

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

AGENDA

June 14, 2017

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 Analyst Exam # 17-027
- 2. Attendance Technician Exam # 17-014
- 3. Bilingual Transportation Scheduler Exam # 17-022
- 4. Carpenter Exam # 17-021
- 5. Energy and Sustainability Manager Exam # 17-030
- 6. Grant Manager Exam # 17-029
- 7. Help Desk Technician Exam # 17-020
- 8. Lead School Police Dispatcher Exam # 17-024
- 9. Public Safety Dispatcher Exam # 17-018

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

B. The commission will consider approving the following recruitments:

1. Cafeteria Worker	Open/Promotional	06/07/2017-07/11/2017
2. Electrician	Open/Promotional	05/31/2017-06/27/2017
3. Custodian I	Open/Promotional	06/14/2017-07/11/2017
3. Maintenance Worker I	Open/Promotional	06/07/2017-07/11/2017
4. Occupational Therapist	Open/Promotional	06/07/2017-Continuous
5. Office Assistant I/HA	Open/Promotional	05/17/2017-06/13/2017
6. Payroll Technician	Open/Promotional	05/10/2017-06/06/2017
7. Sheet Metal Worker	Open/Promotional	05/31/2017-06/27/2017

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

C. The commission will consider extending the following eligibility lists for an additional year.

Title	Exam #	Eligible Ranks	From:	To:
Instructional Aide	16-032	14	07/14/2017	07/14/2018
Secretary	16-033	22	07/14/2017	07/14/2018

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 approving certification from other eligibility lists to fill vacancies as follows:

From:	To:
Attendance Technician	Bilingual Attendance Technician
Community Resource Worker	Bilingual Community Resource Worker
Instructional Assistant (SDC)	Bilingual Instructional Assistant (SDC)
Library Assistant	Bilingual Library Assistant

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

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

E. The commission will consider approving the revisions to the following classifications as submitted:

1. Certified Athletic Trainer
2. Human Resources Officer

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

F. The commission will consider the reclassification recommendation for Senior Registrar.

Reference: PC Rule 3.16, 3.16.1, 3.16.2

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

G. The commission will consider approving the Director, Personnel Analyst, and Human Resources Specialist(s) (PC) to attend the 2017 NEOGOV Annual Training Conference on Thursday, October 26, 2017 and Friday, October 27, 2017 at The MGM Grand Hotel, Las Vegas. The two day conference is \$500.00 per person. The total cost for hotel is \$880.00. Total complete cost conference and hotel is not to exceed \$5,000.00.

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 2017-18 fiscal year.

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

I. The commission will consider approving the minutes for May 17, 2017.

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

V. Commissioner's/Director's Comments

VI. Closed Session:

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Personnel Commission Director
Personnel Analyst

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

Adjournment:

The commission adjourned the meeting at ____.

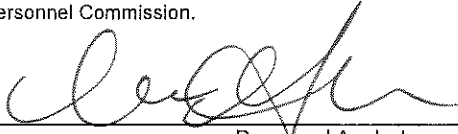
Exam #	17-027	Exam Title		ACCOUNT ANALYST		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MC's
Opened	Closed					
4/19/2017	5/16/2017	6/15/2018	25	18	164	46

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.

Melody Byrd _____ *6/1/17*
 Director Date

Exam #	17-014	Exam Title		Attendance Technician		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/8/2017	4/4/2017	6/15/18	100	26	604	228

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

6/8/2017

Date

Exam #	17-022	Exam Title				
		BILINGUAL TRANSPORTATION SCHEDULER				
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/29/2017	4/25/2017	6/15/2018	12	7	103	30

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.

Madys Beryl 6/6/17
 Director Date

Exam #	17-021	Exam Title		Carpenter		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/29/2017	4/25/2017	6/15/18	7	6	41	13

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


 Personnel Director

5/31/2017
 Date

Exam #	17-030	Exam Title		ENERGY AND SUSTAINABILITY MANAGER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/26/2017	5/30/2017	6/15/18	9	3	31	12

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



Personnel Analyst

6/8/2017

Date

Exam #	17-029	Exam Title		GRANT MANAGER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/26/2017	5/23/2017	6/15/18	8	3	16	10

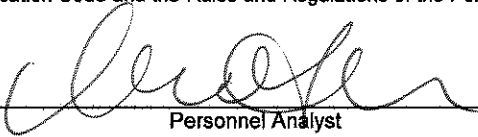
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Lady Byrd
 Personnel Commission Director

6/7/2017
 Date

Exam #	17-020	Exam Title	HELP DESK TECHNICIAN			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/8/2017	4/4/2017	6/15/2018	20	11	225	33

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.


6/8/17
 Personnel Analyst Date

Exam #	17-024	Exam Title		LEAD SCHOOL POLICE DISPATCHER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/5/2017	5/2/2017	6/15/2018	1	1	22	5


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.

Madyn Byrd _____ *5/24/17*
 Director Date

Exam #	17-018	Exam Title	PUBLIC SAFETY DISPATCHER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/8/2017	4/4/2017	6/15/2018	1	1	235	20

*To be merged with exam #'s 16-064 and 16-092

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

 Director

 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	Work Year: 9-12 months	Salary Range: 46
Job Family:		HR/Day: 4-8 hours
FLSA Status: Non-Exempt	EEOC Occupational Group:	

CERTIFIED ATHLETIC TRAINER

JOB SUMMARY:

Provides athletic training services to student athletes engaged in various school sports. Organizes, participates in program care, treatment, rehabilitation, and prevention of physical injuries to athletes in the athletic program.

SUPERVISION:

Receives general supervision from a Site Administrator or designee.
Exercises no supervision.

DISTINGUISHING CHARACTERISTICS:

A Certified Athletic Trainer differs from an Athletic Equipment Attendant/Trainer and an Athletic Equipment Attendant in that it administers first aid to injured student athletes and follows up on the care, treatment, rehabilitation, and the prevention of physical injuries. An Athletic Equipment Attendant/Trainer maintains sporting equipment and assist in training services. An Athletic Equipment Attendant assist with the general operations of the athletic department.

EXAMPLES OF DUTIES:

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

- Evaluates athletic injuries and administers first aid to injured athletes and physical education students
- Applies taping and wrapping of injured areas
- Apply protective or injury-prevention devices and braces
- Provide technical services and information for the prevention, recognition, evaluation, management, treatment and rehabilitation of injuries
- Operate ultrasound and electrical stimulation equipment, hydro collator, hydrotherapy, skinfold calipers, grip-strength dynamometer and other medical equipment used to accurately interpret and treat physical symptoms
- Refer athletes to physicians or the hospital
- Assists in establishing and implementing a conditioning program for athletes to prevent and minimize injuries
- Maintain accurate and detailed records and reports concerning accidents, injuries, treatments, progress and physician referrals.
- Provide athletic training services for all home athletic contests and away varsity football games; and select other varsity away events
- Develop and conduct athletic presentations, clinics and workshops for the coaching staff, faculty, athletes and parents on proper diet and the care and prevention of athletic injuries
- Communicates with coaches, athletes, parents, physicians, and others regarding injuries , treatments, and rehabilitation programs
- Advise concerning equipment purchases; fit and monitor the fitting of protective equipment for injury prevention and safety
- Coordinate the maintenance of the equipment; clean, disinfect and maintain equipment in the training room
- Notify appropriate personnel of needed repairs; inventory, requisition and store training room supplies and equipment;

CERTIFIED ATHLETIC TRAINER

Approved by Personnel Commission: 12/14/16; 06/14/2017
SBCUSD PC AGENDA 06/14/2017

- Maintain related budget records; establish and maintain accurate records of athletes for eligibility based on physical examinations
- Maintain accurate records of injuries, treatments and provide insurance claim forms for sports injuries treated by a physician
- Assist with developing and maintaining a budget for the athletic training program
- Assist in arranging physical examinations for athletics clearances
- Assists in the completion of injury reports for student athletics
- Provides coaches and athletic director with a list of athletes medically eligible to compete
- Counsels and advises athletes on routine or corrective exercises to strengthen, stretch and develop muscles and body structure to maintain student health and wellness
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of athletic training methods, equipment, and materials
- Knowledge of athletic outfitting, issuance, and maintenance
- Knowledge of principles of anatomy, physiology, kinesiology, nutrition, diet, CPR and first aid
- Knowledge of methods, procedures and techniques of advanced first aid, including CPR procedures
- Knowledge of taping, strapping, bandaging, and physical therapy techniques
- Knowledge of methods practices, and strategies pertaining to the conditioning and physical fitness of athletes
- Knowledge of methods of prevention, reduction, and treatment of injuries
- Knowledge of safety and protective equipment used in sports
- Knowledge of technical aspects of field of specialty
- Knowledge of equipment, supplies and materials used in competitive sports programs
- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of principles and procedures of basic record keeping and inventory methods and practices
- Ability to diagnose signs and symptoms and related treatment of various athletic injuries
- Ability to administer first aid and CPR to students
- Ability to respond effectively to injury/illness situations
- Ability to perform a variety of athletic training services
- Ability to counsel and advise athletes concerning conditioning, hygiene and body care
- Ability to perform a variety of cleaning, maintenance and sanitation tasks
- Ability to interpret the Education Code and other applicable laws
- Ability to communicate effectively in oral and written form
- Ability to perform a variety of athletic equipment maintenance activities
- Ability to perform duties involving physical setting up and movement of equipment.

EDUCATION/TRAINING: A Bachelor's degree from an accredited college or university with major course work in health education, physical education, sports medicine, or a related field.

EXPERIENCE: Two (2) year of experience as an ~~certified~~ athletic trainer ~~in an educational institution~~.

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

~~*Certification as an Athletic Trainer by the National Athletic Trainers' Association.*Certification must be maintained as a condition of employment.~~

*A valid Athletic Trainer Certification (ATC) by the Board of Certification (BOC) of the National Athletic Trainers Association must be maintained as a condition of employment.

A valid American Red Cross or American Heart Association certificate in Cardiopulmonary Resuscitation/Automated External Defibrillators for the Professional Rescuer or equivalent.

A valid American Red Cross or American Heart Association First Aid certificate or equivalent.

CERTIFIED ATHLETIC TRAINER

Approved by Personnel Commission: 12/14/16; 06/14/2017

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**A valid Class "C" California driver's license. Travel to locations throughout the District may be required.

~~A current American Red Cross first aid certificate (or an acceptable equivalent).~~

~~A current American Red Cross CPR certificate (or an acceptable equivalent).~~

~~An appropriate, valid California driver license and auto liability insurance.~~

WORKING ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to stand; walk; taste or smell; talk; and hear. The employee is frequently required to sit; lift and carry objects, push; pull; bend; kneel; squat; crawl; reach forward; and reach overhead. The employee is occasionally required to climb; balance; use a keyboard (repetitive motion); use hands/fine motor skills to grasp, hold, or pinch; and deviate wrist position.

PHYSICAL DEMANDS:

The employee must regularly lift and/or move up to 50 pounds independently and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SPECIAL REQUIREMENTS:

**Personal transportation for job-related travel.

APPOINTMENT:

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

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
JOB DESCRIPTION

HUMAN RESOURCES OFFICER-II

PAGE 1 OF 5

DEFINITION

Assists in the planning, organization, and supervision of certificated and classified human resources functions, supervise and evaluate assigned human resources staff, and participation in the classified personnel merit system in accordance with state laws, Personnel Commission rules, collective bargaining agreements and Board of Education policies and procedures; provides technical personnel support to District departments; and and provide highly complex staff assistance to the Human Resources Department management.

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

- Plans, organizes and directs the work of the certificated and classified employees hired in regular and substitute positions.
- Prepares and submits reports and surveys required by Local, State, or Federal agencies.
- Serves as an ~~principle~~ advisor to ~~assigned~~ departments in all aspects of ~~classified~~ human resources personnel administration.
- Provides advice on the interpretation and application of personnel policies and procedures.
- Selects, supervises, trains, and evaluates technical and office support staff.
- Researches, analyzes, and interprets legislations, case laws, and administrative regulations in the field of employee relations and informs necessary legislation, case law, and administrative regulations in the field of employee relations and informs necessary parties regarding implications and ramifications.
- Manages the planning and implementation of the recruitment and selection programs for ~~classified-certificated~~ human resources.
- Develop recruitment strategies including advertisements and attendance at job fairs; network with other agencies to publicize certificated vacancies and substitute positions; post vacancies on employment web sites; prepare recruitment calendar; develop plans to fill vacancies in high need areas., including scheduling of examinations, reviewing applications, preparing or arranging for the preparation and administration of written tests, performance tests and qualification appraisals.
- ~~Supervises the preparation of eligibility lists and submission of lists to the Personnel Commission for certification.~~
- Assist in the planning, coordination and implementation of short and long term goals and objectives for Human Resources operations and services; work with staff to develop and prepare recommendations on both short and long term goals and objectives.

DATE DEVELOPED/REVISED: March 13, 2002

JOB CODE: 0214

DATE APPROVED BY PERSONNEL COMMISSION: March 27, 2002; June 14, 2017

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SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
JOB DESCRIPTION

HUMAN RESOURCES OFFICER II

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- Administers the classified performance evaluation program, ~~separation reports, probationary periods, placement or removal or names on eligibility lists and unusual appointments.~~
- ~~Counsels and advises management on classified disciplinary matters. Investigates, prepares, and recommends to the Board of Education formal charges and causes for certain classified disciplinary matters.~~
- Participate in a variety of projects; gather and analyze data; prepare recommendations to implement policy changes as necessary; respond to and provide guidance on sensitive personnel issues.
- Coordinate interviewing processes.
- Conduct job evaluations and organizational reviews.
- Prepares or assist with the preparation of Board of Education agenda materials.
- Collects and compiles data and prepares written correspondence.
- Respond to requests for information and assistance from employees, management, outside agencies and the public.
- Maintains confidential human resources reports and records.
- Administers applicable laws, rules and regulations related to ~~classified~~ employment.
- ~~Conducts compensation studies and researches information needed for negotiation with classified employee organizations and for the purpose of representing the District's position in relations to reclassification requests.~~
- ~~Administers provisions of the Classified Collective Bargaining Agreement. Monitors grievances within assigned organization; seeks to resolve complaints at lower procedural levels.~~
- ~~Serves as management advocate in administrative hearings.~~
- ~~Meets with employees and association representatives to resolve complaints.~~
- ~~Provides training to employees in various aspects of human resources administration.~~
- ~~Makes presentations before the Personnel Commission and monthly meetings.~~
- ~~Participates in disciplinary hearings.~~
- Keeps abreast of current developments in the Human Resources/Public Personnel Administration field, including new techniques for personnel administration, recent court decisions, and applicable pending legislation.
- Advises departments served of perceived or anticipated personnel problems and provides solutions.
- Prepares a variety of reports and correspondence for the ~~Classified~~ Human Resources officedivision.
- Assists with Human Resources Management Information System.

DATE DEVELOPED/REVISED: March 13, 2002

JOB CODE: 0214

DATE APPROVED BY PERSONNEL COMMISSION: March 27, 2002; June 14, 2017

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SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
JOB DESCRIPTION

HUMAN RESOURCES OFFICER-II

PAGE 3 OF 5

- [Administer an online applicant tracking system; authorize and create user accounts; provide internal and external end user technical support; research and resolve online application issues; maintain and update certificated recruitment web page.](#)
- ~~Promotes and monitors compliance with the District's Affirmative Action program.~~
- Performs job related duties as assigned.

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

- ~~Principles Knowledge of principles~~ and practices of public personnel administration including recruitment, examinations, training, compensation, supervision, evaluation and discipline, collective bargaining, problem solving and merit system practices.
- ~~Knowledge of S~~school district operations.
- ~~Basic Knowledge of basic~~ statistical procedures and measures and presenting data, information, and proposals.
- ~~Principles and practices of validating employee selection procedures.~~
- ~~Basic Knowledge of basic~~ contract law, administration and labor agreements and assisting in collective bargaining negotiations.
- ~~Applicable Knowledge of applicable~~ federal and state laws, regulations, and procedures.
- ~~Conduct investigations.~~
- Technical studies and analyses.
- ~~Human Knowledge of human Resources resources Management management Information information Systems systems~~ and computer information systems.
- ~~Managing Ability to manage~~ a number of personnel administration functions.
- ~~Analyzing Ability to analyzing~~ and interpreting contract language, legislation, legal decisions, and similar material.
- ~~Preparing Ability to preparing~~, ~~writing~~, and ~~presenting~~ effective reports and documents.
- ~~Gaining Ability to gain~~ cooperation through discussion and persuasion.
- ~~Selecting Ability to select~~, ~~supervising supervise~~, ~~training~~, and ~~evaluating evaluate~~ assigned staff.
- ~~Ability to operate a computer and assigned software.~~
- ~~Communicating Ability to communicating~~ effectively.
- ~~Interacting Ability to interacting~~ with others with courtesy and respect; understanding and following oral and written instructions.
- ~~Work rules, regulations and procedures; Ability to~~ ~~accepting~~ supervision and constructive criticism.
- ~~Ability to meet schedules and timelines.~~
- ~~Ability to work independently with little direction.~~

DATE DEVELOPED/REVISED: March 13, 2002

JOB CODE: 0214

DATE APPROVED BY PERSONNEL COMMISSION: March 27, 2002; [June 14, 2017](#)

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SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
JOB DESCRIPTION

HUMAN RESOURCES OFFICER-II

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- Ability to plan and organize work.
- ~~Supervising~~ Ability to supervise assigned staff.

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 and education/training standards that will be used to admit or reject applicants for examination, as approved on the date below.)

Three (3) years of ~~technical~~ professional human resources experience in the areas of recruitment, test development and selection, which includes one year of experience supervising at least clerical level positions.

AND

A Bachelor's degree (or equivalent to 120 semester units) in Human Resources, Business Management, or closely related field from an accredited college or university.

Licenses/Certificates/Registrations

An appropriate, valid California driver's license and auto liability insurance, which must be presented/available upon acceptance of offer of employment and maintained throughout employment in this position.

SPECIAL REQUIREMENTS

Must have personal transportation available for job-related travel.

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
JOB DESCRIPTION

HUMAN RESOURCES OFFICER-II

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WORKING ENVIRONMENT:

Indoor and outdoor shop environment.
Office environment; subject to constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals to perform the essential functions.

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 weighting up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulder, 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.

SPECIAL REQUIREMENTS:

Personal transportation for incidental travel related to job duties.

APPOINTMENT:

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

DATE DEVELOPED/REVISED: March 13, 2002

JOB CODE: 0214

DATE APPROVED BY PERSONNEL COMMISSION: March 27, 2002; June 14, 2017

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Subject: Reclassification – Senior Registrar

To: Personnel Commission
From: Commission Staff
Subject: Reclassification Request
Incumbent: Traci Butts
Current Classification: Senior Registrar
Location: Student Records

BACKGROUND

The Personnel Commission received a reclassification request on February 24, 2017 from Senior Registrar, Traci Butts. Ms. Butts believes her duties have increased over a period of time, therefore a reclassification was requested. Ms. Butts has been employed as a Senior Registrar in Student Records since October 6, 2014.

Commission staff reviewed the position description questionnaire completed by the incumbent. Staff met with English Learner and Support Program Director, Daniel Arellano, on April 11, 2017. A desk audit was conducted on April 14, 2017 to review the essential functions of the position. Ms. Butts believes that due to the accretion of duties during the past two (2) years her position should be reclassified to a Training Specialist.

CLASSIFICATION CHARACTERISTICS

The purpose of the Senior Registrar (salary range 39) position is to serve as lead worker performing a variety of responsible, technical, and complex functions involving centralized maintenance of former student records, including scanning, storing, duplicating, and distributing records copies in accordance with policies, regulations, and guidelines; and provide training of district staff in such functions. The primary functions and responsibilities of this classification are:

- Responds to written requests from appropriate agencies and persons regarding the public school records of former students
- Forwards transcripts to school districts, colleges, and institutions
- Provide training to district staff pertaining to the automated student record management system, as required
- Independently obtains, reviews, evaluates, and distributes records, transcripts, test results, and materials
- Serve as a resource to site staff district-wide and provides problem solutions concerning the student information system
- Organize, develop, and maintain student record data in an automated record management, storage, and retrieval system
- Prepare a variety of technical and complex reports relative to student records program

Ms. Butts' previous classification was a Registrar. She worked in an out of class (OOC) assignment as a Senior Registrar July 1, 2010 through October 3, 2014. Ms. Butts was hired permanently in the position on October 6, 2014. This reclassification study considers accretion of duties acquired since she was permanently hired.

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Ms. Butts serves as a lead person over registrars and elementary, middle, or high schools staff as it pertains to student registration. Her tasks also include heavy phone calls regarding enrollment inquiries. She provides training sessions sometimes on a weekly or as needed basis depending on school needs. Training may be two 3-hour sessions, classroom style with approximately 20 attendees. In addition to training, Ms. Butts has taken on other responsibilities such as processing Student Records subpoenas.

Other duties include:

- Parchment; works with third party vendors to obtain transcripts/diplomas for former students
- Sealing of records; court related
- Maintenance of data; fixing errors entered in Aries
- Revision of current handbooks and training manuals

After reviewing the position description questionnaire, classification specification, and conducting a desk audit staff's recommendation is to keep the classification for Senior Registrar as is. The Personnel Commission approved minor revisions to the classification specification on June 4, 2014. It was determined that there has not been an accretion of duties or major changes in essential functions since Ms. Butts started the position on October 6, 2014.

CONCLUSION

The results of our study have found that the additional duties performed by the position of Senior Registrar would be correctly assigned to the current classification and do not warrant reclassifying the position upward.

It is recommended that the Senior Registrar classification remain as is. With respect to the request of utilizing the Training Specialist classification specification as a comparable position staff found that the essential functions of the Training Specialist relate to training employees on the use of computer software applications, customer service training, new employee orientation, and courses addressing various staff development needs. Therefore essential functions of both classification specifications, especially training duties, are not comparable. Ms. Butts is performing duties as stated on her job classification.

NEOGOV

- [Summary](#)
- [Agenda](#)

2017 NEOGOV Annual Training Conference

Thursday, October 26, 2017 - Friday, October 27, 2017

MGM Grand
(877) 880-0880
3799 South Las Vegas Boulevard
Las Vegas, Nevada 89109
United States

 [Map and Directions](#)

Conference/Training Info

Our two-day Conference is Oct 26th (7:45am-5:00pm PT) and Oct 27th (8:00am-4:00pm PT).

Optional pre-conference training sessions are on Oct 25th from 8:30am-4:30pm. If you do not register for training, this is not included in your 'two-day conference' registration package. Times subject to change.

Group Registration

If you are registering as a group, please proceed with your registration as usual. Once you have completed registration through "Other Information" section, you will be able to select to "Add Another Person" to your group. The fees for all registrants in the group will be added together and charged to the first person in the group.

View or Change Your Existing Reservation

If you need to view or make any changes to your existing conference reservation, click on the 'Register Now' button at the top of page and then use the 'view or change your existing reservation' link at the bottom of the login page.

Hotel Reservation


Booking your hotel room is a separate process than registering for the conference. Please visit our Conference page in NEOGOV Community and 'Book a Hotel Room' to get the best rates.

Conference Questions

Visit our FAQ page in NEOGOV Community
Email: conference@neogov.com

- [Summary](#)
- [Agenda](#)

Training Session


 Wednesday, October 25, 2017 8:30 AM - 4:30 PM (Pacific Time)

Location: MGM Grand Conference Center

- \$475.00 (Standard)
- \$575.00 (Late)
- Insight Recruitment Life Cycle
- Insight System Admin & Best Practices
- Insight 2017 Enhancements
- Insight Advanced Topics

- Perform (Performance Evaluations)
- Onboard

Thursday Evening Social Event

 Thursday, October 26, 2017 7:00 PM - 11:00 PM (Pacific Time)

Location: Location TBA

- Yes, I plan to attend the Thursday Social Event
- Yes, I plan to attend the Thursday Social Event and I will be bringing a guest: \$50.00
- No, thanks

Conference Registration

Event Pricing

Before August 15th

Two-day Conference: \$500
 Training and Conference package: \$975

After August 15th

Two-day Conference: \$550
 Training and Conference package: \$1,125

Group Discount

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

Pre-Conference Training

Wednesday, October 25th, 2017

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

Option A: Insight Recruitment Life Cycle

Audience: All Users

Description: This session provides a full overview of the Insight functionality from requisition to hire.

- Creating Requisitions
- Assigning Requisitions to Recruiters
- Creating Exam Plans & Evaluation Steps
- Creating Job Postings & Supplemental Questions
- Processing Applicants through the Evaluation Steps
- Placing applicants on the Eligible List
- Referring Applicants to Hiring Managers (and Subject Matter Experts)
- Hiring Manager review and action on the Referred List
- Utilization of Standard Reports

Option B: Insight Enhancements 2017

Audience: All users

Description: This class takes a deep dive into the latest Insight enhancements for the year.

- Jobseeker sites:
- Department career pages
- Jobseeker Inbox
- Customizing Education and Experience sections of the application

- Insight:
- Talent Search
- Rating Matrix
- Insight Security roles enhancements
- Advanced Filters - Insight Admin edit capability
- Close job posting after 'n' applications received
- Eligible List panel template enhancements
- Notice template enhancements
- Online Hiring Center:
- Background check integration
- Position integration
- User impersonation

Option C: Insight Advanced Topics

Audience: Users with knowledge of and experience with Insight Enterprise fundamentals.

Description: This Advanced session focuses on automating minimum qualifications screening through the use of Scoring Plans as well as supplemental questions best practices, Advanced Filtering, Ad Hoc Reports and Testing Components.

- Auto Scoring
- Minimum Qualification screening only
- Combination screening of Minimum Qualifications and scoring Desirable Qualifications
- Equivalent Minimum Qualification Screening
- Advanced Filters and the Ad Hoc Report Builder
- Complex filters throughout exam plan evaluation steps and eligible lists.
- Ad hoc report builder functionality, including scheduling, filtering/sorting, and exporting.
- Testing Components
- Written Exams
- Performance Exams
- Oral Exams
- Scantron score uploads
- Self-Scheduling

Option D: Insight System Admin & Best Practices

Audience: Insight System Administrators, Insight Users.

Description: This class covers the System Admin functionality in the system and well as best practices for incorporating these features into your process.

- System Security & Access (Insight/OHC User Roles, Approval Groups)
- System Settings (Application Fields, Application Templates, Agency Preferences)
- Applicant Master Profiles (Linking Custom Fields, Merging Profiles, Barring an Applicant)
- Working with Exam Plans (Evaluation Step Templates, Panel Templates, Eligible List, etc.)

Option E: Performance Evaluations (Perform)

Audience: All Perform users

Description: This session is geared toward Perform users. It will cover an overview of the Perform system from initial HR configuration through the entire evaluation process and best practices for all users.

- Initial setup of the Perform system (HR Role)
- NEW Goal Management features (All Roles)
- Creating a Performance Evaluation (initiating an evaluation as HR or Manager Role)
- Setting goals and documenting progress on the Performance Evaluation (Manager & Employee Roles)
- Rating the Performance Evaluation as the Employee (self-evaluation — Employee Role)
- Rating the Performance Evaluation as the Manager (Manager Role)
- Approving a Performance Evaluation as the Approver (Approver Role)
- Best practice discussion for optimizing Perform functionality

Option F: Onboard

Audience: All Onboard users

Description: This session is geared toward Onboard users.

- Initial setup of the Onboard system (HR Role)

- Forms
- Checklists
- Portals
- eVerify
- Completing tasks for new hire (HR, IT & Manager)
- New hire experience
- What else can Onboard do?
- Promotions
- Rehires
- Offboarding setup
- Best practice discussion for Onboard/Offboard

Book a Hotel Room

The MGM Grand is offering a group discounted room rate of \$110 per night. This rate does not include taxes. Please note that this special rate is available for a limited number of rooms and only for reservations made by 09/22/17.

To book by phone, please call 702-891-7468.

- 2017 NEOGOV Conference

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

MINUTES

May 17, 2017

I. CALL TO ORDER

- A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.
- B. Pledge of Allegiance
- C. Roll-Call
 - 1. Commissioner Valeria Dixon, Chairperson
 - 2. Commissioner Michael Salazar, Vice – Chairperson
 - 3. Commissioner George Bohn, Member

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

None.

IV. ACTION ITEMS

A. BUDGET PROPOSAL 2017-2018

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the budget for 2017-2018 as submitted.

Motion carried.

B. RATIFYING ELIGIBILITY LIST(S).

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following eligibility list(s).

- | | |
|-------------------------------|---------------|
| 1. Cafeteria Worker | Exam # 17-025 |
| 2. Campus Security Officer I | Exam # 17-015 |
| 3. Certified Athletic Trainer | Exam # 16-106 |
| 4. Food Worker Trainee | Exam # 17-028 |
| 5. Lead Carpenter | Exam # 17-023 |
| 6. School Police Officer | Exam # 17-019 |
| 7. Senior Personnel Analyst | Exam # 17-003 |

Motion carried.

C. RECRUITMENTS.

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

- | | | |
|----------------------------------|------------------|-------------------------|
| 1. Computer Specialist V | Open/Promotional | 05/17/2017- 06/13/2017 |
| 2. Nutrition Services Supervisor | Open/Promotional | 05/10/2017 - 06/06/2017 |

Motion carried.

Ms. Byrd mentioned the job specification for Computer Specialist V has changes in duties pending 610 ratification by CSEA. She asked for the recruitment to be pulled. Motion was made by Ms. Dixon and seconded by Mr. Salazar to pull the recruitment.

Commissioners approved recruitment for Nutrition Services Supervisor.

Motion carried.

D. New Classification:

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the new classification specification as submitted for: Assistant Director Personnel Commission.

Motion carried.

E. MINUTES May 3, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for May 3, 2017.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

None.

VI. CLOSED SESSION

The commission reconvened into open session at 5:36 p.m. and announced the following action taken into closed session: ID # 17-85234580 appeal denied.

VII. ADJOURNMENT

The commission adjourned the meeting at 5:41 p.m.