

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

AGENDA

October 11, 2017

5:30 P.M.

I. *Call to Order*

- A. The meeting is called to order at _____.
- B. Pledge of Allegiance
- C. Roll-Call
 - Commissioner Valeria 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 discuss bilingual and non-bilingual classifications/positions.

Moved: _____ Seconded _____
Discussion: _____

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 eligibility list(s).

- | | | |
|----|---|---------------|
| 1. | Account Clerk II | Exam # 17-052 |
| 2. | Attendance Assistant | Exam # 17-054 |
| 3. | Education Assistant III/SI | Exam # 17-056 |
| 4. | HVACR Mechanic | Exam # 17-044 |
| 5. | Instructional Assistant (CAI) | Exam # 17-053 |
| 6. | Lead Sheet Metal Worker | Exam # 17-057 |
| 7. | Microcomputer Specialist II | Exam # 17-061 |
| 8. | School Accounting Technician II-High School | Exam # 17-055 |

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

C. The Commission will consider approving the ratified Eligibility List(s) to fill bilingual positions:

- | | | |
|----|-------------------------------|---------------|
| 1. | Attendance Assistant | Exam # 17-054 |
| 2. | Education Assistant III/SI | Exam # 17-056 |
| 3. | Instructional Assistant (CAI) | Exam # 17-053 |

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: |
| HVACR Mechanic | Water Cooling/Heating Specialist |

Reference: PC Rule(s) 5.23, 5.23.1, 5.23.2, 5.23.3.

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

E. The Commission will consider extending the following eligibility lists for an additional year:

| | | | | |
|-----------------|--------|----------------|----------|----------|
| Title | Exam # | Eligible Ranks | From: | To: |
| Account Clerk I | 16-075 | 12 | 11/10/17 | 11/10/18 |

Reference PC Rule(s): 5.23, 5.23.1, 5.23.2, 5.23.3.

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

F. The Commission will consider approving the following recruitments:

| | | | |
|-----|---|------------------|-----------------------|
| 1. | Bilingual Senior Clerk | Open/Promotional | 10/04/2017-10/31/2017 |
| 2. | Buyer | Open/Promotional | 10/04/2017-10/31/2017 |
| 3. | Cafeteria Worker | Open/Promotional | 10/04/2017-10/31/2017 |
| 4. | Clerk II | Open/Promotional | 09/27/2017-10/24/2017 |
| 5. | Community Relations Worker II/Parent Involvement | Open/Promotional | 09/27/2017-10/24/2017 |
| 6. | Computer Specialist V | Open/Promotional | 09/20/2017-10/17/2017 |
| 7. | Drywall/Ceiling Grid Installer | Open/Promotional | 09/13/2017-10/10/2017 |
| 8. | Education Assistant III/SI | Open/Promotional | 09/27/2017-10/24/2017 |
| 9. | Electrician | Open/Promotional | 09/06/2017-10/03/2017 |
| 10. | Electronics Technician | Open/Promotional | 09/27/2017-10/24/2017 |
| 11. | Food Production Worker | Open/Promotional | 09/20/2017-10/17/2017 |
| 12. | Nutrition Center Lead Delivery Driver/Warehouse Worker | Promotional Only | 10/04/2017-10/31/2017 |
| 13. | Nutrition Computer Analyst | Open/Promotional | 10/04/2017-Continuous |
| 14. | Nutrition Specialist | Open/Promotional | 09/13/2017-10/10/2017 |
| 15. | Power Mower Operator | Open/Promotional | 09/13/2017-10/10/2017 |
| 16. | School Computer Specialist | Open/Promotional | 09/20/2017-10/17/2017 |
| 17. | School Licensed Vocational Nurse (LVN) | Open/Promotional | 09/13/2017-10/10/2017 |
| 18. | Student Services Specialist II | Open/Promotional | 10/04/2017-10/31/2017 |

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

G. The Commission will consider approving the revisions to the following classifications as submitted:

1. Computer Specialist IV
2. Computer Specialist V

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

H. The Commission will consider approving the new classification specification as submitted:

Telecommunications Specialist

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

I. The Commission will consider approving the minutes for September 6, 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

2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
ID# 17-1003

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

Adjournment:

The Commission adjourned the meeting at _____.

| Exam # | 17-052 | Exam Title | | Account Clerk II | | |
|---------------|-----------|-----------------|------------|------------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 7/19/2017 | 8/15/2017 | 10/12/18 | 22 | 17 | 233 | 53 |

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

9/14/2017
 Date

| Exam # | 17-054 | Exam Title | | Attendance Assistant | | |
|---------------|----------|-----------------|------------|----------------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 8/9/2017 | 9/5/2017 | 10/12/18 | 51 | 19 | 619 | 80 |

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

9/19/2017
 Date

| Exam # | 17-056 | Exam Title | | | | |
|---------------|-----------|--|------------|---------|-----------|----------------|
| Posting Dates | | Education Assistant III Severe Impairments | | | | |
| Opened | Closed | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| 8/9/2017 | 9/12/2017 | 10/12/18 | 9 | 6 | 84 | 26 |

Merged with exams #16-089, #16-101, #17-009, #17-049

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

9/21/2017
 Date

| Exam # | 17-044 | Exam Title | | HVACR Mechanic | | |
|---------------|----------|-----------------|------------|----------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 6/28/2017 | 9/5/2017 | 10/12/18 | 3 | 3 | 28 | 11 |

Merged with exam #17-006

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

10/5/2017
 Date

| Exam # | 17-053 | Exam Title | | Instructional Assistant (CAI) | | |
|---------------|-----------|-----------------|------------|-------------------------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 7/19/2017 | 8/15/2017 | 10/12/18 | 86 | 20 | 273 | 205 |

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

9/8/2017
 Date

| Exam # | 17-057 | Exam Title | | Lead Sheetmetal Worker | | |
|---------------|-----------|-----------------|------------|------------------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 8/16/2017 | 9/12/2017 | 10/12/18 | 2 | 2 | 9 | 5 |

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.

Madys Byrd
 Personnel Director

9/29/2017
 Date

| Exam # | 17-061 | Exam Title | | Microcomputer Specialist II | | |
|---------------|-----------|-----------------|------------|-----------------------------|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 8/30/2017 | 9/26/2017 | 10/12/2018 | 26 | 14 | 99 | 34 |

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

10/5/2017
 Date

| Exam # | 17-055 | Exam Title | | School Accounting Technician II - High School | | |
|---------------|----------|-----------------|------------|---|-----------|----------------|
| Posting Dates | | Date Terminated | # Eligible | # Ranks | # Applied | # Meeting MQ's |
| Opened | Closed | | | | | |
| 8/9/2017 | 9/5/2017 | 10/12/18 | 17 | 13 | 118 | 58 |

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

10/4/2017
 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

| | | | | | |
|--------------|-------------------------|--------------------------|-----------------------------|---------------|-----|
| Job Code: | 1157 | Work Year: | 12 months | Salary Range: | 52A |
| Job Family: | Systems and Programming | | | HR/Day: | 8 |
| FLSA Status: | Non-Exempt | EEOC Occupational Group: | 11- Systems and Programming | | |

COMPUTER SPECIALIST IV

JOB SUMMARY:

~~This position is to provide project leadership and comprehensive technical support for the District-wide administrative/academic applications, workstations, infrastructure and other developed/purchased information systems— applications that have been in-used and maintained by the Information Technology (IT) Department for the Districts varied environments.~~

DISTINGUISHING CHARACTERISTICS:

~~An incumbent in this position is under the direction of the IT Director and/or Assistant Director. Specialized infrastructure technical assistance and work instruction are provided by network technical team leaders as required. He/she is expected to exercise extensive, experienced and informed judgment when provided technical support requirements, District policies, and established IT Department standards. He/she is expected to keep IT management informed of all area project progress as a team/project leader. Situations that fall outside of established policies and standards will be discussed with his/her management before any implementation to ensure conformity with IT technical standards and District policies/procedures. The class of Computer Specialist is distinguished from the other site technical support positions in that the former is concerned with enterprise wide technology; is expected to work largely independent of supervision; function as the highest level problem escalation contact; are required to have demonstrated expertise in the disciplines of hardware, software, application, and networking technical support; and carry out complex client interface.~~

A Computer Specialist IV performs a variety of specialized duties in the installation, configuration, maintenance and operation of District Local Area Network (LAN) networks and related equipment. A Computer Specialist V performs a variety of specialized duties in the installation, configuration, maintenance, and operation of District Wide Area (WAN) Networks and related equipment. Incumbents in these classifications are expected to maintain a level of expertise in evolving technologies via ongoing training.

SUPERVISION:

Supervised by the Director of Information Technology and/or the Assistant Director of Information Technology. Technical/functional ~~is supervision~~ provided by other Information Technology managers ~~in department,~~ as needed. Positions in this ~~classification exercise exercises~~ no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Perform the task of technical support project leader.
- Performs windows server implementation and support
- Develops and maintains LAN disaster recovery and routine operational processes.
- Documents LAN configurations and maintains all password and logins.
- Prepare training manuals and conduct training sessions related to servers, network, and database operations.
- Plan and design the operation of LAN
- Analyze network performance data and make recommendation, as needed.
- Setup system software for windows enterprise server OS
- Assess service requests and provide resources required for ~~the~~ issue resolution.
- Establish procedures for the installation, configuration, and deployment of all products.

- Predict and remedy all potential issues on District standard products and systems.
- Resolve all hardware and software configuration problems and errors.
- Install, configure, test, and support numerous platform operating systems.
- Install, configure, and troubleshoot various computing equipment types and platforms.
- Simulate hardware and software problems to test and evaluate solutions.
- Support testing, monitoring, and evaluation of networking and server enhancements.
- Serves as advisor to District administrators on matters pertaining to LAN.
- Provide proactive enhanced quality customer service to clients.
- Document and maintain all logs, records, and reports for service tracking.
- Evaluate new LAN products and proposals.
- Develops and maintain LAN disaster recovery and routine operational processes.
- Document LAN configuration and maintain all password logs.
- Adjust normal working schedules to perform duties when required.
- Performs desktop and laptop configuration, installation, and support.
- Perform job related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

- Knowledge of principles and practices of project management and team leadership.
- Knowledge of the characteristics, capabilities, and limitations of various personal computer hardware, software and associated peripherals.
- Knowledge of workstation environments and servers.
- Knowledge of enterprise network server implementation, operation, troubleshooting and support.
- Knowledge of the principles and practices of networking and IP protocols.
- Knowledge of Windows operating systems.
- Knowledge of multiple Internet browsers and their functionality.
- Knowledge of wireless network concepts, configuration, and troubleshooting.
- Knowledge of Apple and PC environments.
- Knowledge of Ethernet and fiber optic cabling standards
- Knowledge of Microsoft Exchange
- Ability to understand network environments and servers.
- Ability to troubleshoot and resolution problems involving all computing peripherals.
- Ability to troubleshoot Local Area Network problems.
- Ability to diagnose and resolve advanced hardware, software, and network connectivity issues.
- Ability to independently coordinate all support activities for onsite problem resolution.
- Ability to research and analyze technology alternatives.
- Ability to coordinate, administer, and operate a client support help desk application.
- Ability to work and lead others in a team environment that specializes in customer service.
- Ability to communicate effectively orally and in writing in the English language.
- Ability to interact with others with courtesy and respect.
- Ability to understand and follow oral and written instructions, work rules, regulations, and procedures.

EXPERIENCE, EDUCATION, AND 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.)

Four (4) years' of recent (within the last five (5) years) fulltime paid technical experience managing a Local Area Network (LAN); which includes Microsoft Active Directory Administration and Windows Servers.;

AND

Bachelor's degree required. Degree in Computer Science or closely related field preferred.

LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and maintained during-
throughout employment) An appropriate, valid California driver's license and auto liability insurance.

WORKING ENVIRONMENT:

Indoor office environment.

PHYSICAL LEVEL 1:

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.

SPECIAL REQUIREMENTS:

Personal transportation for job related travel, ~~throughout the District.~~

APPOINTMENT:

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

| | | | | | |
|--------------|-------------------------|--------------------------|-----------------------------|---------------|-----|
| Job Code: | 708 | Work Year: | 12 months | Salary Range: | 55A |
| Job Family: | Systems and Programming | | HR/Day: | 8 | |
| FLSA Status: | Non-Exempt | EEOC Occupational Group: | 11- Systems and Programming | | |

COMPUTER SPECIALIST V

JOB SUMMARY:

To administer and design District-wide network systems as part of the Management Information Systems program and provide technical assistance to departmental and other managers.

DISTINGUISHING CHARACTERISTICS:

A Computer Specialist IV performs a variety of specialized duties in the installation, configuration, maintenance and operation of District Local (LAN) networks and related equipment. A Computer Specialist V performs a variety of specialized duties in the installation, configuration, maintenance, and operation of District Wide Area. Incumbents in these classifications are expected to maintain a level of expertise in evolving technologies via ongoing training.

~~There is no distinguished characteristics.~~

SUPERVISION:

Supervised by the Director of Information Technology and/or Assistant Director of Information Technology. Technical/functional is provided by other managers ~~in department~~, as needed. Positions in this classification exercise no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Analyzes, develops, and recommend solutions to networking and connectivity issues.
- Assists in and approves design of local area networks.
- Assists Management Information Systems in integrating WAN and cloud systems.
- Draft policies, prepare training manuals and conduct training sessions related to servers, network and database operations.
- Participates in and supports IT projects on-time and on budget.
- Organize, plan, and control work and projects involving a multiplicity of components and staff to achieve desired goals and objects.
- Evaluates and analyzes systems prior to implementation.
- Works closely with department staff to maintain day to day operations of the WAN.
- Administers the IP addressing scheme for the WAN.
- Sets up and configures gateways, firewalls, and web servers in the WAN and demilitarized zone (DMZ).
- Performs the task of technical support project lead.
- Establish procedures for data back-up, retention, and restoration.
- Ensure procedures are in place to safeguard data.
- Design and implement WAN solutions.
- Provides project support to alleviate reactive, crisis based technical support.
- Establish procedures for installation, configuration, and deployment of all products.
- Designs and oversees programming of routers and switches.

- Develops-Specifies, designs, develops, and administers electronic mail system.
- Diagnoses and remediates WAN problems.
- Develops and maintains WAN disaster recovery and routine operational processes.
- Serves as advisor to District administrators on matters pertaining to local-wide area networking.
- Evaluates utilization of WAN system and recommends changes or improvement where necessary.
- Provides input on the use of new technologies which may enhance WAN systems.
- Makes recommendations regarding all Microsoft Windows Server issues within the school district.
- Designs district-wide antivirus plan.
- Monitors network utilization of district WAN.
- Serves as the primary point of contact for contract services in reference to support of the WAN.
- Adjust normal working schedules to perform duties when required.
- Performs job related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of WAN implementation in Windows Server Environment.
- Data-Knowledge of data wiring standards such as CAT5E or higher.
- Computer-Knowledge of computer program documentation principles.
- Knowledge of Ethernet network principles.
- Knowledge of Wide Area Network Administration practices and procedures.
- Knowledge of EIA/TIA 568 data wiring standards.
- Knowledge of Ethernet cabling standards.
- Knowledge of wireless network concepts, configurations, and troubleshooting.
- Knowledge of FDDI standards.
- Knowledge of Maintenance, operation, and troubleshooting of WAN equipment such as routers, hubs, and switches.
- Knowledge of Customer support dynamics.
- Knowledge of Checkpoint-1 firewall program.
- ~~Bay Networks Optivity.~~
- ~~Novell NetWare for SAA.~~
- ~~Novell GroupWise Internet Gateway.~~
- ~~Novell GroupWise.~~
- Knowledge of Microsoft Outlook Exchange
- PlanAbility to plan, design and supervise the operation of a WAN comprised of 70 local area networks.
- Ability to plan Analyze network performance data and make recommendations.
- Ability to plan Set up system software for Windows Enterprise Server.
- Ability to plan Recognize and solve WAN operational problems.
- Ability to plan Evaluate new WAN products and proposals and report the positives and negatives.
- ~~Strong-Knowledge of strong~~ verbal and written communication, attention to detail and organizational skills.
- Ability to plan Communicate effectively, both orally and in writing.
- Ability to plan Communicate with nontechnical personnel on technical matters.
- Ability to plan Develop cooperative work relations with others.
- Excellent-Ability to problem solving and manage projects-management skills.
- ~~Strong judgment and instincts.~~Ability to make sound judgment.
- ~~Excellent Organizational Skills.~~Ability to maintain excellent organizational skills.
- ~~_____~~
- Ability to plan Prepare written reports.

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

Five (5) years' of recent (within the last six (6) years) fulltime paid technical experience managing a Wide Area Network (WAN) comprising of at least 50 servers; which includes Microsoft Active Directory Administration, Cisco routing and switching and wireless networking administration, and Firewall firewall Administrationadministration.

AND

Bachelor's degree required. Degree in Computer Science or closely related field preferred.

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

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

*Must be submitted upon selection.

WORKING ENVIRONMENT:

Indoor office environment.

SPECIAL REQUIREMENTS:

Personal transportation for travel throughout the District.

Ability to handle periodic on-call duty.

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.

- Responsible for design, implementation, maintenance and analysis of the telecommunications and data networks.
- Execute periodic monitoring, assessment and traffic analysis to ensure optimal network performance.
- Provide planning and project management for vendor installations and upgrades of all telecommunications and data network equipment.
- Troubleshoot telecommunications and data network equipment and work closely with the local telephone company to resolve voice and data network circuit problems.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

- Knowledge of telecommunications security systems.
- Knowledge of data communications capability and limitations on current computer configuration.
- Knowledge of basic computer functions in a telecommunications environment.
- Knowledge of operations of on-line terminals, hardware and software.
- Knowledge of principles and practices of voice and data circuits in a LAN/WAN environment
- Knowledge of IP routing and VLANs
- Knowledge of PBX software and hardware configurations.
- Knowledge of telnet, FTP and TFTP applications.
- Knowledge of Microsoft applications.
- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of principles and procedures of basic record keeping.
- Knowledge of English usage, spelling, grammar and punctuation.
- Ability to identify program, system, and hardware malfunctions.
- Ability to install and repair CAT 5E or higher wiring environments.
- Ability to analyze, monitor and diagnose equipment for LAN/WAN users
- Ability to read and understand technical manuals.
- Ability to operate teleprocessing equipment.
- Telecommunications Specialist
- Ability to instruct users on the operations of teleprocessing equipment and programs.
- Ability to learn and implement new technologies in PBX and data networking environments
- Ability to utilize LAN/WAN monitoring and diagnostic equipment for troubleshooting
- Ability to identify, troubleshoot and resolve voice network circuit problems.
- Ability to understand voice over IP applications
- Ability to design, configure and maintain wireless, phone and data networks
- Ability to provide industry standard project and task documentation for networking
- Ability to analyze and design telecommunications networks.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

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

Four years of paid work experience in a large enterprise environment performing the duties of design, configuration and maintenance of data/voice network cabling, equipment and software. Comprehensive project and team leadership along with extensive work in implementation and support of enterprise solutions is desired.

AND

High School graduation or the equivalent required. Comprehensive technical course training or certification in the disciplines of Telecommunications, Networking or a comparable is desired.

Preferred but not required, a Bachelor's Degree from an accredited college or university with major course work in the areas of Information Technology, Computer Science, or a closely related field.

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

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

WORKING ENVIRONMENT:

Indoor office environment.

PHYSICAL LEVEL 1:

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.

SPECIAL REQUIREMENTS: Personal transportation for job-related travel.

APPOINTMENT:

Persons appointed to this position must successfully compete 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
BOARD OF EDUCATION, COMMUNITY ROOM

MINUTES

September 6, 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

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

Motion carried.

III. PUBLIC COMMENTS

None

IV. ACTION ITEMS

A. CLASSIFIED EMPLOYEE PERSONNEL COMMISSION APPOINTEE

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the Classified Employee Personnel Commission Appointee.

Ms. Byrd shared with the Commission that CSEA, Chapter 183, has been very pleased with Mr. Bohn and indicated that they intend to re-nominate him for another term. CSEA will put the nomination through the process and submit the recommendation to the Board by November.

B. RATIFYING ELIGIBILITY LIST(S):

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

- | | |
|------------------------------------|---------------|
| 1. Attendance Verifier | Exam # 17-048 |
| 2. Cafeteria Worker | Exam # 17-050 |
| 3. Education Assistant III/SI | Exam # 17-049 |
| 4. Electrician | Exam # 17-035 |
| 5. Microcomputer Specialist I - PC | Exam # 17-047 |

Motion carried.

C. RECRUITMENTS:

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

- | | | |
|--|------------------|-----------------------|
| 1. Education Assistant III (Spanish | Open/Promotional | 08/23/2017-09/05/2017 |
| 2. Groundswoker | Open/Promotional | 09/06/2017-10/03/2017 |
| 3. HVACR Mechanic | Open/Promotional | 09/06/2017-Continuous |
| 4. Language Translator Interpreter (Spanish) | Open/Promotional | 09/06/2017-10/03/2017 |
| 5. Lead Sheet Metal Worker | Open/Promotional | 08/16/2017-09/12/2017 |
| 6. Maintenance Trades Helper | Open/Promotional | 09/06/2017-10/03/2017 |
| 7. Microcomputer Specialist II | Open/Promotional | 08/30/2017-09/26/2017 |
| 8. Nutrition Computer Analyst | Open/Promotional | 08/30/2017-09/26/2017 |
| 9. School Accounting Technician II- HS | Open/Promotional | 08/09/2017-09/05/2017 |
| 10. School Police Officer | Open/Promotional | 08/30/2017-09/26/2017 |
| 11. Speech Language Pathology Assistant (SLPA) | Open/Promotional | 09/06/2017-Continuous |

Ms. Byrd requested the removal of item IV(C)(6), Maintenance Trades Helper, to make minor revisions to the classification specification. Ms. Dixon asked staff if the removal would affect applicants. Ms. Irma Garcia informed the Commission that the recruitment had not open, therefore not affecting applicants.

Mr. Salazar expressed concerns regarding recruitment dates. Ms. Byrd explained that some recruitments may open prior to Commission approval and if the Commission did not ratify the recruitment, applicants would be informed.

A motion was made by Ms. Dixon and seconded by Mr. Bohn, to remove item IV(C)(6), Maintenance Trades Helper, and approve the remaining recruitments.

Motion carried.

D. EXTENSION OF ELIGIBILITY LIST:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to extend the following eligibility list for an additional year:

| Title | Exam # | Eligible Ranks | From: | To: |
|---------|--------|----------------|------------|------------|
| Clerk I | 16-072 | 32 | 10/13/2017 | 10/13/2018 |

Ms. Dixon asked if staff canvassed the list. Ms. Byrd confirmed.

Motion carried.

E. CERTIFICATION FROM OTHER ELIGIBILITY LISTS:

A motion was made by Ms. Dixon and seconded by Mr. Salazar, to approve the certification from other eligibility lists to fill vacancies as follows:

| | |
|----------------------------|--------------------------------------|
| From: | To: |
| Attendance Verifier | Bilingual Attendance Verifier |
| Education Assistant III/SI | Bilingual Education Assistant III/SI |

The Commissioners asked about the process and the current status of converting bilingual classifications into non-bilingual classifications. Ms. Dixon expressed the need to be more efficient in the process. Mr. Salazar asked about new vacancies that require a bilingual candidate, he wanted to know at what point staff identify those that are bilingual to ensure they are certified before presenting it to the Commission.

Ms. Byrd explained to the Commission that consolidating both classification would require collaboration between CSEA and the district. She also explained the process prior to her appointment as PC Director, when recruitment flyers were included in the PC agendas as back-up material.

Ms. Irma Garcia informed the Commission that recruitments for Attendance Verifier and Education Assistant III/SI were flown with the additional component to bilingual certify candidates who possessed the skill.

The Commission asked Ms. Byrd to arrange a special Personnel Commission meeting to discuss bilingual classification and extend an invitation to Dr. Wiseman and Dr. Funchess.

Motion carried.

F. MINUTES FOR AUGUST 9, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for August 9, 2017.

Motion carried.

V. COMMISSIONER’S/DIRECTOR’S COMMENTS:

None.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 5:58 p.m. and reconvened into open session at 6:00 p.m.; there was no report out. The Commission adjourned the meeting at 6:02 p.m.