | # Ranks                       | # Applied | # Meeting MQ's |
| Opened        | Closed    |                 |            |                               |           |                |
| 5/18/2016     | 6/14/2016 | 7/14/17         | 29         | 18                            | 99        | 42             |

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

6/28/2016  
 Date



**School Police Officer  
Back-up  
Item IV-E**

The commission will consider consolidating the Bilingual School Police Officer, Job Code 518, with School Police Officer, Job Code 486.

The District may have the need for persons who are bilingual in some positions. When there is a bilingual skill needed, the employee receives a stipend. The only difference between the duties of the two classes is a "Bilingual School Police Officer" must be fluent in speaking a second language. By adding "some positions in this classification require fluency in a second language," to the School Police Officer job specification, the need for a separate classification is not needed.

The knowledge, skills, and abilities required for both position, other than a language need, are identical. The commission staff must open two recruitments, to expend additional efforts on a single classification. Additionally, bilingual applicants may apply for both recruitments; however, non-bilingual applicants may only apply for a non-bilingual position. It also requires managing two eligibility lists for essentially the same classification. If there is a single list, bilingual applicants may be selected by using the "selective certification process" so the hiring manager may get three ranks of those who are fluent in the second language.

In order to change the current system, the Commission must first transfer all current Bilingual School Police Officers to the classification of School Police Officer, with their current seniority in the classification of Bilingual School Police Officer retained. A current Bilingual School Police Officer will continue to be paid a bilingual stipend because that is tied to the position, not to the classification.

When all Bilingual School Police Officers are reclassified as School Police Officers, the Commission will end the Bilingual School Police Officer classification, as it is no longer needed.



## San Bernardino City Unified School District Personnel Commission

### Classification Specification

|              |                     |                          |           |               |    |
|--------------|---------------------|--------------------------|-----------|---------------|----|
| Job Code:    | 0486                | Work Year:               | 12 Months | Salary Range: | 44 |
| Job Family:  | Protective Services |                          |           | HR/Day:       | 8  |
| FLSA Status: | Non-Exempt          | EEOC Occupational Group: | 9 Police  |               |    |

### SCHOOL POLICE OFFICER

#### JOB SUMMARY:

Patrols District schools, offices, and other property; apprehends suspects; investigates crimes; and makes recommendations for the disposition of criminal and related matters involving the security of District facilities, personnel, students, or visitors.

#### SUPERVISION:

Receives general supervision from a School Police Sergeant or higher authority within the chain of command. May act in the absence of a School Police Sergeant as required.

#### EXAMPLES OF DUTIES:

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

- As part of the School Police Department's community oriented policing responsibilities, routinely participates in school activities and provides related classroom instruction to staff and students.
- Provides information to parent groups, neighborhood associations or to other related groups on pertinent school safety issues.
- Patrols District facilities and school campuses before, during and after regular business and school hours by vehicle and on foot to enforce regulations, prevent criminal activity and enforce criminal law. Guards against and inspects for vandalism, illegal entry, theft and fire.
- Answers and responds to alarms and radio calls.
- Responds to private residences and businesses for calls for service as it relates to district student, staff, etc. for criminal and non-criminal matters.
- Reports hazardous or unusual conditions or malfunctions observed.
- Enforces the California Vehicle Code as it relates primarily to District and/or school site safety.
- In coordination with Student Services and school attendance officials, routinely provides law enforcement support to the
- District's truancy prevention efforts.
- Provides guidance to students, visitors and District personnel on proper and lawful campus or facility behavior. Provides police services and crowd control for meetings, events and additional school activities as requested or needed.
- Aids local law enforcement agencies in investigation and apprehension of students or personnel involved in violations in close proximity to District sites.
- Provides written reports on arrests or incidents.
- Maintains high visibility on District sites to prevent crime and disturbances.
- As it relates to District business, apprehends and arrests violators in cooperation with local law enforcement agencies.
- Contacts and coordinates with local law enforcement officials.
- Escorts or removes unauthorized persons from school or office premises.
- Identifies, observes and questions persons on or near school premises when the reason for their presence or intentions are unknown.
- Takes criminal reports and submits reports for criminal prosecution.
- Conducts routine investigations of incidents.
- Works cooperatively with other District security personnel.
- Must participate in and successfully complete all in-service training requirements.
- May administer emergency first aid and C.P.R. as a first responder.

- May accompany school or office personnel making cash bank deposits.
- May detain and escort students to proper administrator.
- May appear in court as a witness.
- May transport students as determined by school officials.
- May receive and respond to requests for assistance from students, District personnel and persons on District property.
- May dispatch security personnel as necessary.
- Performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

- This is the full performance or lateral entry class in the School Police series.

#### **EMPLOYMENT STANDARDS KNOWLEDGE OF:**

- Laws of arrest, search, and seizure.
- Applicable portions of the California Penal Code.
- Applicable portions of the California Vehicle Code.
- Applicable portions of the California Education Code.
- Patrol methods.
- Criminal investigation methods.
- Traffic and crowd control methods.
- Arrest and booking procedures.
- First Aid and CPR procedures.
- Juvenile Justice System.

#### **ABILITY TO:**

- Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations.
- Conduct investigations of reported or observed incidents.
- Detect and preserve evidence at incident scenes.
- Perform patrol of designated areas.
- Accurately gather information from witnesses, suspects and others, by interrogative interviewing.
- Pursue on foot, apprehend and subdue persons fleeing on foot or resisting arrest.
- Make arrests and perform booking procedures.
- Communicate effectively both orally and in writing.
- Prepare work-related written reports, citations and related records.
- Apply proper police procedure in connection with arrests and detentions.
- Remember detail such as faces, license plate numbers, names, and incidents.
- Recognize illegal, unsafe, or contraband substances or weapons.
- Understand and carry out oral and written directions.
- Make timely response to emergency situations.
- Perform vehicular pursuit of persons in vehicle or on foot.
- Operate the various kinds of equipment used on the job.
- Perform traffic control and crowd control functions.
- Perform first aid and CPR procedures.
- Safely use firearms with proficiency, including periodic marksmanship qualification.
- Exercise sound judgment.
- Perform duties during intense interpersonal situations.
- Learn and apply policies, regulations, and applicable law.
- Interact with others with courtesy and respect; understand and follow oral and written instruction, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.
- 

#### **EDUCATION/TRAINING:**

Current employment as a fulltime sworn peace officer with a P.O.S.T.-certified California law enforcement agency.

**OR**

Prior employment within three years as a fulltime sworn peace officer with a P.O.S.T.-certified California law enforcement agency.

**OR**

Graduation from a California P.O.S.T.-approved basic training academy within the three years prior to the closing date of the current School Police Officer recruitment bulletin.

**OR**

A valid waiver letter granted by California P.O.S.T waiving the required completion of a California POST-certified Regular Basic Course.

**AND**

Have a U.S. high school diploma, GED certificate, or high school equivalency certificate, or a two-year, four-year, or advanced degree from an accredited or approved college/university.

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

- An appropriate, valid California driver's license.
- A current American Red Cross First Aid Certificate or an acceptable equivalent.
- A current American Red Cross CPR certificate or an acceptable equivalent.

### **EXPERIENCE:**

- Experience in school/campus security, law enforcement, or work involving extensive public contact is desirable.

### **WORKING ENVIRONMENT:**

- Outdoor environment; subject to possible fights and confrontations, and driving a vehicle to conduct work. Shift work and scheduled workday on weekends and holidays.

### **PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate equipment and tools.
- Sitting and operating a personal computer for extended periods of time.
- Seeing to read handwritten documents or to review and analyze test sheets or other records and reports and hearing and speaking to exchange information in person or telephonically.
- Standing for extended periods of time, running, walking, heavy lifting up to 100 pounds.
- Hearing and speaking to exchange information, and seeing to monitor student activities.
- Exposure to adverse weather conditions, and potential physical hazards involved in intervening in anti-social, illegal and violent behavior.

### **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 100 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

*AMERICANS WITH DISABILITIES ACT* Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation.

### **SPECIAL REQUIREMENTS**

- Some positions in this classification may require fluency in a second language.
- Must at least 21 years of age.
- Be free of any felony conviction or certain misdemeanor convictions that are disqualifying.
- Be a U.S. citizen or a permanent resident alien who is eligible and has applied for citizenship.
- Be of good moral character as determined by a thorough background investigation.
- Be free of any physical, emotional, or mental conditions that might adversely affect the exercise of the powers of a peace officer.
- Upon satisfactory completion of probation, every employee shall make written application for the P.O.S.T. Basic Certificate if not already in possession of same.

- Must pass a physical agility test as part of examination for this classification.

**APPOINTMENT:**

- An employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance and successful completion of the field training program. Failure to do so shall result in the employee's termination.
- Employees appointed to this class must successfully complete or pass:
- Background Investigation
- Complete/provide Personal History Statement and other materials
- Meet w/background investigator for background interview(s)
- Fingerprinting with prints submitted to state and federal criminal records agencies
- Medical Examination
- Psychological Examination
- Polygraph Examination



## San Bernardino City Unified School District Personnel Commission

### Classification Specification

|              |                      |                          |                           |               |    |
|--------------|----------------------|--------------------------|---------------------------|---------------|----|
| Job Code:    | 1159                 | Work Year:               | 9-12 months               | Salary Range: | 40 |
| Job Family:  | SECRETARIAL/CLERICAL |                          |                           | HR/Day:       | 8  |
| FLSA Status: | Non-Exempt           | EEOC Occupational Group: | EEO6-Secretarial/Clerical |               |    |

### SECRETARY IV

#### JOB SUMMARY:

Performs a full range of highly responsible and confidential secretarial and administrative support related duties using considerable independent judgment in making decisions in ~~the an Assistant Superintendent or Superintendent's~~ superintendent's office. This is a confidential position.

#### SUPERVISION:

Receives general supervision from ~~an administrative assistant or~~ the superintendent's assistant or the board's administrative assistant.

May provide direct or lead functional supervision over lower level office personnel, as assigned.

#### ESSENTIAL JOB FUNCTIONS:

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

- Perform complex duties as a confidential secretary ~~to an administrator~~, relieving the superintendent's assistant or Board's administrative assistant of a variety of secretarial and administrative duties.
- Plan, coordinate, and organize office activities.
- Maintain confidentiality of privileged and sensitive information.
- Receive, screen and route telephone calls.
- Respond to requests, complaints, and questions from officials, staff, and the public.
- Interpret policies and regulations to officials, staff and the public.
- Maintain and coordinate the superintendent's or board members calendars.
- Prepare and disseminate calendars of events.
- Compose correspondence independently on a variety of matters including those of a confidential nature.
- May take and transcribe dictation.
- Compile and type reports, contracts, statistical data, memos, bulletins, lists and other materials as directed.
- Prepare, format, edit, and proofread written materials.
- Process and evaluate a variety of forms related to assigned functions.
- Receives, sorts, and routes incoming mail; reviews and determines priority of incoming mail.
- Attends a variety of meetings and compiles related notices, reports and agendas; takes and transcribes minutes.
- Prepares and processes requisitions and travel reimbursements according to established guidelines.
- May order office supplies in accordance with established guidelines.
- Maintain a variety of complex personnel records, lists, and files.
- May administer payroll for department including completion and submission of time sheets as directed.
- Attend and participate in a variety of in-service trainings and meetings.
- May attend Board of Education meetings.

- May assist in the development and preparation of Board agenda materials and official minutes.
- Makes arrangements for conferences, speaking engagements, administrative meetings and travel plans for the ~~Superintendent~~ superintendent or board members.
- May oversees compliance with Conflict of Interest Code filings for Board of Education, Superintendent and other administrators.
- Maintains communication with administrators and principals to keep their offices fully informed on all Board of Education or Superintendent requests, actions, and policies for the purpose of ensuring proper follow-up.
- Assists in budget planning and control for the Superintendent's office.
- Must demonstrate attendance sufficient to complete the duties of the position as required.
- Performs job related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

This is ~~the experienced~~ an advanced level secretary that performs complex and highly specialized secretarial duties to relieve the ~~Superintendent's~~ superintendent's Assistant assistant or board's administrative assistant of clerical and administrative duties to accomplish District goals.

- A Secretary III reports to a certificated or classified manager at or above middle or high school principal or a department director.
- A Secretary II reports to a certificated ~~Principal~~ principal at the elementary or special education school.
- A Secretary I reports to a certificated or classified manager at the organization level below middle or high school principal or department head.

### **EMPLOYMENT STANDARDS**

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

- Knowledge of functions and practices of executive or administrative offices.
- Knowledge of district and/or school operations, procedures, rules, and policies.
- Knowledge of methods and practices of financial record keeping.
- Knowledge of research analysis, techniques, and methods.
- Knowledge of Word, Excel, PowerPoint, and other computer software and databases commonly used in modern offices.
- Knowledge of correct English usage, spelling, grammar, vocabulary and punctuation.
- Knowledge of public relations principles and practices.
- Ability to perform difficult and responsible secretarial work with accuracy and speed.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to maintain complete records and prepare reports.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to perform financial record keeping including monitoring and tracking a unit budget.
- Ability to work effectively in the absence of or with minimal supervision.
- Ability to operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact with others with courtesy and respect.
- Ability to understand and follow oral and written instructions, work rules, regulations and procedures.
- Ability to prioritize.
- Ability to learn, interpret, and apply administrative and departmental policies, laws, and regulations.
- Ability to accept supervision and constructive criticism.
- Ability to maintain strict confidentiality in performing the duties of the Superintendent's office.

- Ability to appear for work on time and adhere to all procedures concerning use of leave time.
- Ability to maintain~~s~~, interpret~~s~~, and provide~~s~~ information to others concerning office functions, Board policies, District administrative directives, handbooks and procedures.

#### **EXPERIENCE, EDUCATION AND TRAINING:**

Four (4) years of experience at the level of Secretary III with the San Bernardino City Unified School District.

OR-

Five (5) years of paid experience, within the last 5 years, as a secretary to an administrator of a public or private organization.

-AND-

High school graduation or the equivalent.

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

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

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

#### **SPECIAL REQUIREMENTS:**

Positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

Positions in this classification may require attendance at evening Board of Education and other meetings.

Some positions in this classification may require fluency in reading, speaking, or writing a second language.

#### **WORKING ENVIRONMENT:**

Indoor work environment.

#### **DEMANDS:**

##### **Physical level 1: Minimal**

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

#### **AMERICANS WITH DISABILITIES ACT**

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

Some positions in this classification may require fluency in reading, speaking, or writing a second language.

#### **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.



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

**MINUTES**

June 8, 2016

**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, late three (3) minutes
  - 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**

Nancy Ceballos an applicant for Account Analyst requested to be placed back on the eligibility list. The position was offered to her but she had to reconsider because of unexpected circumstances. She sent a written objection within the five (5) day period her request was denied by the PC director. She presented her request to be placed back on the eligibility list to the commissioners.

Liz Madera supported Nancy Ceballos in her request to be reinstated to the eligibility list for Account Analyst.

Donald Campbell, applicant, requested to be placed back on the eligibility list for Assistant Director for Maintenance and Operations. He also requested to know the reason he was removed.

**IV. ACTION ITEMS**

**A. RATIFYING ELIGIBILITY LIST(S).**

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

|                     |               |
|---------------------|---------------|
| 1. Cafeteria Worker | Exam # 16-029 |
|---------------------|---------------|

|  |               |
|--|---------------|
| 2. Custodian I                           | Exam # 16-028 |
| 3. Food Production Worker                | Exam # 16-026 |
| 4. Nutrition Services Equipment Mechanic | Exam # 16-027 |
| 5. School Police Officer                 | Exam # 16-024 |
| 6. Student Recovery Specialist           | Exam # 16-015 |
| 7. Student Services Specialist II        | Exam # 16-023 |
| 8. Worker's Compensation Technician      | Exam # 16-022 |

Motion carried

### **B. RECRUITMENTS.**

The commission considered approving the following recruitments:

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

|  |                  |                       |
|--|------------------|-----------------------|
| 1. Account Clerk I                       | Open/Promotional | 05/25/2016-06/21/2016 |
| 2. Appliance Repair Technician           | Open/Promotional | 04/27/2016-06/21/2016 |
| 3. Heavy Equipment Operator              | Open/Promotional | 05/25/2016-07/05/2016 |
| 4. HVACR Mechanic                        | Open/Promotional | 05/18/2016-Continuous |
| 5. Nutrition Services Equipment Mechanic | Open/Promotional | 04/27/2016-Continuous |
| 6. Nutrition Services Supervisor         | Open/Promotional | 05/11/2016-Continuous |
| 7. Occupational Therapist                | Open/Promotional | 05/25/2016-07/05/2016 |
| 8. Pool Attendant                        | Open/Promotional | 05/18/2016-Continuous |
| 9. Purchasing Clerk                      | Open/Promotional | 06/01/2016-06/28/2016 |
| 10 Registered Behavior Technician        | Open/Promotional | 05/18/2016-Continuous |
| 11.Senior Claims Examiner                | Open/Promotional | 06/01/2016-06/28/2016 |
| 12.Senior Food Production Worker         | Open/Promotional | 05/18/2016-07/14/2016 |
| 13.Senior Purchasing Clerk               | Open/Promotional | 06/01/2016-06/28/2016 |
| 14. Water Cooling/Heating Specialist     | Open/Promotional | 05/18/2016-Continuous |
| 15. Welder Fabricator                    | Open/Promotional | 06/01/2016-06/28/2016 |

Motion carried.

### **C. DISCUSSION PC SUMMER HOURS**

Summer hours were tabled.

### **D. CONFERENCE FOR SPCA OF NORTHERN CALIFORNIA**

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the commissioners, Director, Personnel Analyst, and Human Resources Specialist(s) PC to attend the 2016 Conference for School Personnel Commissioners Association of Northern California on Friday, October 21, 2016 through Sunday, October 23, 2016

at Siena Hotel 1 South Lake Street, Reno, Nevada.

Mr. Salazar asked if there is enough money in the budget?

Ms. Byrd conferred that there was enough money in the budget for conference.

Ms. Dixon said she was unable to attend due to a conflict in her schedule.

Ms. Dixon and Mr. Salazar moved for item IV (D) to amend the recommendation to include airfare.

Ms. Byrd suggested including one commissioner not to exceed \$5,000 conference hotel and to include air fare.

Mr. Salazar suggested including transportation per diem per travel.

Mr. Bohn mentioned that the district has a set policy drive a car or fly.

Ms. Byrd: Suggested to move to amend to read: The commission considered approving one commissioner, PC Director, Personnel Analyst, and Human Resources Specialist (s) to attend the 2016 conference for Northern California on Friday October 21, 2106 to Sunday, October 23,2 016 at Siena Hotel 1 South Lake Street, Reno, Nevada. Cost for conference and hotel not to exceed \$5,000 dollars and additional cost to include air fare and transportation cost.

Ms. Dixon, stated in the discussion should read as follows: The following will be attending the conference. Commissioner Mr. Salazar, Ms. Byrd, Ms. Irma Garcia, Ms. Esmeralda Sassaman, Ms. Tamara Hamblet. Mr. Bohn and Ms. Dixon will not be attending the conference.

Motion carried.

#### **E. JOB SUBSCRIPTION FOR NEOGOV**

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the advertising subscription for NEOGOV 2016-2017, for governmentjobs.com for the amount of \$4,950.00.

Motion carried.

#### **F. MAINTENANCE AGREEMENT FOR COPY MACHINE**

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the payment for membership for Maintenance Agreement for Lanier Copy Machine SD Lanier MP C6850 from July 1, 2016 through June 30, 2016, cost not to exceed \$3,500.00. A question was asked if the district perform maintenance for the copy machine. Ms. Ms. Byrd stated that Lanier copy machine has its own agreement contract.

Ms. Dixon asked for the status of the copy machine since it is fairly new.

Ms. Byrd stated that they come often when the office calls them for service

Ms. Garcia stated that they come to do maintenance on the copier machine within 24 hours.

Motion carried.

#### **G. CERTIFICATION NAMES FROM ELIGIBILITY LIST:**

A motion was made by Ms. Dixon and seconded by Salazar to approve certification names from the eligibility lists to fill vacancies.

From: Transportation Scheduler

To: Bilingual Transportation Scheduler

Ms. Byrd stated they had vacancies for transportation scheduler and now the remainder of that recruitment will be used to fill two bilingual positions. The list will be canvassed and the top three ranks that are bilingual will be certified.

Ms. Dixon stated that they will have to make sure they are certified.

Ms. Garcia stated that when the list for transportation scheduler is canvassed they will have to ask if the applicant speaks a second language such as Spanish. On the application there is a section that asks if they speak a second language.

Ms. Dixon is concerned of how it is conveyed and testing is done.

Ms. Byrd stated that there is a quick verbal certification. Questions are asked in Spanish and answered in English and also asked in English and answered in Spanish.

Ms. Dixon asked for the main duties of transportation scheduler.

Ms. Byrd stated that they work with parents to schedule students on the bus.

Motion passed.

#### **H. MINUTES**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for May 4, 2016 with corrections of Mr. Salazar being present and Ms. Dixon is absent.

Motion passed

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

No Comments

#### **VII. CLOSED SESSION:**

The commission adjourned into closed session at 5:57 p.m.

The commission reconvened into open session at 6:15 p.m. and announced the following action taken in closed session:

ID# 16-25145239 – Appeal denied

ID# 16-21615818 – Appeal granted

ID# 16-18528437 – Tabled for further discussion for July 13, 2016.

**Adjournment:** The meeting adjourned the meeting at 6:16 p.m.