

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

AGENDA

January 3, 2018

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 consider approving the following eligibility list(s):
- | | |
|-----------------------------------|---------------|
| 1. Bilingual Senior Clerk | Exam # 17-079 |
| 2. Drywall/Ceiling Grid Installer | Exam # 17-069 |
| 3. Education Assistant III (SI) | Exam # 17-092 |
| 4. Electronics Technician | Exam # 17-074 |
| 5. Library Assistant | Exam # 17-085 |
| 6. Power Mower Operator | Exam # 17-068 |

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.	Budget Analyst	Open/Promotional	12/20/2017-01/16/2018
2.	Electronics Technician	Open/Promotional	12/13/2017-01/09/2018
3.	Maintenance Worker II	Open/Promotional	12/20/2017-01/16/2018
4.	Public Safety Dispatcher	Open/Promotional	12/13/2017-01/09/2018
5.	Serving Kitchen Operator	Open/Promotional	12/20/2017-01/16/2018

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

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

1.	Education Assistant III (SI)	Exam # 17-092
2.	Library Assistant	Exam # 17-085

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 the establishment of the following classification:

1.	Data Quality Control Specialist	Salary Range 42
2.	Payroll Specialist	Salary Range 42

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

E. The Commission will consider approving the title change and revisions to the following classification specification:

From:	To:
Building Services Director	Maintenance & Operations Director
Lead School Police Dispatcher	Lead Public Safety Dispatcher

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

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

1. Quality Control Technician
2. Workers' Compensation Technician

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

G. The Commission will consider approving the minutes for December 13, 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.

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

Adjournment:

The Commission adjourned the meeting at.

Exam #	17-079	Exam Title		BILINGUAL SENIOR CLERK		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/4/2017	10/31/2017	1/4/2019	21	14	165	93

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.

Gladiolus Byrd Director 12/26/17 Date

Exam #	17-069	Exam Title	DRYWALL/CEILING GRID INSTALLER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/13/2017	10/24/2017	1/4/2019	3	3	27	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.

Gladys Byrd 12/26/17
Director Date

Exam #	17-092	Exam Title	EDUCATION ASSISTANT III (SEVERE IMPAIRMENTS)			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/8/2017	12/5/2017	1/4/2019	5	5	55	20

*To be merged with exam #'s 16-101, 17-009, 17-049, 17-056 and 17-075

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


Director


Date

Exam #	17-074	Exam Title	ELECTRONICS TECHNICIAN			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/27/2017	10/24/2017	1/4/2019	2	2	34	10

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




Director

Date

Exam #	17-085	Exam Title		Library Assistant		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/18/2017	11/14/2017	1/4/2019	56	19	291	105

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

12/12/2017
 Date

Exam #	17-068	Exam Title	POWER MOWER OPERATOR			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/13/2017	10/10/2017	1/4/2019	3	3	62	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.

 12/12/17
 Director Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0301	Work Year:	12 Month	Salary Range:	<u>42</u>
Job Family:	Clerical			HR/Day:	8
FLSA Status:	Non-Exempt		EEOC Occupational Group:		

DATA QUALITY ~~CONTROL~~ TECHNICIAN SPECIALIST

JOB SUMMARY:

Performs data extracts and imports, analyze, troubleshoot and resolve anomalies related to State and Federal Data Reporting data submissions; responsible for the evaluation, extraction, and submission of the District's data in the SIS and HR data system as they relate to the California Longitudinal Pupil Achievement Data System (CALPADS) and the Civil Rights Data Collection (CRDC).

SUPERVISION:

Receives supervision from the Information Technology Director or designated manager.
Exercises no supervision.

DISTINGUISHING CHARACTERISTICS:

A Data Quality ~~Control Technician Specialist~~ is distinguished from the Data Control Clerk and Data Entry Operator in that the data reporting submissions are ~~more~~ complex. It requires a higher level of ~~technical~~ skills in resolving anomalies related to State and Federal data submission. The Data control clerk is responsible for auditing and verifying student and staff data. The Data Entry Operator is responsible for clerical entry of data into an electronic system.

ESSENTIAL JOB FUNCTIONS:

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

- Coordinates with the Information Technology Department, SIS staff, district department, and school in collecting and inputting data.
- Coordinates the use of demographics and other fields in the student information system (SIS) to maintain high level of data input/output efficiency and accessibility.
- Coordinates and/or conducts training sessions individually and in groups regarding all aspects of CALPADS and CRDC and their related data which involves various district department staff and school site staff.
- Operates and uses computer software applications to input and extract data from automated information management, storage, and retrieval systems.
- Performs complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices, procedures, and data reporting requirements and specifications.
- Compile reports using various computer related equipment, and data base management and information systems.
- Performs computerized data processing for analysis and reporting.
- Updates and organizes data files using a computer and network file organization structure.
- Organize and prepare application software documentation, procedural documentation, and operating instructions.
- Reconcile data between SIS and CALPADS.
- Makes data corrections or refers data discrepancies to those responsible for data corrections for accurate submissions.
- Provides details regarding data and data relationships to help prepare specifications for data collecting, maintaining, and reporting information
- Provides ongoing reports and support to staff responsible or involved in systems/data required for CALPADS, CBEDS, and CRDC data submissions.
- Responsible for all complete, accurate, and timely CALPADS, CBEDS, and CRDC submissions; actively participate in the accuracy of data related to Information Census Day.
- Create, schedule, and document custom extracts and ad-hoc reports.

- Maintains certified State and Federal reports.
- Attend and conduct meetings and trainings with staff related to CALPADS, CBEDS, and CRDC.
- Designs and executes specialized complex queries using a variety of databases and software.
- Monitors and addresses SSID requests and resolve anomalies.
- Work closely with schools/districts to resolve student data discrepancies.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of principles, methods, procedures, capabilities, and troubleshooting methodologies of a student information system.
- Knowledge of District policies procedures related to the use of student information systems.
- Knowledge of data security standards and practices.
- Knowledge of computer programming, spreadsheets, and word processing usage and techniques.
- Knowledge of Microsoft applications such as Excel, Word, and Power Point.
- Knowledge of basic logic and/or programming principles.
- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Knowledge of report writing and statistical recordkeeping techniques.
- Knowledge of computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
- Ability to use a variety of tools to monitor and evaluate data in the district's data systems.
- Ability to operation and navigation of district SIS (Statewide Student IDentifier) , CALPADS, CBEDS, CRDC systems.
- Ability to utilize independent judgment and discretion, provide support, guidance, and training to staff in the mandatory data input related to State/Federal reporting requirements.
- Ability to report preparations and formats.
- Ability to use logical steps in computer operating systems and record management.
- Ability to audit and reconcile data of more than average difficulty.
- Ability to type or keyboard.
- Ability to work under pressure, set priorities, and meet deadlines.
- Ability to analyze and interpret State and Federal reports and reporting requirements and provide feedback on methods to correct errors.
- Ability to compile complex statistical reports.
- Ability to learn and utilize new and current technologies.
- Ability to detect errors in printed and displayed output and troubleshoot problems including understanding query instructions and results.
- Ability to understand and carry out oral and written directions.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain consistent, punctual, and regular attendance.
- Ability to interpret an extensive variety of technical instructions.
- Ability to develop and maintain effective working relationships with those contacted in the course of work.
- Ability to work independently without direct supervision.

EXPERIENCE AND EDUCATION/TRAINING:

(These are the minimum experience and education/training standards which will be used to admit or reject

applicants for examination.)

Three (3) years of technical, secretarial, or clerical experience working with student information systems, involving duties requiring running system queries, extrapolation of data, and data reporting functions.

AND

High school graduation or the equivalent.

LICENSES/CERTIFICATES/REGISTRATIONS:

An appropriate, valid California driver license and auto liability insurance must be presented upon offer of employment and maintained throughout employment in this classification.

PHYSICAL DEMANDS:

Employees in this classification stand, walk, sit, reach, lift up to 25 pounds, carry, push, pull, stoop/kneel, balance, bend repeatedly, repetitively use fingers, repetitively twist or apply pressure using wrists or hands, use both hands simultaneously, use rapid mental/muscular coordination simultaneously, speak clearly, hear normal voice conversation, see near and far, use depth perception, see small details, use a computer, and telephone.

WORK ENVIRONMENT:

Employees in this classification work inside, in direct contact with public, students, and other District staff, with exposure to dust and minor contagious illnesses (cold, flu, etc.), without direct supervision, with a high volume of work and tight deadlines, and with continuously changing priorities and interruptions.

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.

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.

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO CITY UNIFIED DISTRICT
CHAPTER 183

December 7, 2017

This memorandum of understanding (MOU) is entered by and among the California School Employees Association and its Chapter #183 (CSEA) and the San Bernardino City Unified School District (District) collectively referred to as the Parties.

The parties have met to negotiate the creation of San Bernardino City Unified School District's job description of Data Quality Specialist, and have agreed as followed:

1. In accordance with Article I – Recognition, of the collective bargaining agreement, the attached newly created job classification of Data Quality Specialist will be included in the classified bargaining unit.
2. Appendix A and Appendix B will be revised to include the newly created job classification of Data Quality Specialist.
3. The newly created Data Quality Specialist job description is attached.
4. The newly created job classification of Data Quality Specialist will be paid at range 42 on the classified bargaining unit salary schedule and will work a 12-month work year/ 8 hours a day.

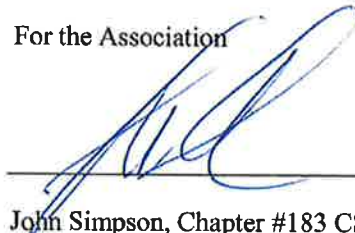
This Agreement is subject to all approval procedures including procedures required by CSEA Policy 610.

For the District



Sandra Rodriguez, Employee Relations Director

For the Association



John Simpson, Chapter #183 CSEA President



Natalie Dorado, Labor Relations Representative



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	Work Year: 12 months	Salary Range: 42
Job Family: Fiscal Services		HR/Day: 8 hours
FLSA Status: Non-Exempt	EEOC Occupational Group: 03-Fiscal Services	

PAYROLL SPECIALIST

JOB SUMMARY:

Performs a variety of complex and technical payroll-related duties to assure that District employees are paid according to established guidelines and in a timely manner; processes payroll records and monitors data related to classified and certificated employees.

SUPERVISION:

Receives general supervision from the Payroll Supervisor and/or the Accounting Director.

Exercises no Supervision.

DISTINGUISHING CHARACTERISTICS:

A Payroll Technician performs accounting clerical work involved in auditing, balancing and verifying payroll and related records and documents; and prepares payroll listings and documents on an automated payroll system to assure employees are paid in an accurate and timely manner.

A Payroll Specialist performs full range of payroll accounting procedures related to preparing, processing and auditing of district payrolls; processes payroll documents; interprets and applies state and federal laws, educational codes, regulations, Board policy, and collective bargaining agreements.

EXAMPLES OF DUTIES:

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

- Accurate and timely computation and processing of payroll for all District employees.
- Examine and audits payroll transactions and reports for accuracy and completeness.
- Evaluate discrepancies and make necessary corrections and adjustments.
- Applies Federal and State, District and County regulations in the preparation and processing of payroll.
- Monitors retirement enrollment and compliance including coding and eligibility.
- Verifies, inputs, codes, updates, and maintains employee data in an automated payroll system.
- Coordinates with Human Resources and Risk Management to ensure accurate pay for employees in reference to Long Term Sick Leave and Worker's Compensation.
- Makes pay adjustments as appropriate after careful analysis of case information.
- Collects and maintains absences reported from various departments and locations
- May contacts departments to resolve discrepancies in attendance reporting.
- Reconciles and analyzes absences for compliance with policies and laws.
- Maintains sick, personal necessity, and vacation balances.
- Receives, reviews, analyzes, and records payroll deductions.
- Compiles, audits, and mails voluntary deduction checks.

- Communicates and provides customer service to employees regarding payroll related information related to earnings and deductions.
- Responds to requests for information from agencies such as EDD, CalSTRS, CalPERS, County Superintendent, Courts, Tax Authorities, insurance companies.
- Responds to requests for information and assistance from Departmental staff, employees and department heads; coordinates activities with the County as necessary.
- Compiles statistical data and assist in the tabulation of data for federal, state and local government units, auditors and staff.
- Processes tax sheltered annuities deductions.
- Coordinates with and respond to inquiries from third party administer for tax sheltered annuities.
- Reconcile billing statements and process deductions for third party insurance companies.
- Deposit, hold or cancel checks as necessary.
- Mail pay warrants to employees.
- Attends and participates in professional development and training sessions; maintains knowledge of all aspects and procedures of the District's payroll office to include compliance to laws, regulations and bargaining units.
- May train designated department/site time-entry personnel on employee time reporting entries.
- Train employees on District's online payroll self-service site in order for employees to access paystubs and W2's.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of procedures of the District's payroll office to include compliance to laws, regulations and bargaining units.
- Knowledge of administration and record keeping
- Knowledge of accountability and reporting.
- Knowledge of methods and practices of financial record keeping as related to processing payroll.
- Ability to Interpret and applies Education Codes, bargaining agreements, Board actions, laws and policies as well as County Superintendent of Schools, CalSTRS, CalPERS, and/or District directives.
- Knowledge of federal, state, education, county and District laws, codes, regulations, policies and procedures.
- Knowledge of principles and practice of payroll processing including tax withholding, retirement and voluntary deductions to assure compliance with complex regulations with county procedures, District policies, educational code laws, and collective bargaining agreements.
- Knowledge of rules, regulations and procedures of related to employment retirements systems such as CalSTRS and CalPERS.
- Knowledge of employee deductions, concepts and practices.
- Knowledge of payroll systems and procedures.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of modern office practices, procedures, methods, computer equipment, and applicable software applications such as word processing.
- Knowledge of basic Excel report preparation and formatting, and databases.
- Ability to working with multiple, non-integrated systems to make sure they are in sync.
- Ability to plan and prioritize work in order to meet payroll deadlines.
- Ability to audit, tabulate, balance, reconcile and extend payroll data.
- Ability to accurately maintain detailed payroll records.
- Ability to prepare a variety of written reports
- Ability to meet deadlines involved in the work.
- Ability to learn, interpret, apply and explain policies, laws, regulations, and procedures to ensure compliance.
- Ability to operate office equipment including computers, fax, word processing, spreadsheet, and database applications and automated payroll system.
- Ability to analyze situations carefully and adopt effective courses of action.

- Ability to exercise good judgment in implementation of policy.
- Ability to follow instructions, document and prepare reports
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently with little direction
- Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to establish and maintain cooperative work relationships with others.
- Ability to develop and deliver oral presentations.
- Ability to drive a motor vehicle to various sites to perform job related duties.
- Ability to understand and carry out oral and written directions.
- Ability to exercise discretion and judgement in a variety of matters.

EDUCATION/TRAINING:

High school graduation or the equivalent.

EXPERIENCE:

Five (5) years of fulltime paid work experience (within the past 10 years) in payroll accounting.

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

NONE

WORKING ENVIRONMENT:

Indoor office environment.

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 enable individuals with disabilities to perform the essential functions.

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 25 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.

SPECIAL REQUIREMENTS:

NONE

APPOINTMENT:

Payrol Specialist

Approved by Personnel Commission: 01/03/2018

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

MEMORANDUM OF UNDERSTANDING

By And Between

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO CITY UNIFIED DISTRICT
CHAPTER 183

December 7, 2017

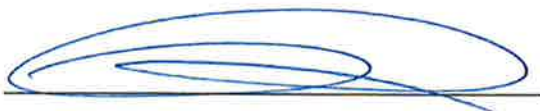
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3. The newly created Payroll Specialist job description is attached.
4. The newly created job classification of Payroll Specialist will be paid at range 42 on the classified bargaining unit salary schedule and will work a 12-month work year/ 8 hours a day.

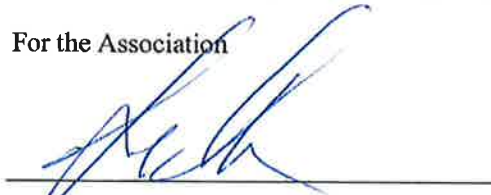
This Agreement is subject to all approval procedures including procedures required by CSEA Policy 610.

For the District



Sandra Rodriguez, Employee Relations Director

For the Association



John Simpson, Chapter #183 CSEA President



Natalie Dorado, Labor Relations Representative

		San Bernardino City Unified School District Personnel Commission	
Classification Specification			
Job Code:	0119	Work Year:	Salary Range:70
Job Family:	Human Resources <u>Maintenance Services</u>		HR/Day: <u>228 Days</u>
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management
<u>BUILDING SERVICES DIRECTOR</u> <u>MAINTENANCE AND OPERATIONS DIRECTOR</u>			

DEFINITION: JOB SUMMARY:

~~To plan, organize and direct the maintenance, operations, construction and building modifications activities of the Building Services, including painting electrical, carpentry, metal and machines, groundskeeping, plumbing, custodian services and engineering design.~~
To plan, direct, manage, supervise and coordinate maintenance and operation activities; including grounds maintenance, building maintenance, and custodial services; to maintain and inspect various District sites to assure safe, orderly and clean buildings and grounds for students, staff, and the public.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Chief Business Officer and/or the Administrator of Operations. ~~Assistant Superintendent of Administrative Services~~

Exercises direct supervision and supervision through subordinate supervisors over professional, maintenance, and clerical staff.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Directs and participates in the development and implementation of goals, objectives, policies and procedures related to the ~~Building Services~~Maintenance and Operations Departmentdepartment.
- Provide technical expertise, information and assistance to the Administrator of Operations regarding grounds keeping, maintenance and custodial activities.
- Assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.
- Advise the Administrator of Operations of unusual trends or problems and recommend appropriate corrective action.

- ~~Select, train, motivate and evaluate personnel;~~supervise, motivate and evaluate the performance of assigned personnel.
- ~~Plan, organize, control, and direct District maintenance, grounds keeping and custodial operations, activities and related services; develop and implement programs for preventive maintenance.~~
- ~~pprepare~~Prepare and present employee performance reviews.
- Directs and participates in the preparation and administration of the department budget
- ~~D~~irect the forecast of additional funds needed for staffing, equipment, materials and supplies
- Monitor and approve expenditures
- ~~R~~eview Maintenance Management Information System printouts and implement budget adjustments as necessary.
- Plan, direct and review the maintenance, ~~and~~ repair and construction of District buildings, facilities, and equipment;
- ~~P~~lan and direct the cleaning and care of District buildings and facilities.
- Coordinates department activities with school and other District department personnel.
- ~~Supervise and participate~~Participate in the planning of improvements and additions at District sites.
- ~~Supervises and participates in the writing of specifications~~
- ~~Review bids received and approve contracts to professional engineers for major construction and alteration projects.~~
- ~~Assign and supervise department drafting work.~~
- Supervises the selection and purchase of equipment, supplies and materials.
- ~~Provides technical assistance on remodeling or major repair of District facilities.~~
- Prepares a variety of reports, correspondence and special studies.
- Develop and prepare the annual preliminary budget for the Maintenance and Operations Department.
- Analyze and review budgetary and financial data.
- Control and authorize expenditures in accordance with established limitations.
- Operate a computer and assigned software programs.
- Operate other office equipment as assigned; operate a vehicle to conduct work.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- ~~Knowledge of~~
- Knowledge of planning, organization and direction of maintenance, grounds, and custodial activities.

- Knowledge of methods, materials, tools and terminology used in maintenance, grounds, and custodial activities.
- Modern Knowledge of modern methods and techniques used in the maintenance, repair and construction of a variety of buildings and facilities.
- ~~Basic principles and practices of engineering, including technical engineering design and specifications.~~
- Knowledge of Applicable federal, state and local laws, regulations and procedures.
- Knowledge of Procedures and principles of construction management.
- Knowledge of Pprinciples and techniques of budget development and administration.
- Knowledge of Pprinciples and practices of organization, administration and personnel management.
- Knowledge of interpersonal skills using tact, patience, and courtesy.
- Knowledge of measures and regulations related to the management of hazardous materials, including mold, lead paint and asbestos
- ~~Ability to~~
- LearnAbility to learn, interpret and apply administrative and departmental policies, laws and regulations.
- Ability to Plan, organize and direct a wide variety of ~~Building Services~~maintenance and operations programs.
- Ability to supervise the performance of assigned personnel
- Ability to estimate time and material needed for major maintenance, grounds keeping and custodial projects
- Ability to Pprepare and review specifications.
- Ability to Provide technical assistance, and resolve problems and conflicts with maintenance, repair, construction, and cleaning activities.
- Ability to Pprepare and administer a budget.
- Ability to Pprepare comprehensive narratives; and technical and statistical reports.
- Ability to Aalyze situations carefully and adopt effective courses of action.
- 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.
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to operate a computer and assigned office equipment.
- Ability to meet schedules and time lines
- Ability to work independently with little direction.

QUALIFICATIONS

Experience and Education/Training:

(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, ~~as approved on November 20, 1996.~~)

~~Six-Five (5) years of recent (within the past ten (10 years) fulltime paid increasingly responsible experience in one or more of the building trades occupations that pertain to the maintenance and repair of school facilities; which includes the maintenance, repair and construction of buildings and facilities including at least two (2) years of supervisory and administrative experience.~~

Experience in a public school system is desirable.

A Bachelor's degree from an accredited college or university ~~with major course work in~~ business administration, operations management, engineering or a related field.

Licenses/Certificates/Registrations

Possession of an appropriate, valid California driver's license at time of appointment to and during employment in a position in this class.

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 the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk and hear. The employee frequently is required to sit. The employee is required to stand; walk, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, and taste or smell.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and field. Driving to various locations required.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and vibration. Also, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

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.

Probationary Period:

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code: 686

Work Year: 12 months

Salary Range: 39A

Job Family:

Protective Services

HR/Day: 8 hours

FLSA Status:

Non-Exempt

EEOC Occupational Group: 09- Protective Services

LEAD ~~SCHOOL POLICE~~PUBLIC SAFETY DISPATCHER

JOB SUMMARY:

~~To plan, assign, review, coordinate training of and participate in the work of school police dispatchers providing a wide variety of services involving radio and other communications systems, intrusion alarm systems, teletype, dispatching personnel, and clerical duties at the School Police Communications Center.~~

Under direction, provide training and participate in the work of public safety dispatchers in providing a wide variety of services involving radio and other communications systems, intrusion alarm systems, teletype, dispatching personnel, and clerical duties at the School Police Communications Center.

SUPERVISION:

~~Receives supervision from a school police supervisor.~~ Receives supervision from the Public Safety Communications Supervisor or higher level manager.

Exercises technical and functional supervision over ~~School Police~~Public Safety Dispatchers.

DISTINGUISHING CHARACTERISTICS:

~~This is the lead worker level in the school police dispatcher series. Positions at this level provide lead supervision over a number of School Police Dispatchers, including assigning and reviewing the work of assigned staff.~~

Positions in the Lead Public Safety Dispatcher class are characterized by the responsibility to serve as lead workers over the Public Safety Dispatchers, and provide on-the-job training. Incumbents in this class may provide functional and technical support to Public Safety Dispatchers, the absence of the assigned supervisor, while performing a full range of training, telecommunications and dispatch duties. Tasks are performed with little supervision and new or highly unusual situations may be referred to the supervisor.

EXAMPLES OF DUTIES:

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

~~Plans, supervises, and coordinates the coverage at the School Police Communications Center. Prepares work schedules for efficient operation, and to ensure that the dispatch section meets or exceeds minimum P.O.S.T. required training standards. Maintains overtime schedule. Provides training (and keeps appropriate records) to new dispatch employees. Provides input for performance evaluations of dispatchers and other clerical staff, as required. Receives requests for school district law enforcement services and dispatches units via radio. Maintains contact with school police department personnel in the field and at assigned school sites. Provides general phone reception for the school police department.~~

~~Runs warrant checks on subjects, registration checks on vehicles, property checks and student enrollment status using teletype and computer. Relays information and instructions to personnel in the field. Maintains accurate log of incoming service requests and action taken. Compiles statistical reports. Enters data into computer. Maintains files. Provides general information to the public and allied police agencies. Monitors silent alarm boards. Interprets and applies District/department rules and policies as instructed by upper level management/supervisors. Establishes, develops, and maintains procedural manuals for subordinate work assignments. Coordinates and administers training. Reviews dispatching operations, revises operating policies and procedures. Submits reports and summaries of communications center activities and related office work. Performs related duties as required.~~

- May assist with trainer and provides on-the-job training, instruction, and assistance to Public Safety Dispatchers involving radio and other means of communication, intrusion alarm systems, fire alarms, teletype, dispatching personnel, policies and procedures, and clerical duties.
- Functions as lead worker and participates in the selection of new dispatchers.
- May assign and reviews work.
- Monitors and troubleshoots equipment problems and ensures issues are referred to the correct repair agency and reported to supervision.
- Answers telephone requests for police, fire and medical emergencies.
- Determines the seriousness of a situation and dispatches school police units or refers caller to the correct agency in accordance with predetermined plans or as directed.
- Maintains radio communication with district police units and log the activities of each officer including the time, location and nature of each incident reported.
- Monitor all burglar alarms, fire alarms and surveillance cameras throughout the entire district.
- Maintain telephone and radio communication between school police, the San Bernardino City Police Department and the San Bernardino Sheriff Department and assist in coordinating the activities of all departments during emergency situations.
- Runs warrant checks on subjects, registration checks on vehicles, property checks and student enrollment status using teletype and computer.
- Coordinate radio communication with security officers, maintenance and district personnel.
- Prepare files, checks routes, files reports, department documents and records, prepares and maintains periodical operational reports and records including statistical data.
- Maintain various departmental files including criminal records and confidential files.
- Performs job related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

Knowledge of:

~~Radio voice communications.~~

~~Principles of supervision and training.~~

~~Rules, regulations, and procedures relating to police radio communications telephone procedures and dispatching.~~

Knowledge of: (Continued)

~~Operation and care of communications equipment, including computer-aided dispatching system.~~
~~Modern office practices, procedures, methods, and equipment.~~

Ability to:

~~Plan, schedule, train, and set priorities for members of work group.~~
~~Interpret rules, regulations, and laws.~~
~~Maintain clear and accurate records.~~
~~Prepare comprehensive reports and develop/revise operating procedures.~~
~~Develop and implement training programs and evaluate trainee performance.~~
~~Analyze and interpret data and information to determine priorities and exercise sound judgment.~~
~~Learn the general San Bernardino geographical area and District and department policies, procedures and rules.~~
~~Speak clearly and concisely.~~
~~Perform clerical duties, including the use of a computer~~
~~Type at a speed of 35 words per minutes.~~
~~Understand and carry out oral and written directions.~~
~~Perform duties while in stressful and hectic situations.~~
~~Memorize and recall data.~~
~~Communicate effectively, both orally and in writing.~~
~~Develop cooperative work relations with others.~~
~~Perform duties while seated for extended periods.~~

- Knowledge of telephone, terminal, teletype, and radio operating requirements and techniques.
- Knowledge of principles of supervision and training.
- Knowledge of rules, regulations, and procedures relating to police radio communications.
- Knowledge of telephone procedures and dispatching.
- Knowledge of operation and care of communications equipment, including computer-aided dispatching system.
- Knowledge of modern office practices, procedures, methods, and equipment.
- Ability to plan, schedule, train, and set priorities for members of work group.
- Ability to interpret rules, regulations, and laws.
- Ability to maintain clear and accurate records.
- Ability to develop and implement training programs and evaluate trainee performance.
- Ability to learn local geography, street locations, important buildings, and landmarks in the San Bernardino area, including all District beat patterns.
- Ability to speak clearly and concisely.
- Ability to perform clerical duties, including the use of a computer.
- Ability to type at a speed of 40 words per minute.
- Ability to understand and carry out oral and written directions.
- Ability to perform duties while in stressful and hectic situations.
- Ability to memorize and recall data.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop cooperative work relations with others.
- Ability to perform duties while seated for extended periods.
- Ability to work irregular hours.

EDUCATION/TRAINING:

These are the minimum experience standards which will be used to admit or reject applicants for examination

Two (2) years of fulltime paid work experience as an emergency or public safety dispatcher.
-AND-

High school graduation or the equivalent.

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

P.O.S.T. certificate for the Basic Complaint/Dispatcher course.*

SPECIAL REQUIREMENTS

An offer of employment in this classification is contingent upon the results of a background investigation and medical examination.

Employees in this class are subject to assignment to any of three rotating shifts, including weekends and holidays.

*Must be submitted no later than the last day of the period for filing applications.

WORKING ENVIRONMENT:

Indoor office environment.

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 enable individuals with disabilities to perform the essential functions.

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 25 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.

SPECIAL REQUIREMENTS:

NONE

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.

MEMORANDUM OF UNDERSTANDING

By And Between

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO CITY UNIFIED DISTRICT
CHAPTER 183

December 7, 2017

This memorandum of understanding (MOU) is entered by and among the California School Employees Association and its Chapter #183 (CSEA) and the San Bernardino City Unified School District (District) collectively referred to as the Parties.

The parties have met to negotiate the creation of San Bernardino City Unified School District's job description of Lead Public Safety Dispatcher, and have agreed as followed:

1. In accordance with Article I – Recognition, of the collective bargaining agreement, the attached newly created job classification of Lead Public Safety Dispatcher will be included in the classified bargaining unit.
2. Appendix A and Appendix B will be revised to include the newly created job classification of Lead Public Safety Dispatcher.
3. The newly created Lead Public Safety Dispatcher job description is attached.
4. The newly created job classification of Lead Public Safety Dispatcher will be paid at range 39 on the classified bargaining unit salary schedule and will work a 12-month work year/ 8 hours a day.

This Agreement is subject to all approval procedures including procedures required by CSEA Policy 610.

For the District

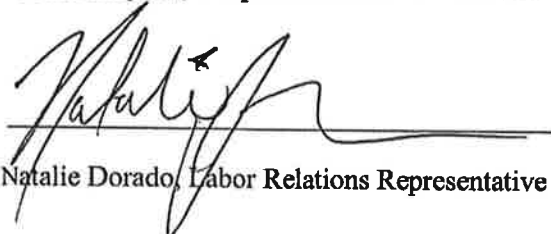
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Sandra Rodriguez, Employee Relations Director

For the Association

A blue ink signature of John Simpson, featuring a stylized 'J' and 'S' with a horizontal line at the end.

John Simpson, Chapter #183 CSEA President

A blue ink signature of Natalie Dorado, with a stylized 'N' and 'D' and a horizontal line at the end.

Natalie Dorado, Labor Relations Representative



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code: 955

Work Year: 12 months

Salary Range: 37

Job Family:

HR/Day: 8 hours

FLSA Status: Non-Exempt

EEOC Occupational Group:

QUALITY CONTROL TECHNICIAN

JOB SUMMARY:

~~Trains new/current employees on a variety of procedures, policies, materials, equipment, products used to clean/maintain facilities/sites; performs inspections of custodial services at all District sites documenting/reporting on level of cleanliness; meets with site administrators/lead workers to discuss findings/recommendations; serves as lead worker over a small custodial staff; performs administrative functions in support of such activities. Performs training and inspections of custodial services at all District sites and documents/reports on the level of cleanliness.~~

SUPERVISION:

~~Receives general supervision from the Custodial Supervisor.~~

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS:

~~The primary duty of a position in this class is to help ensure District facilities/sites meet a minimum level of cleanliness. An incumbent trains new employees on proper procedures, chemicals, etc. before being assigned to a site and then conducts random periodic inspections of all facilities to ensure work is meeting standards. He/she meets with site administrators/custodial staff to provide feedback and may recommend a variety of actions (e.g., training, different/new equipment, changes in work schedules, staffing adjustments) to resolve problems. Since much of his/her work is performed in the field, he/she receives general supervision wherein program goals and objectives are outlined and after study, the incumbent is expected to propose specific actions to accomplish such. Once approved, the incumbent's performance is evaluated for meeting such goals and promoting good working relationships with site personnel.~~

~~The class of Quality Control Technician (Building Services) is distinguished from other lead custodial classifications in that while all train, have lead responsibilities and perform administrative functions (e.g., ordering, scheduling), the latter are responsible for the cleanliness of larger, individual sites with larger staffs assigned to multiple shifts whereas the former class is principally a trainer/advisor to site personnel performing.~~

NONE

EXAMPLES OF DUTIES:

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

- ~~Assists management in the development of cleaning standards and creates/modifies inspection forms to be used when inspecting District sites.~~
- ~~Inspects sites completing forms/preparing written reports; reviews results with site administrators/lead custodial staff; identifies problems/recommends appropriate steps to correct such deficiencies.~~
- ~~Trains new/current employees on a variety of procedures, policies, materials, equipment, products, etc.~~
- ~~Evaluates new products, equipment, work methods; arranges for demonstrations; makes recommendations regarding such applications/purchases.~~
- ~~Operates computer/related software to maintain records regarding inspection process.~~

- Chairs/serves on committees recognizing performance, reviewing standards, etc.
- Conducts various studies (e.g., staffing, work schedules, surveys) and writes reports.
- Serves as lead supervisor over small facility/staff ordering supplies, inspecting work, training employees, providing input on work performance.
- Conducts floor level inspection reports to validate infestation problems and the potential causes.
- Operates district vehicle for work related travel.

Performs related duties as assigned.

- Inspects sites completing forms/preparing written reports and reviews results with Custodial Supervisor.
- Identifies problems/ recommends appropriate steps to correct such deficiencies to the Custodial Supervisor.
- Performs interior and exterior rodents and insects pesticide inspections.
- Sets up and arranges pesticide application.
- May be assigned to apply pesticides after completing District pesticide course.
- May be involved in the District's integrated pest management program and be required to follow all state and county rules and regulations.
- May perform the duties of a Custodian I when covering custodial runs at various District sites.
- Assist with training new/current employees on a variety of procedures, policies, materials, equipment, products, etc., and may make recommendations on site to improve performance or techniques.
- May evaluates new products, equipment, or work methods.
- May coordinate with site custodial staff regarding the ordering of supplies, inspecting work, and assisting in training.
- May, provide recommendation on work performance of custodial staff to management.
- Conducts floor level inspection reports to validate infestation problems and the potential causes.
- Tracks and maintains all required paperwork.
- Operates district vehicle for work-related travel.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of District goals/sites/personnel/programs/~~various administrative procedures (e.g., time reporting, purchasing, substitute program).~~
- Knowledge of custodial methods, materials, tools, equipment, procedures, chemicals/products, etc. used to clean and maintain facilities.
- Knowledge of custodial ~~lead supervisory~~ principles and practices including training, assigning/monitoring/inspecting work.
- Knowledge of scrubbing and waxing floors, shampooing carpeted areas, and other cleaning duties.
- Knowledge of basic mathematics.
- Knowledge of safe working practices.
- ~~Knowledge of basic computer office software.~~
- ~~Knowledge of record keeping principles/systems.~~
- ~~Ability to plan, assign and review the work of assigned staff.~~
- ~~Ability to analyze situations, narrative/statistical data; exercise good judgment in the development/recommendation of sound work procedures/schedules/courses of action/material requirements/cost estimates.~~
- Familiarity with safety data sheets for chemical products.
- Ability to communicate effectively, both orally and in writing.

- Ability to establish/maintain cooperative working relationships.
- Ability to understand/follow oral/written instructions, rules, regulations and procedures.

EDUCATION/TRAINING:

These are the minimum experience standards which will be used to admit or reject applicants for examination

Two(2) years of ~~increasingly responsible~~ custodial experience at the level of a custodian II or higher within the San Bernardino City Unified School District., including at least one year as a lead supervisor.

-OR-

Three (3) years custodial/janitorial experience.

AND

High school graduation or the equivalent.

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

Possession of an appropriate, valid California driver's license must be presented/available upon acceptance of offer of employment and maintained throughout employment.

SPECIAL REQUIREMENTS

WORKING ENVIRONMENT:

Indoor and outdoor work environment; driving a vehicle to conduct work; subject to exposure to fumes, dust and odors

PHYSICAL DEMANDS:

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 50 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 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:

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.

MEMORANDUM OF UNDERSTANDING

By And Between

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO CITY UNIFIED DISTRICT
CHAPTER 183

December 7, 2017

This memorandum of understanding (MOU) is entered by and among the California School Employees Association and its Chapter #183 (CSEA) and the San Bernardino City Unified School District (District) collectively referred to as the Parties.

The parties have met to negotiate the revision of San Bernardino City Unified School District's job description of Quality Control Technician, and have agreed as followed:

1. The job description of Quality Control Technician has been revised to provide clarity in the duties of the classification and to account for the changes in duties that have occurred over time.
2. In accordance with Article I – Recognition, of the collective bargaining agreement, the attached altered job classification of Quality Control Technician, formerly Quality Control Technician (Building Services) will be included in the classified bargaining unit.
3. Appendix A and Appendix B will be revised to include the altered job classification of Quality Control Technician.
4. The revised Quality Control Technician job description with changes is attached.

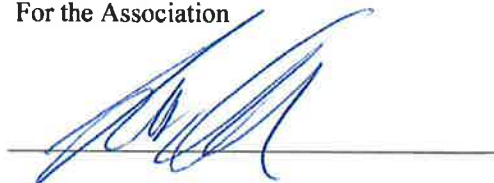
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For the District

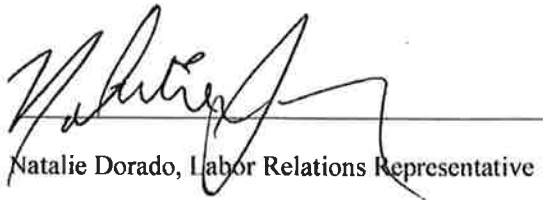


Sandra Rodriguez, Employee Relations Director


For the Association



John Simpson, Chapter #183 CSEA President



Natalie Dorado, Labor Relations Representative

		San Bernardino City Unified School District	
		Personnel Commission	
Classification Specification			
Job Code:	1050	Work Year:	12 months
Job Family:	Clerical	Salary Range:	38A
FLSA Status:	Non-Exempt	HR/Day:	8 hours
		EEOC OCCUPATIONAL GROUP:	Clerical
WORKERS' COMPENSATION TECHNICIAN			

JOB SUMMARY:

To perform specialized and complex clerical work involved in the district-wide Workers' Compensation Program. Reviews claims involving medical treatment only for Workers' Compensation benefits and makes recommendations related to those claims.

SUPERVISION:

Receives general supervision from upper level manager.

ESSENTIAL JOB FUNCTIONS:

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

- Receives and answers inquiries into workers' compensation procedures.
- Composes routine correspondence regarding procedures, off-work time and medical treatment.
- Coordinates light duty assignments with doctors and supervisors.
- Assist in developing legal files from a variety of District sources, attorneys, medical personnel and others to obtain needed information.
- Maintains master District OSHA Log and updates information for sites to meet state and federal laws.
- Provides accurate information for preparation of the annual report.
- Reviews and examines workers' compensation claims filed by District employees for injuries and illnesses that do not require periods of time off from work due to a disability.
- Documents first aid cases and District employee's exposure to various pathogens.
- Sends out notices to employees and enters information into a database and maintains comprehensive workers' compensation benefits.
- Identifies claims that require further investigation and will be put on delay status.
- Refers these claims to the Claims Examiner for further handling.
- Processes claim payments, which include banking transactions.
- Works in conjunction with the District's Finance Department to manage records related to claim payments and bank transaction records.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Relevant workers' compensation laws and the procedures and regulations.
- Relevant workers' compensation case law.
- Medical terminology, vocational rehabilitation requirements and procedures of claims management and control.
- General practices used in claims related programs.
- Reading, writing and communicating in English at an appropriate level.

- Operation of personal computers, specialized software applications related to claims databases, spreadsheets and word-processing and the operations of other standard office equipment.
- Dealing effectively with a variety of employees/individuals at different organizational levels and the public using tact and discretion.
- Learn and understand the District's policies and practices related to workers' compensation and claim handling procedures and policies.
- Analyze and explain the basis for claims decisions to employees, supervisors and management staff.
- Process claims payments and perform financial record keeping tasks related to claims.
- Organize and manage accurate files and records.
- Communicate effectively orally and in writing.
- Learn specialized computer software applications.
- Work independently with frequent interruptions and under the pressure of competing deadlines.
- Provide effective customer service.
- Establish and maintain effective and cooperative working relationships.

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.

- Two (2) years fulltime paid experience in Workers' Compensation, and or Risk Management_or closely related field.

AND

- High school graduation or the equivalent.
- Additional specialized training or college level course work in personnel management of a related field is desirable.

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

A valid California driver's license and auto liability insurance submitted upon offer of employment.*

A California State Certificate to Administer Claims for Self-Insured Employers.**

Employees in this classification are responsible for renewing the documents listed to ensure their validity throughout employment in this classification, provided by the district**

AND

~~California Self Insurance Administrator's certificate~~

~~OR~~

~~**California Self-Insurance Administrator's certificate from an institution recognized by the California Department of Insurance or the Insurance Education Association provided by the District within six (6) months of appointment.~~

SPECIAL REQUIREMENT:

Personal transportation for travel to locations where District business requires attendance.

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

**Must be submitted within two (2) years of employment in this classification.

~~Personal transportation for incidental job related travel.~~

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor office environment.

Constant interruptions.

PHYSICAL DEMAND:

Dexterity of hands and fingers to operate a computer.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Lifting light objects.

Seeing to read a variety of materials.

Bending at the waist, kneeling, or crouching to file materials.

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.

PHYSICAL DEMAND:

~~Physical abilities include sitting for extended periods, fine manual dexterity, talking/hearing, near and far visual acuity, field of vision.~~

APPOINTMENT:

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

MEMORANDUM OF UNDERSTANDING

By And Between

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO CITY UNIFIED DISTRICT
CHAPTER 183

December 7, 2017

This memorandum of understanding (MOU) is entered by and among the California School Employees Association and its Chapter #183 (CSEA) and the San Bernardino City Unified School District (District) collectively referred to as the Parties.

The parties have met to negotiate the revision of San Bernardino City Unified School District's job description of Workers Compensation Technician, and have agreed as followed:

1. The job description of Workers Compensation Technician has been revised to update minimum requirements, required Licenses/certificates/registrations, special requirements and to include information on the physical demands of the job.
2. The revised Workers Compensation Technician job description with changes is attached.

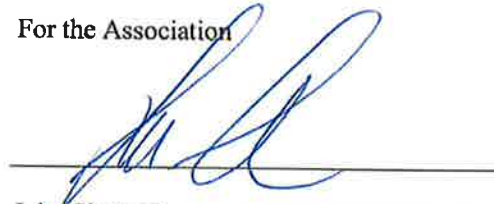
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For the District

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Sandra Rodriguez, Employee Relations Director

For the Association

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John Simpson, Chapter #183 CSEA President

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Natalie Dorado, Labor Relations Representative

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

MINUTES

December 13, 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
- D. Mr. Salazar administered the Oath of Office to Mr. Bohn, California School Employees Association (CSEA) Appointee, to the Commission for a three (3) year term commencing December 2, 2017 through December 2, 2020.

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

No public comments

IV. ACTION ITEMS

A. NOMINATIONS FOR CHAIRPERSON 2018:

Mr. Salazar nominated Ms. Dixon for Chairperson, Mr. Bohn concurred the nomination. Ms. Dixon accepted the nomination.

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve Ms. Dixon as Chairperson for 2018.

Motion carried.

B. NOMINATIONS FOR VICE-CHAIRPERSON 2018:

Ms. Dixon nominated Mr. Salazar for Vice-Chairperson, Mr. Bohn concurred the nomination. Mr. Salazar accepted the nomination.

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve Mr. Salazar as Vice-Chairperson for 2018.

Motion carried.

C. PERSONNEL COMMISSION CALENAR FOR 2018:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider approving the Personnel Commission Meeting Calendar for 2018.

Mr. Bohn shared with the Commission that he is unavailable to meet on February 7, 2018 and November 7, 2018. The Commissioners discussed and agreed in modifying the calendar to meet on February 15, 2017 and November 14, 2017.

Motion carried.

D. RATIFYING ELIGIBILITY LIST(S):

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

- | | |
|--|---------------|
| 1. Application Analyst III | Exam # 17-084 |
| 2. Buyer | Exam # 17-082 |
| 3. Cafeteria Worker | Exam # 17-078 |
| 4. Clerk II | Exam # 17-077 |
| 5. Community Relations Worker II/Parent Involvement | Exam # 17-076 |
| 6. Computer Specialist V | Exam # 17-071 |
| 7. Curriculum Materials Clerk | Exam # 17-089 |
| 8. Education Assistant III (SI) | Exam # 17-075 |
| 9. Education Assistant III (Spanish) | Exam # 17-058 |
| 10. Electrician | Exam # 17-063 |
| 11. Food Production Worker | Exam # 17-073 |
| 12. Lead School Police Dispatcher | Exam # 17-088 |
| 13. Nutrition Center Lead Delivery Driver/Warehouse Worker | Exam # 17-083 |
| 14. Nutrition Computer Analyst | Exam # 17-081 |
| 15. School Computer Specialist | Exam # 17-072 |
| 16. School Police Officer | Exam # 17-059 |
| 17. Student Services Specialist II | Exam # 17-080 |
| 18. Telecommunications Specialist | Exam # 17-087 |

Motion carried.

E. RECRUITMENTS:

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

1. Accounts Payable Technician	Open/Promotional	11/08/2017-12/05/2017
2. Computer Specialist I	Open/Promotional	11/08/2017-12/05/2017
3. Computer Specialist I-MAC	Open/Promotional	11/22/2017-12/19/2017
4. Computer Specialist V	Open/Promotional	11/08/2017-12/05/2017
5. Education Assistant III - SI	Open/Promotional	11/08/2017-12/05/2017
6. Instructional Aide	Open/Promotional	11/22/2017-12/19/2017
7. Instructional Assistant (TA)	Open/Promotional	11/15/2017-12/12/2017
8. Maintenance Trades Helper	Open/Promotional	11/15/2017-12/12/2017
9. School Accounting Technician I- Middle School	Open/Promotional	12/06/2017-01/09/2018
10. Secretary II	Open/Promotional	11/08/2017-12/05/2017
11. Sheet Metal Worker	Open/Promotional	11/15/2017-12/12/2017
12. Student Recovery Specialist	Open/Promotional	11/22/2017-12/19/2017

Motion carried.

F. CERTIFICATION OF RATIFIED ELIGIBILITY LISTS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the ratified eligibility lists to fill for the following bilingual positions:

1. Curriculum Materials Clerk Exam # 17-089
2. Education Assistant III (SI) Exam # 17-075
3. School Police Officer Exam # 17-059

Reference PC Rule: 5.23, 5.23.1, 5.23.2, 5.23.3

Ms. Dixon asked if there is a need to canvass the list. Ms. Byrd stated the list will be canvassed if there is a need for a bilingual position.

Motion carried.

G. TITLE CHANGE AND REVISIONS OF CLASSIFICATIONS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the title change and revisions to the following classification specification:

From:	To:
Building Services Director	Maintenance & Operations Director

Mr. Bohn inquired about the title change. Ms. Byrd indicated that the department name

changed to Maintenance and Operations Department.

Ms. Dixon inquired about recruitment for the Maintenance and Director position. Ms. Byrd indicated that a recruitment would be open on 12/20/2017.

Motion carried.

H. ESTABLISHMENT OF CLASSIFICATION:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the establishment of Instructional Assistant (Academic Intervention), Salary Range 32, classification.

Mr. Bohn asked if the establishment was for a new classification or a title change. Ms. Irma Garcia indicated that it is a new classification. Ms. Dixon inquired about the 610 process and asked if it was appropriate to approve it before. Ms. Irma Garcia shared with the Commission that it currently is pending the 610 process; staff placed the item on the agenda for approval so that it could have a retroactive action to December 14, 2017. Mr. Salazar asked for a copy of the current Instructional Aide class spec.

Ms. Byrd shared with the Commission that the classification would need approval before a reclassification; usually there is a classification in place when a reclassification is requested, but in this occasion there was not a classification; therefore staff had to establish a classification before considering a reclassification.

Motion carried.

I. RECLASSIFICATION REQUEST:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the reclassification request submitted by Maria Duron and Wendy Cobern, from Instructional Aide to Instructional Assistant (Academic Intervention), effective 12/14/2017.

Ms. Irma Garcia provided the Commission with a brief synopsis of the Instructional Aide classification study and provided the Commission with a recommendation. The results of the study indicated the Ms. Duron and Ms. Cobern perform duties outside of their current instructional aide classification. Staff recommended the establishment of the new classification specification, Instructional Assistant (Academic Intervention), salary range 32, effective date of December 14, 2017.

Ms. Byrd shared with the Commission that a meeting took place with the District and CSEA where a Memorandum of Understanding (MOU) was signed by both parties agreeing with the reclassification, pending the 610 process. The reclassification will be effective December 14, 2017, if approved by the Commission.

Ms. Duron and Ms. Cobern thanked the Commission for the opportunity of the reclassification.

Motion carried.

J. FIRST READING PC RULES:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider the First Reading to amend the Personnel Commission Rules, Chapter 1-12, as submitted.

[Dr. Marcus Funchess, Human Resources Director, provided each of the Commissioners a written letter signed by Dr. Perry Wiseman, regarding the request to provide additional time

to review the proposed changes to the PC Rules.]

Dr. Funchess commended Ms. Gladys Byrd and the team for working collaboratively and being open for suggestions. He mentioned the work in progress for transitioning duties from Classified Human Resources to the Personnel Commission. He indicated that the District is working on reviewing and analyzing the changes and requests more time to review and prepare comments; therefore suggesting to the Commission to table the First Reading item Personnel Commission Rules.

Ms. Dixon asked Ms. Byrd if CSEA had reviewed the proposed changes. Ms. Byrd indicated that the rules had been sent to CSEA. CSEA sent a request to the District to negotiate some changes. She also stated due to some of the proposed changes reference other chapters, as a result, staff placed all chapters of the Rules. Ms. Byrd recommended tabling the item for a future meeting.

Mr. Bohn asked Dr. Funchess for a timeline needed to review the proposed changes.

Dr. Funchess asked for a month at the minimum.

Mr. Salazar suggests that the First Reading be brought back at the February's PC meeting, and the second reading in March. This will provide ample time for parties to review.

Motion was tabled.

K. APPROVAL OF MINUTES FOR NOVEMBER 8, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for November 8, 2017.

Motion carried.

V. COMMISSIONER'S/DIRECTOR'S COMMENTS:

Mr. Salazar congratulated Mr. Bohn and Ms. Dixon, appreciated the staff for the dedicated work done. He wished everyone a Merry Christmas and Happy New Year.

Mr. Bohn wished everyone safe holidays and thanks everyone for another three wonderful years.

Ms. Dixon congratulated Mr. Bohn and Mr. Salazar. She appreciates the collaboration between the District and Personnel Commission. She is thankful for the future transitioning duties back to the PC. She wishes happy holidays to all as well.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 6:17 p.m. The Commission reconvened at 6:37 p.m., there was no report out.