

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA**

January 14, 2020 – 5:30 p.m.

777 N F Street

Personnel Commission Office – Portable B

A. PRELIMINARY FUNCTIONS:

1. Call to Order - Meeting called to order at _____ p.m.
2. Pledge of Allegiance
3. Roll Call:

Chairperson	Ms. Valeria Dixon	_____
Vice Chairperson	Mr. Michael Salazar	_____
Member	Mr. George Bohn	_____

Personnel Director	Ms. Gladys Byrd	_____
Senior Personnel Analyst	Ms. Irma Garcia	_____
Secretary III	Ms. Nersidalia Garcia	_____

4. Approval of agenda, as submitted or amended:

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

5. Approval of minutes from the December 3, 2019 Personnel Commission meeting, as submitted or amended.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

B. PUBLIC COMMENTS:

Public Comments pertaining to non-agenda items: *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting. We ask that those who address the Commission limit their remarks to three minutes, as established by the Commission Chairperson. This may be extended up to five minutes by consensus of the Commission. Any person may address the Commission concerning any item on the agenda and may be granted three minutes to make a presentation to the Commission at the time a specific item is under discussion, or, in the case of a closed session item, prior to the Commission. No action may be taken on items of business not appearing on the agenda. (Government Code sections 54954.2, 54954.3, and 54957.9)*

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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REGULAR PERSONNEL COMMISSION MEETING AGENDA**

January 14, 2020 – 5:30 p.m.

777 N F Street

Personnel Commission Office – Portable B

C. CONSENT ACTION ITEMS:

All matters listed under Consent Action Items are to be considered for ratification and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Commission, audience, or staff request specific items to be removed from the Consent Item for separate action.

1. Ratification of recruitment(s):

a. Automotive Mechanic	Open/Promotional 01/08/2020-02/04/2020
b. Education Assistant III (Severe Impairments)	Open/Promotional 01/08/2020-02/04/2020
c. Lead Public Safety Dispatcher	Open/Promotional 12/18/2019-01/21/2020
d. Nutrition Computer Analyst	Open/Promotional 12/18/2019-01/21/2020
e. Nutrition Services Equipment Mechanic	Open/Promotional 09/18/2019-Continuous
f. Pool Attendant	Open/Promotional 01/08/2020-02/04/2020
g. Pre-School Recreation Aide	Open/Promotional 01/08/2020-02/04/2020
h. Recreation Aide	Open/Promotional 12/18/2019-01/21/2020
i. Registered Behavior Technician	Open/Promotional 12/18/2019-01/21/2020
j. School Police Officer	Open/Promotional 01/08/2020-02/04/2020
k. School Police Sergeant	Promotional Only 12/11/2019-01/14/2020

2. Ratification of eligibility list(s):

a. Electrician	Exam # 19-074
b. Facilities Use Supervisor	Exam # 19-080
c. Instructional Assistant SDC	Exam # 19-084
d. Instructional Tutor LH/PH	Exam # 19-069
e. Library Assistant	Exam # 19-082
f. Nutrition Computer Analyst	Exam # 19-075
g. Purchasing Manager	Exam # 19-081
h. Secretary	Exam # 19-070
i. Secretary II	Exam # 19-071

3. Certification from the Instructional Tutor – LH/PH eligibility list Exam # 19-069 to fill Education Assistant III Severe Impairments limited terms or provisional assignments.

4. Certifications of hire, as submitted: *(See attached report)*

Approval of Consent Action Items as submitted or amended.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA**

January 14, 2020 – 5:30 p.m.

777 N F Street

Personnel Commission Office – Portable B

D. ACTION ITEMS:

The Commission shall discuss the following recommendations. Items will be voted separately:

1. The Commission will consider the termination of the Recreational Aide eligibility list to the January agenda based on the following PC Rule:

6.1.8.2 An eligibility list may be terminated by the Personnel Director prior to its expiration when no eligible is available for appointment to a specific permanent position in a class or when there are fewer than three (3) eligible remaining on the list. Candidates on such list shall be notified of the proposed termination.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

2. It is recommended that the Personnel Commission approve the new job classification specification for Human Resources Staffing Assistant.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

3. It is recommended that the Personnel Commission approve the new job classification specification for Security Specialist II.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

4. It is recommended that the Personnel Commission approve the new job classification specification for Senior Language Translator Interpreter.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

5. It is recommended that the Personnel Commission approve the revisions to the classification specification for Community Relations Worker II/Parent Involvement.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA**

January 14, 2020 – 5:30 p.m.

777 N F Street

Personnel Commission Office – Portable B

6. It is recommended that the Personnel Commission approve the revisions to the classification specification for Custodian I.

Motion: _____Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

7. It is recommended that the Personnel Commission approve the revisions to the classification specification for Facilities Analyst.

Motion: _____Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

8. It is recommended that the Personnel Commission approve the revisions to the classification specification for Instructional Assistant (Special Day Class)/Bilingual Instructional Assistant (Special Day Class).

Motion: _____Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

9. It is recommended that the Personnel Commission approve the revisions to the classification specification for Maintenance Trades Helper.

Motion: _____Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

10. It is recommended that the Personnel Commission approve the revisions and job title change to the classification specification for Mobile Maintenance Trades Worker.

Motion: _____Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

11. It is recommended that the Personnel Commission approve the revisions to the classification specification for Nutrition Center Lead Delivery Driver/Warehouse Worker.

Motion: _____Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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REGULAR PERSONNEL COMMISSION MEETING AGENDA**

January 14, 2020 – 5:30 p.m.

777 N F Street

Personnel Commission Office – Portable B

12. It is recommended that the Personnel Commission approve the revisions to the classification specification for Personnel Commission Director.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

13. It is recommended that the Personnel Commission approve the revisions to the classification specification for Quality Control Technician.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

14. It is recommended that the Personnel Commission approve the abolishment of the SAP/ABAP Program Analyst classification.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

15. Proposed Reclassification of Positions:

The following recommendations are based on detailed job analysis that included written questionnaires and surveys as well as personal interviews with incumbents and managers, consideration of internal classification relationships, the department structure, and data from comparable school districts. All the data collected were used to develop final recommendations including newly classifications and proposed salary ranges.

- a. The Personnel Director recommends that one (1) position in the Clerical/Miscellaneous Series, held by Delia Franco, currently classified as Bilingual Enrollment Center Technician, be reclassified to the newly established classification of Human Resources Staffing Assistant, salary range 41. The Classified Bargaining Association, CSEA, Chapter 183 and the Labor and Compliance director have negotiated this decision and agree with this recommendation. The recommended effective date is January 15, 2020.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

- b. The Personnel Director recommends that one (1) position in the Data Processing Operations Series currently held by Paolo Ortiz, currently classified as a Security Specialist, be reclassified to the newly established classification of Security Specialist II, salary range 46A. The Classified Bargaining Association, CSEA, Chapter 183 and the Employee Relations director have

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**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA**

January 14, 2020 – 5:30 p.m.

777 N F Street

Personnel Commission Office – Portable B

negotiated this decision and agree with this recommendation. The recommended effective date is January 15, 2020.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

E. INFORMATION ITEMS AND REPORTS:

1. Annual Report
2. Continuous Recruitment
3. Mission/Vision Statement
4. Presentation of Demonstration of the Application Process.

F. DISCUSSION:

The next Personnel Commission meeting will be held on February 13, 2020, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

H. CLOSED SESSION:

The Commission adjourned to closed session at _____ to discuss the following:

- a. Pursuant to Government Code 54954.5 (e) and 54957: Public Employee Discipline/Dismissal/Release/Appeals.

1. Applicant # 20-2001
2. Applicant # 20-2002
3. Applicant # 20-2003
4. Applicant # 20-2004
5. Applicant # 20-2005

The Commission reconvene in open session at _____ and reported on the following action(s) taken in closed session:

I. ADJOURNMENT:

The Commission adjourned the meeting at _____.

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REGULAR PERSONNEL COMMISSION MEETING AGENDA**

January 14, 2020 – 5:30 p.m.
777 N F Street
Personnel Commission Office – Portable B

**MEETING OF THE PERSONNEL COMMISSION
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.

Assistance/Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Personnel Commission Office at (909) 381-1280. Notification 72 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Addressing the Commission:

There are two ways to address the Commission during the meeting. These are, speaking to the Commission regarding an item already on the agenda, and/or speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

Items on the Agenda:

Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.

Items not on the Agenda:

Item B (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

Placing Items on a Future Agenda:

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled meeting date. Items submitted less than ten (10) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

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**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA**

January 14, 2020 – 5:30 p.m.

777 N F Street

Personnel Commission Office – Portable B

The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or under Public Comment.

Closed Session

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
777 North F Street, San Bernardino, CA 92410
Personnel Commission Office – Portable B

MINUTES
December 3, 2019

A. PRELIMINARY FUNCTIONS:

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 p.m. in the Personnel Commission office, Portable B.

2. Pledge of Allegiance

3. Roll Call

Members Present: Ms. Valeria Dixon, Chairperson
Mr. Michael Salazar, Vice Chairperson
Mr. George Bohn, Member

Staff Present: Ms. Gladys Byrd, Personnel Director
Ms. Irma Garcia, Senior Personnel Analyst
Ms. Nersidalia Garcia, Secretary III

4. Mr. Bohn administered the Oath to Valeria Dixon, Joint Appointee to the Personnel Commission for a three (3) year term commencing December 2, 2019 through December 2, 2022.

5. Ms. Dixon moved to approve the agenda as submitted or amended. Mr. Salazar second the motion.

Ms. Byrd suggested Item D be moved before Item A (6) to vote for Chairperson and Vice-Chairperson as they will need to be recognized to continue the meeting. Mr. Salazar motioned to move Item D before Item A (6). Motion carried.

D. ACTION ITEMS:

1. Mr. Bohn made a motion to nominate and approve Ms. Dixon as Chairperson for 2020. Mr. Salazar second the motion. Motion carried.

2. Mr. Bohn made a motion to nominate and approve Mr. Salazar as Vice-Chairperson for 2020. Ms. Dixon second the motion. Motion carried.

3. The Commission discussed the Personnel Commission meeting calendar for 2020. Mr. Bohn is unavailable on November 5, 2020. Ms. Dixon is unavailable on January 9, 2020 and February 6, 2020. The Commission agreed to make changes to the following dates: January 14, 2020, February 13, 2020 and November 10, 2020.

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
777 North F Street, San Bernardino, CA 92410
Personnel Commission Office – Portable B

MINUTES
December 3, 2019

4. Approval of Minutes

Ms. Dixon moved to approve the minutes from the November 14, 2019 Personnel Commission meeting as submitted or amended. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

None

C. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve all matters listed under consent action items. Mr. Salazar second the motion. Motion carried.

E. INFORMATION ITEMS AND REPORTS:

Revised Job Classifications

Ms. Byrd shared with the Commission that the format of the job specifications needed revisions to mirror the format of NeoGov; future job specification revisions on the new format will be presented to the Commission for approval. Mr. Bohn asked if the job specification can indicate the pay rate and what the job entails. Commissioners requested the next meeting to have a demonstration on the application process.

F. DISCUSSION:

1. Verification of High School Diploma

Ms. Dixon requested this item be placed on the agenda because she would like to know how high school graduation equivalency from another country is validated when applying for position in this school district. Ms. Byrd shared with the Commission that applicants have the option of getting their international education evaluated by an accredited agency and therefore submit the document provided with their application. She also shared that staff does everything possible to evaluate international education documents when reviewing applications.

2. The next Personnel Commission meeting will be held on Tuesday, January 14, 2020, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn wished everyone a great holiday.

Mr. Salazar wished staff a happy holiday season. He is grateful and appreciates the work that has been done. He added, as a department we are headed in the right direction as he can visualize the next level of efficiency and becoming a model district.

Ms. Dixon requested discussion item for continuous recruitment for high turnover positions, such as cafeteria worker and custodians. Ms. Byrd stated it would be on agenda for January as a discussion item for continuous recruitments. Ms. Dixon thanked Ms. Garcia and Ms. Byrd. Wished everyone happy holidays.

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SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
777 North F Street, San Bernardino, CA 92410
Personnel Commission Office – Portable B

MINUTES
December 3, 2019

H. CLOSED SESSION:

The Commission adjourned into closed session at 6:23 p.m. to discuss the following:

- a. Pursuant to Government Code 54954.5 (e) and 54957: Public Employee Discipline/Dismissal/Release/Appeals
 - 1. Applicant # 19-1050 – appeal denied
 - 2. Applicant # 19-1051 – appeal denied
 - 3. Applicant # 19-1052 – appeal denied
 - 4. Applicant # 19-1053 – appeal denied
 - 5. Applicant # 19-1054 – appeal denied
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Commission Director

The Commission reconvened to open session at 7:08 p.m. and reported the following action(s) taken in closed session.

I. ADJOURNMENT:

The Commission adjourned the meeting at 7:08 p.m.

Exam #: 19-074		Exam Title: ELECTRICIAN			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
10/16/2019	11/12/2019	39	13	3	1/15/2021

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


 Personnel Director


 Date

Exam #: 19- 080		Exam Title: Facilities Use Supervisor			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
10/23/2019	12/17/2019	20	2	22	1/15/2021

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


 Personnel Director

1/10/2020
 Date

Exam #: 19-084		Exam Title: INSTRUCTIONAL ASSISTANT (SPECIAL DAY CLASS)			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
11/13/2019	12/10/2019	183	135	17	1/15/2021

*To be merged with exam # 19-003; expiring 4/17/2020

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


 Personnel Director


 Date

Exam #: 19-069		Exam Title: INSTRUCTIONAL TUTOR LH/PH			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
09/25/2019	10/22/2019	91	75	14	1/15/2021

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


 Personnel Director

12/19/19
 Date

Exam #: 19-082		Exam Title: Library Assistant			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
10/30/2019	11/26/2019	261	116	20	1/15/2021

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


 Personnel Director

12/17/19
 Date

Exam #: 19-075		Exam Title: NUTRITION COMPUTER ANALYST			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
10/16/2019	11/12/2019	50	6	1	1/15/2021

I certify that the eligibility list is based upon examination requirement 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.


 Senior Personnel Analyst

1-2-2020
 Date

Exam #19-081		Exam Title: Purchasing Manager			
Recruitment Open Date	Recruitment Closed Date	# of Applicants	# of Applicants Met the Min. Qualifications	# of Eligible Ranks	Eligibility List Expiration Date
10/30/2019	11/26/2019	80	21	5	1/15/2021

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.



Senior Personnel Analyst

1/2/2020

Date

Exam #: 19-070		Exam Title: Secretary			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
10/2/2019	10/29/2019	583	260	37	1/15/2021

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


 Personnel Director

12/19/19
 Date

Exam #: 19-071		Exam Title: Secretary II			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
10/02/2019	10/29/2019	295	175	24	1/15/2021

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


 Personnel Director

12/12/19
 Date

Certification of Classified Personnel Actions January 14, 2020 Agenda		
Name	Classification	Location
Approval of the selection of the following from eligibility list(s) for 01/14/2020		
Camarillo, Wendy	Cafeteria Worker	Alessandro Elementary
Cordova, Jannel	Recreation Aide	Urbina Elementary
Cruz, Chrystal Mye Velasquez	Library Assistant	Marshall Elementary
DeJesus Moreno, Maria	Pre-School Recreation Aide	Allred Child Development
Diaz, Cecilia	Cafeteria Worker	Jones Elementary
Edwards-Lurks, Sirithia	Cafeteria Worker	E.Neal Roberts Elementary School
Espindola, Andrea	Recreation Aide	Monterey Elementary
Garcia Gutierrez, Maria del Carmen	Cafeteria Worker	Pacific High School
Goins, Lysa	Recreation Aide	Jones Elementary
Hernandez, Vanessa	Instructional Aide	Allred Child Development
Herrera, Darlene Piedad	Cafeteria Worker	San Bernardino High School
Mackey, Dominique	Recreation Aide	Bing Wong Elementary
Martinez, Ivory	Public Safety Disipatcher	School Police Department
Martinez, Mayra	Recreation Aide	Ingraham Elementary
Mourning, Gwendolyn	Recreation Aide	Norton Elementary
Moore, Timothy	Groundsworker	Maintenance & Operations
Rodriguez, Anjelica	Bilingual Office Assistant I (Health Aide)	Kimbark Elementary
Approval of the promotion of the following for 01/14/2020		
Alonso, Alonso	Nutrition Center Chef	Nutrition Services
Cazares, Sylvia	Cafeteria Worker	Curtis Middle School
Dauk, Eugene	Pool Attendant	Maintenance & Operations
Havirilo, Shirley	Secretary III	School Linked School
Hurtado, Soledad	Serving Kitchen Operator	Nutrition Services
Mungia Valdez, Rosario	Office Technician Registrar	Pacific High School
Naranjo, Vidal	Grounds Supervisor	Maintenance & Operations
Ngo, Christine Nam-Phuong	Budget Analyst	Fiscal Services
Pederson, Jason	Maintenance Worker II	Maintenance & Operations
Reyna, Cristina	Serving Kitchen Operator	Nutrition Services
Sanchez Muniz, Teresa	Bilingual Clerk I	Anton Elementary Schol
Vera, Kimberly	Bilingual Clerk I	Salinas Elementary School
Zepeda Verduzco, Ariana	Bilingual Clerk I	Muscoy Elementary
Approval of the employment of the following substitutes - Limited Term for 01/14/2020		
Castillo-Flores, Joana	Attendance Assistant	Personnel Services
Moore, Timothy	Groundworker	Personnel Services
Orozco, Tanya	Attendance Verifier	Personnel Services
Paluzzi, Ryan	Instructional Assistant (SDC)	Personnel Services
Pennington, Alejandra	Educaon Assistant III (SI)	Personnel Services
Romero Reyes, Maria	Recreation Aide	Personnel Services
Approval of the employment of the following substitutes - Provisional for 01/14/2020		
Bowman, Lisa	Cafeteria Worker	Personnel Services
Ford, Darain	Cafeteria Worker	Personnel Services
De la Torre, Graciela	Cafeteria Worker	Personnel Services
Duran, Giselle	Cafeteria Worker	Personnel Services
Ellis, Brenda	Educational Assistant III	Personnel Services
Ellis, Brenda	Instructional Assistant SDC	Personnel Services
Ellis, Brenda	Instuctional Aide	Personnel Services
Garcia Gutierrez, Maria del Carmen	Cafeteria Worker	Personnel Services
Godinez, Maria	Cafeteria Worker	Personnel Services
Gonzalez, Tatiana	Custodian I	Personnel Services
Gutierrez, Maria Elena Najera	Cafeteria Worker	Personnel Services
Huff, Karmish	Custodian I	Personnel Services
Husband, Benjamin	Custodian I	Personnel Services
Merino, Rosa Elvira	Recreation Aide	Personnel Services
Mondragon, Miguel	Cutodian I	Personnel Services
Pineda, Dennis	Custodian I	Personnel Services
Sauceda, Cedilia	Custodian I	Personnel Services
Velasquez Garcia, Jonathan	Custodian I	Personnel Services
Vera, Mario	Custodian I	Personnel Services
Villanueva, Agustina	Custodian I	Personnel Services
West, Shavon	Custodian I	Personnel Services
Re-hire 39 month for 1/14/2020		
Cooley, Christian	School Police Officer	District Police Department
Ramirez-Adnrade, Rosie	Servink Kitchen Operator	Nutrion Services

Approval of the Voluntary Transfers of the following for 01/14/2020		
Avalos, Angelica	Cafeteria Worker	Richardson Prep
Edwards-Lurks, Sirithia	Cafeteria Worker	E.Neal Roberts
Gasaway, Jr. David Lee	Cafeteria Worker	Indian Springs
Johnson, Anesha	Cafeteria Worker	Nutrition Services
Moran, Ivon	Cafeteria Worker	Cole Elementary
Nowalski, Keissa	Cafeteria Worker	Chavez Middle School
Rivera, Maria	Cafeteria Worker	Martin Luther King Middle
Robles, Carmen	Cafeteria Worker	Barton Elementary
Robles III, Daniel	Cafeteria Worker	Brown Elementary
Sanchez, Yolanda	Cafeteria Worker	Lincoln Elementary
Soto, Mayra	Cafeteria Worker	Paakuma K-8
Torres, Raquel	Senior Clerk	Purchasing Department
Uraga, Paulina	Cafeteria Worker	Bing Wong Elementary
Vernon, Juanita	Registrar Office Technician	Curtis
Williams, Helen	Cafeteria Worker	Inghram Elementary School



San Bernardino City Unified School District Personnel Commission

Classification Specification			
Job Code: <u>400</u>	Work Year: 12 months	Salary Range: <u>38A40A</u> <u>41</u>	
Job Family: Clerical/Miscellaneous		HR/Day: 8 hours	
FLSA Status: Non-Exempt	EEOC OCCUPATIONAL GROUP:	<u>EE01</u>	
Technicians	<u>Staffing</u>	<u>EE05 Administrative Support Workers</u>	
HUMAN RESOURCES ASSISTANT (BILINGUAL)			

DEFINITION:

Performs ~~technical complex~~ work in support of the ~~centralized classified~~ Human Resources ~~program/department~~, in one or more functional areas such as recruitment and selection, job analysis, training and development, and new employee induction/orientation; provides a variety of assistance to supervisory staff; uses bilingual skills in English and a designated language; related to certificated staffing, student enrollment, and capping. *Some positions in this classification may require fluency in a second language.*

SUPERVISION:

Receives general supervision from a the Human Resources Director, or designated manager. Positions in this classification exercise no supervision

~~DISTINGUISHING CHARACTERISTICS:~~

~~An incumbent reports to a Human Resources supervisor and initially is given specific directions/goals and work is reviewed for timeliness, quality, accuracy, thoroughness, conformance with policies/procedures/various laws, etc. As he/she obtains experience and becomes familiar with District/Department operations, he/she is expected to exercise limited judgment to accomplish projects/assignments while keeping supervisors informed of his/her progress. An incumbent is expected to confer with his/her supervisor on various applications, legal guidelines, situational events as necessary. Bilingual Human Resources Assistant is distinguished from the class of Human Resources Assistant in that the latter is not required to possess the required bilingual skills.~~

EXAMPLES OF DUTIES/ESSENTIAL JOB FUNCTIONS:

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

- Obtain, research, review, and evaluate class capacity to determine if capping is needed.
- Advise management when a grade level is reaching or is at capacity to determine. *additional staffing needs.*
- Communicate with principals, managers, and school site employees to coordinate to accomplish student transfer in accordance with District policies and guidelines.
- Draft reports related to capping.
- Monitors class sizes.
- Assist in determining staffing needs.
- Receives inquiries regarding capping and enrollment procedures.
- Computes and monitors class size averages to prevent funding penalties to the District.
- Researches, reviews, and evaluates class enrollment counts to determine capping needs.
- Confers with parents, administrators and school office employees regarding placement of students.
- Provides assistance in support of recruitment events such as job fairs.
- Generate a variety of regular and ad hoc reports and documents related to staffing. *enrollment*
- Conducts human resource related surveys.

- May input data and update various personal database information. *into student information system(s).*
- Provides job analysis tasks with assistance of departmental experts to determine more important aspects of job to test for.
- Prepares written recommendations for class specification changes, as needed.
- Determines examination parts and weights with assistance from departmental contact and supervisor.
- Ensures that previous examination material, if any, is reviewed by departmental representative.
- Assembles examination material from files, as appropriate.
- Requests examination material from other sources by phone or in writing.
- Evaluates information provided in employment applications against requirements in class specification.
- Prepares notices of testing date or rejections, using PC equipment and personnel software.
- Designs performance tests with the assistance of departmental representative and supervisor.
- Ensures that technical and non-technical raters, as appropriate, are scheduled for performance or oral examinations; gives oral briefing to members of rating panels.
- Operates test score scanning and other equipment.
- Evaluates data pertaining to the examination as a whole and to individual test questions.
- Serves as examination proctor as needed.
- Provides assistance in support of recruitment events such as job fairs.
- Assists in the development of training programs designed to familiarize new employees or provide refresher training to current employees in the computer equipment utilized in district schools and offices, and to update office and customer relations skills.
- Provides assistance in evaluation of existing training programs; conducting assessments of training needs; developing a variety of training materials; providing individual or group in-services on topics such as microcomputer operation, software applications, and district policies and rules; acquisition and maintenance of department training center materials; preparing documents required for purchase of computer and other equipment, software, and other training materials.
- Prepares business correspondence as generated by work needs. *related to enrollment, staffing, and/or capping.*
- Uses personal transportation to and from various work sites.
- Uses bilingual skills to translate at public counter, over the phone, in meetings, etc. and prepares written materials as required.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of enrollment procedures and practices.
- Knowledge of District instructional programs for appropriate student placement.
- Knowledge of modern record keeping, filing, and electronic document filing and retrieval.
- Knowledge of modern office practices, and equipment, such as personal computers, software, and peripherals.
- Knowledge of usage, spelling grammar, and punctuation of English and the designated language.
- Knowledge of public personnel administration principles and practices.
- Knowledge of training principles and practices.
- Knowledge of microcomputer operation and applications software.
- Knowledge of effective communication principles and practices.
- Ability to learn and interpret policies, regulations, and rules related to student placement.
- Ability to learn and apply state and District regulations and procedures related to class size averages.
- Ability to maintain records in compliance with District and state requirements.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to utilize computer, software, and peripherals to perform job duties.
- Ability to make mathematical calculations.
- Ability to meet deadlines.
- Ability to understand and carry out oral and written directions.

- Ability to communicate effectively both orally and in writing in English and a designated language.
- Ability to develop employment examinations of various kinds.
- Ability to make training presentations and develop a variety of training programs
- Ability to utilize microcomputer, software, and peripherals to perform job duties.
- Ability to develop solutions to work-related issues.
- Ability to prepare written reports, ~~proposals, and~~ make recommendations, ~~etc.~~ *related to enrollment, staffing and/or capping.*
- Ability to read, understand, and apply a variety of written technical material.
- Ability to manage a number of projects concurrently.
- Ability to communicate effectively in English and the second language, orally and in writing
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.

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 of fulltime paid experience performing ~~duties in support of a personnel program, e.g., recruitment, selection, placement, training and development, compensation and benefits, and discipline.~~ complex technical functions, preferably in a public sector.

AND

High school graduation or the equivalent ~~and thirty semester units of college credits which has included course work in human resource management, public administration, personnel or business administration, management, management information systems, or computer science or systems.~~

***Licenses/Certificates/Registrations**

A valid California driver's license must be presented upon acceptance of offer of employment and maintained throughout employment. Persons appointed to this class are subject to a probationary period of 130 days in accordance with Education Code 45301.

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

SPECIAL REQUIREMENTS:

Personal transportation for incidental work-related travel.

Some positions in this classification may require fluency in a second language.

WORKING CONDITIONS:

Office environment, indoor work, reaching, bending, standing, walking, sitting, fingering, working on a computer, talking, hearing, carrying, light lifting, visual acuity, auditory (hearing) acuity.

PHYSICAL LEVEL 1: MINIMAL

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the

shoulders, and horizontally; bend at the waist, kneel stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

AMERICANS WITH DISABILITIES ACT

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

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 (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

Human Resources Staffing Assistant

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on November 5, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the new job description for the following position:

Human Resources Staffing Assistant


This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.

District:

CSEA:



Dr. Sandra Rodriguez
Employee Relations Director


Matthew "Shane" Dishman
Administrator, CSEA


Dr. Marcus Funchess
Director, Recruitment & Employment


Lourdes Cruz
Labor Relations Representative


Alexis Jenks
Human Resources Officer


Jason Ter Keurst
Senior Labor Relations Representative



San Bernardino City Unified School District Personnel Commission

Classification Specification			
Job Code:	0401	Work Year:	12 months
Job Family:	Systems and Programming	Salary Range:	46A
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	11 – Systems and Programming

SECURITY SPECIALIST II

JOB SUMMARY:

Performs a variety of duties related to implementing and executing the security policies and practices of the District's security and technology departments to ensure the safety of students, personnel, facilities, all property, all customers, guests, or community members and to properly report and address security violations and incidents.

DISTINGUISHING CHARACTERISTICS:

A Security Specialist provides security, operational & technical support in resolving system/data access problems; administers security policies/procedures; diagnoses/resolves security problems; ensures the integrity, confidentiality, availability of the District's on-line resources.

A Security Specialist II analyzes and maintains critical information technology systems and access controls, secures physical and digital assets, and responds to cyber security incidents to minimize the adverse impact to the confidentiality, integrity, and operations of IT assets and services.

SUPERVISION:

Receives general supervision from the Information Technology Director or designated manager.

Provides technical assistance to the various levels of Computer Specialist.

Positions in this classification exercise no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Secure digital and physical assets, by protecting them from unauthorized access or tampering.
- Perform and assist with regular internal and external security audits and investigations.
- Assist in proactively analyzing, monitoring, and remediating the source of security breaches, attacks, and hacks.
- Assist with developing, documenting, and maintaining security configuration baselines for broad range of IT assets that support District operations and identifies any unsecure deviations requiring mitigation
- Identify security incidents, report to management, and cooperate with police or other legal forces.
- Work independently or as part of a team as needed
- Monitor, install, maintain, and improve the security of hardware and software such as servers, networks, firewall, VPN, and databases for the District.
- Assist and perform electronic discovery and queries against a variety of systems, logs, and databases, including but not limited to Windows, Windows Server, Exchange, SharePoint, and SQL.
- Create, modify, test, and execute scripts or programs on a variety of hardware and software systems
- Assist with designing, developing, and training staff and other stakeholders on cybersecurity awareness and security best practices
- Assist in reviewing government, vendor, and private and open source vulnerability databases to identify and evaluate relevant flaws, misconfigurations, common vulnerabilities, and impact metrics for IT assets in accordance with District policies, IT operations, and information security standards
- Respond to both non-emergency and emergency situations involving technological and computer security as needed, and take appropriate action in accordance with established guidelines.
- Manage antivirus and antimalware software and infected systems
- Review and audit log reports from firewall, web and email filters, antivirus, security information event management (SIEM) and other systems for actionable items and process requests in accordance to IT policies
- Research IT security issues and industry trends to make recommendations for internal improvements

- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of current laws, guidelines, codes, regulations and rules related to educational technology use and security practices.
- Knowledge of concepts, procedures, and techniques relating to information security frameworks, vulnerability databases, access control, identity management, and encryption tools
- Knowledge of SQL, ASP.Net, HTML, JavaScript, Visual Basics, PowerShell, and other similar software languages.
- Knowledge of vulnerability scanning tools including but not limited to Nessus, Nmap, and WebInspect
- Knowledge of essential networking concepts and services such as DNS, Active Directory, LDAP, DNS, SMTP, HTTP, and HTTPS.
- Knowledge of up-to-date principles, practices, methods, and terminology used in information security programs.
- Knowledge of risk and threat assessment processes and practices.
- Knowledge of malware such as worms, viruses and Trojans.
- Knowledge of incident response procedures and processes.
- Knowledge of Windows and Linux operating systems and their security processes.
- Knowledge of recordkeeping and report preparation techniques.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary in either written or oral communication.
- Ability to keep up to date with new security threats, vulnerabilities, and countermeasure techniques and technology.
- Ability to identify and analyze trends related to information technology security threats.
- Ability to keep and maintain complete and accurate records and prepare concise reports.
- Ability to maintain confidentiality of sensitive and privileged information.
- Ability to manage multiple projects and deadlines.
- Ability to establish and maintain effective working relationships with District personnel and the public

②

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

Two (2) years of full-time work experience (within the last five (5) years) in IT security operations performing tasks such as monitoring computer systems, analyzing security threats and vulnerabilities, troubleshoot and resolving information security issues.

AND

An associate's degree from a recognized college or university with major coursework in computer science, information security, information systems or a related field.

CompTIA Network+, Security+, or Systems Security Certified Practitioner (SSCP) certification is desirable.

LICENSES/CERTIFICATES/REGISTRATIONS:

Possession of a valid California driver license and auto liability insurance* personal vehicle for transportation to sites/meetings.

WORKING ENVIRONMENT:

Indoor office and outdoor environment.

Driving vehicle to conduct work.

PHYSICAL LEVEL 1: MINIMAL

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

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

AMERICANS WITH DISABILITIES ACT Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

SPECIAL REQUIREMENT:

Personal transportation for travel throughout the District.

②

Due to involvement with security, the incumbent may be expected to work a variety of non-traditional hours to address and respond to technologically-related security needs.

APPOINTMENT:

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

Memorandum of Understanding (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

Security Specialist II

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on September 30, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the revision of job description for the following positions:

Security Specialist II

This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.

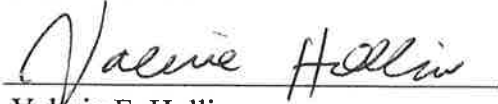
District:

CSEA:



Dr. Sandra Rodriguez
Employee Relations Director

Matthew "Shane" Dishman
Administrator, CSEA



Dr. Marcus Funchess
Director, Recruitment & Employment

Valerie E. Hollins
Senior Labor Relations Representative



Alexis Jenks
Human Resources Officer



Jason Ter Keurst
Senior Labor Relations Representative

5



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	Work Year: 12 months	Salary Range:	39A
Job Family:	Clerical/Misc.	HR/Day:	8 hours
FLSA Status:	Non-Exempt	EEOC Occupational Group:	06-Secretarial/Clerical

SENIOR LANGUAGE TRANSLATOR INTERPRETER

JOB SUMMARY:

To serve in a lead role in the performance of a wide variety of language translation and interpretation work in support of various District programs, to and from English and a designated language and provide a variety of assistance to management.

SUPERVISION:

Receives general supervision from a classified or certificated member of management.
Exercises no supervision.

Provides training, guidance, orientation, and direction to the Language Translator/Interpreter. Provides technical and functional supervision of Language Translator Interpreter staff, as needed or in the absence of the Communications Director, Communications Officer, or Multimedia Manager.

DISTINGUISHING CHARACTERISTICS:

The Senior Language Translator Interpreter serves as a lead, training and providing direction to lower-level personnel, provides Districtwide oral and written translation and interpretation services and translates difficult and complex material.

EXAMPLES OF DUTIES:

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

- Reads, translates, and types text, correspondence, instructional materials and more complex and technical documents.
- Trains, orients, and edits the work of other employees, and follows up to ensure completion of jobs.
- Reviews translated materials submitted by District personnel and other Language Translator Interpreter(s) and edits for accuracy of meaning, content, and intent, grammar, spelling, and syntax to ensure quality and uniformity.
- Provide simultaneous, consecutive interpretation services for a variety of meetings, workshops, conferences, and special events, some of which may include working evenings and weekends.
- Provide oral interpretation during formal meetings and written translation services, including correspondence, forms, technical manuals, and other instructional and educational materials primarily from English to a designated language.
- Provides assistance to school sites and departments by reviewing translations performed by site or department personnel.

- Schedules and conducts workshops/in service opportunities for select District staff, develops training materials and interactive exercises on best practices, and refers District personnel to available resources related to interpreting and translating.
- [a11]Contacts District schools and offices to establish priorities regarding deadlines, formats, and to resolve problems related to translation/interpretation services and other needs of the requester.
- Participates in the prioritizing, coordination, and assignment of translation/interpretation projects.
- Reviews and approves translation materials prior to release.
- Answers and receives telephone calls, greets and assists visitors, respond to inquiries regarding District translation and interpretation services and provides general information and assistance to callers and visitors.
- Translates and assists in the composition of written and oral communications, such as speeches, press releases, District notices and online content to convey information in accordance with District policies and procedures.
- Types verbatim translations and types idiomatic translation considering the type of material and readers' viewpoints.
- [a12]Determines the most accurate shades of meaning and makes corrections as needed.
- Performs special projects and provides services to Districtwide committees, task forces, and panels.
- Identifies equipment needs and obtains equipment, as appropriate.
- Performs job related duties as assigned for ensuring the efficient and effective functioning of the work unit.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of grammar, spelling, punctuation, syntax, and idiomatic usage of English and the designated foreign language.
- Knowledge of interpreting and translating techniques, methods, and practices.
- Knowledge of modern office equipment and operating procedures.
- Knowledge of English and a designated language, including pronunciation, spelling, grammar, punctuation, vocabulary and usage.
- Knowledge of idiomatic forms of English and a designated language.
- Knowledge of general principles of training and providing work direction to others.
- Ability to listen to English and speak in the designated language simultaneously and vice versa.
- Ability to speak, read, write and translate and interpret English and a designated language.
- Ability to paraphrase and condense language effectively.
- Ability to understand and participate in conversations in English and a designated language with appropriate vocabulary and fluency.
- Ability to read and comprehend various styles and forms of English and a designated language ranging from high levels of education to colloquial.
- Ability to work without technical supervision and take responsibility for accuracy of translation.
- Ability to maintain confidentiality of sensitive and privileged information.
- Ability to perform clerical duties involved in the work.
- Ability to utilize modern office equipment, such as personal computers and peripherals and application programs relevant to the work.
- Ability to prepare oral and written reports and maintain records and files.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.

- Ability to set up and use headphones and microphones during oral translations at meeting as necessary.
- Ability to support student internship opportunities.

QUALIFICATIONS

EDUCATION/TRAINING AND EXPERIENCE:

Three (3) years of recent (within the past 5 years) paid experience composing, editing, and translating materials in English and a designated language.

AND

Three (3) years of recent (within the past 5 years) paid experience providing simultaneous oral interpretation during group meetings and in one-to-one situations.

An associate's degree or sixty (60) semester units of course work from an accredited college or university. Coursework in a designated language, desirable.

(SUBSTITUTION: Two (2) additional years of translating and interpreting experience may substitute for the required college level coursework.)

AND

High school graduation or the equivalent.

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

A valid California driver license and auto liability insurance.

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 taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

SPECIAL REQUIREMENTS:

Certain positions in this classification require attendance at district meetings held in the evening or weekends, to perform interpreting duties.

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 (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

Senior Language Translator Interpreter

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on September 30, 2019, and shall remain in effect until otherwise modified in writing between the parties.


The Parties agree to the revision of job description for the following positions:

Senior Language Translator Interpreter

This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.


District:



Dr. Sandra Rodriguez
Employee Relations Director



Dr. Marcus Funchess
Director, Recruitment & Employment



Alexis Jenks
Human Resources Officer

CSEA:


Matthew "Shane" Dishman
Administrator, CSEA


Valerie E. Hollins
Senior Labor Relations Representative


Jason Ter Keurst
Senior Labor Relations Representative

		San Bernardino City Unified School District Personnel Commission	
Classification Specification			
Job Code:	814	Work Year:	Salary Range: 33
Job Family:	<u>Clerical/Miscellaneous</u>		HR/Day:
FLSA Status:	Non-Exempt	EEOC Occupational Group:	
COMMUNITY RELATIONS WORKER II/PARENT INVOLVEMENT			

JOB SUMMARY:

To perform school community relations work at the full performance level: develop parent/family involvement activities at district level; work with all school sites, K-12, to assist in developing parent/family involvement activities; train site volunteer workers and assist in coordinating parent/family involvement programs. Under the direction of the Family Engagement Department, sServe as a -district-wide liaison between school personnel, parents and the community to promote and enhance parentalparent involvement activities at assigned school sites, ement and understanding of school processes. Bilingual positions in this classification require fluency in a second language.

SUPERVISION:

Receives general supervision from a district administrator in the Family Resource Center or the Equity & Targeted Student Achievement Department.

Positions in this classification exercise no supervision.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the Community Relations Worker series. The Community Relations Worker II (Parent Involvement) serves as a liaison between school personnel, parents and the community to promote and enhance parent involvement activities.

Community Relations Worker III (Parent Involvement) positions are responsible for performing advanced level duties which promote parent and community involvement by monitoring parent advisory council activities; and coordinating, scheduling, and attending workshops and community events.

ESSENTIAL JOB FUNCTIONS:

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

- Coordinates, with District Program Specialist regarding parent/family involvement activities at both the district and individual site levels.
 - Schedules and organizes parent/family meetings, trainings, workshops.
 - Maintains a log of activities and updates files of information related to parent/family involvement.
 - Performs general clerical and record keeping duties.
 - Operates various office equipment, including computer and word processors.
 - Disseminates information related to district parent/family activities.
 - Assists in providing opportunities for teacher and staff members to become familiar with the parent/family involvement activities.
-
- Maintain a Family Engagement Center.
 - Serve as a liaison between parents, school and the community to assist in fostering a climate of parent engagement, leadership and education.
 - Provide information to parents/families regarding school or District programs, community resources, procedures, rules and regulations.
 - Assist in planning, organizing and coordinating parent/family involvement activities; develop, conduct and evaluate trainings, presentations and workshops based on community needs.
 - Develop and maintain community partnerships to assist in providing resources and services to parents/families; research potential resources and partnerships; refer parents to appropriate community resources and public assistance agencies.
 - Disseminate information related to district parent/family activities; design flyers, brochures and handouts; update calendars, social media and school websites to increase awareness of family engagement services, events and activities.
 - May provide oral and written translation and interpretative services.
 - Assist with organizing and coordinating community and district special events; compile and distribute community information to families at community-wide events.
 - Attends a variety of meetings, workshops, committees, training sessions and conferences regarding family engagement.
 - Recruit and support volunteers.
 - Maintain a log of activities and update files and records related to parent/family involvement.
 - Conduct home visits to explain district/site programs to parents/families.
 - Use personal transportation for incidental district travel.
 - Perform job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of Parent/family Involvement activities at schools.
- Knowledge of basic record keeping and clerical procedures pertaining to office management.
- Knowledge of District policies and procedures involving Parent Involvement at schools.
- Knowledge of Federal and State guidelines for parent involvement at schools.
- Knowledge of English usage, spelling, grammar and punctuation.
- Ability to perform work requiring coordinating-scheduling and language skills.
- Ability to understand, communicate and work effectively with adults of varying ethnic and economic backgrounds.
- Ability to network and build relationships with the school, parents and the community.

- in*
assist and presenting
- Ability to recruit and maintain the interest of parents and help increase their participation in school activities.
 - Ability to present information to small and large groups.
 - Ability to perform routine clerical functions, including basic computer/word processing.
 - Ability to understand and carry out oral and written directions.
 - 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, ~~as approved on August 27, 1996.~~)

One (1) year of paid experience working with adults in a volunteer or community services program.

-AND-

High school graduation or the equivalent.

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

*An appropriate, valid California driver's license and auto liability insurance.—Must be presented/available upon offer of employment and maintained throughout employment in this classification.

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

~~**Submitted upon offer of employment.~~

WORKING ENVIRONMENT:

School office and community environment; subject to driving a vehicle to various locations to conduct work.

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. 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.

AMERICANS WITH DISABILITIES ACT:

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

SPECIAL REQUIREMENTS:

Personal transportation for job-related travel.

Bilingual positions in this classification require fluency in a second language.

APPOINTMENT:

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

Memorandum of Understanding (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

Community Relations Worker II/ Parent Involvement

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on November 5, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the revision of job description for the following positions:

Community Relations Worker II/ Parent Involvement

This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.

District:



Dr. Sandra Rodriguez
Employee Relations Director



Dr. Marcus Funchess
Director, Recruitment & Employment

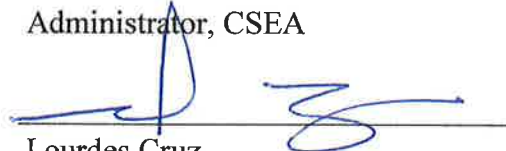


Alexis Jenks
Human Resources Officer

CSEA:



Matthew "Shane" Dishman
Administrator, CSEA



Lourdes Cruz
Labor Relations Representative



Jason Ter Keurst
Senior Labor Relations Representative



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code: 0359
Job Family: Custodial
FLSA Status: Non-Exempt

Work Year: 9-12 months

Salary Range: 32
HR/Day: 3-8

EEOC Occupational Group: 6-Service/Maintenance

CUSTODIAN I

JOB SUMMARY:

~~To keep assigned site, rooms, buildings or offices, space and adjacent grounds clean, orderly, and tidy in support of the District facilities maintenance program.~~
Under general supervision, perform custodial service requirements to maintain assigned buildings or facility areas in a clean, orderly, and secure manner.

SUPERVISION:

Receives general supervision from a designated site manager or maintenance and operations management supervisor.

~~May Receive functional and technical direction from a lead custodian, manager at a school site, an administrative site, or a Building Services Supervisor. Often receives work instructions from custodians higher in the series.~~

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS:

Custodian I is the entry level classification in the custodial series. Positions in this class perform custodial duties on a day, swing, or evening shift at an assigned site or may be assigned to a specialized cleaning crew or team.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Cleans inside of buildings following established procedure.
- Reports needed repairs to immediate supervisor.
- Moves supplies, equipment, and furniture and furnishes teacher and pupil services as required.
- Unlocks gates and doors in mornings.
- Raises school flags.
- Sweeps walks and asphalt areas.
- Changes fluorescent lights and fluorescent light starters.
- Participates in maintenance of plants, shrubs and trees.
- Cleans lunch tables and areas around lunch tables.
- Sweeps, scrubs, mops, and waxes floors.
- ~~Strips and~~ strips and floors in a team environment.
- Vacuums/~~shampoos~~ rugs and carpets.
- Dusts and polishes furniture, woodwork and ~~chalkboards~~ whiteboards.
- Cleans rest rooms.
- Empties trash cans.
- Assists in setting up classroom or auditoriums for special events or meetings.
- Cleans sandbox play areas and hard-surface play areas at school sites, using manual or powered cleaning implements.

- Cleans grounds and courts of buildings.
- Ensures security of school property at all times.
- Operates district vehicles as required.
- May assist drivers unloading deliveries to site.
- May order custodial supplies for the assigned site.
- May provide instructions to students authorized to assist the custodian.
- May light gas-fired heating equipment and operates thermostatic controls.
- Performs job related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

~~This Custodian I is the beginning level in the custodial series of classifications. Positions in this class perform custodial duties on a day or evening shift at an assigned site or may be assigned duties in a specialized cleaning crew or team.~~

EMPLOYMENT STANDARDS

KNOWLEDGE OF, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of modern cleaning methods, including basic methods of cleaning and preserving floors, whiteboards, carpets, furniture, walls, and fixtures.
- Materials Knowledge of basic materials, disinfectants, cleaning chemicals approved for district use, equipment and methods used in janitorial/custodial work.
- Knowledge of operation techniques of custodial equipment and power and hand tools.
- Safety Knowledge of safety precautions involved in the work, including proper lifting method.
- Knowledge of occupational hazards and standard safety practices necessary in the area of custodial work.

ABILITY TO:

- Perform Ability to perform janitorial tasks efficiently and effectively.
- Perform Ability to perform minor maintenance tasks involving manual or power tools.
- Work Ability to work effectively in the absence of supervision.
- Ability to mix cleaning solutions according to directions.
- Ability to use common cleaning equipment and supplies safely and efficiently.
- Ability to observe and report safety hazards and need for maintenance and repair.
- Ability to understand, follow, and maintain work schedules to ensure work is completed on time.
- Ability to understand and follow oral and written instructions.
- Ability to operate a wide variety of equipment and tools required for custodial work in a safe and effective manner.
- Communicate Ability to communicate effectively, both orally and in writing.
- Perform duties requiring standing, walking, pulling/pushing/placing of objects weighing 50 or more pounds, bending, stooping, operation of cleaning and related equipment, and restroom cleaning tasks.
- Respond Ability to respond quickly to situations requiring cleanup of accidental spills, breakages and similar events.
- Interact Ability to interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.

EXPERIENCE AND EDUCATION/TRAINING:

Any combination equivalent to: sufficient training and education needed to acquire the knowledge and abilities listed above.

~~-AND-~~

~~High School Graduation or the equivalent.~~

Job Description for Custodian I

Approved by Personnel Commission 6/00 Revised: 1/11/12; 1/25/12; 05/07/2014

SBCUSD PC AGENDA 01/14/2020

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

- ~~• An appropriate, valid California driver's license.~~
- ~~• Any combination equivalent to one~~
- ~~• One (1) year of fulltime custodian work experience in an institutional or business environment involving custodial/janitorial duties.~~
- ~~• -AND-~~
- ~~• High School Graduation or the equivalent.~~
- ~~• Completion of a Janitorial/Custodian course of at least 72 hours of instruction at an accredited Adult or ROP institution or its equivalent within the past 3 years may be substituted for one year of custodian experience.~~

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

- An appropriate, valid California driver license.

WORKING ENVIRONMENT:

Indoor and outdoor environment; subject to regular exposure to dust, fumes and odors. Exposure to: electrically and mechanically operated equipment; cleaning agent odors; floor buffer vibration; seasonal outdoor temperatures (30° -120°) and possible exposure to dust, wind, sun and insects. Night custodian may work alone.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time, bending at the waist, pushing and pulling cleaning equipment, lifting, carrying, and moving furniture and objects weighing up to 50 pounds, climbing ladders, and reaching overhead and horizontally.

PHYSICAL LEVEL 3: SUBSTANTIAL

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 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

- None

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 (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

Custodian I

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on September 30, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the revision of job description for the following positions:

Custodian I

This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.

District:



Dr. Sandra Rodriguez
Employee Relations Director

Dr. Marcus Funchess
Director, Recruitment & Employment




Alexis Jenks
Human Resources Officer

CSEA:



Matthew "Shane" Dishman
Administrator, CSEA



Valerie E. Hollins
Senior Labor Relations Representative



Jason Ter Keurst
Senior Labor Relations Representative



San Bernardino City Unified School District Personnel Commission

Classification Specification			
Job Code:	0379	Work Year:	12 months
Job Family:	<u>Clerical/Misc.</u>	Salary Range:	51A
FLSA Status:	Non-Exempt	HR/Day:	8 hours
		EEOC Occupational Group:	<u>06 - Clerical/Secretarial</u>

FACILITIES ANALYST

JOB SUMMARY:

Performs technical/responsible functions/activities relating to State School Building Program and facilities planning projects; plans, organizes, develops facilities reports/summaries; performs responsible and specialized accounting functions; ~~manages the use of facilities by outside groups; operates geographic information system (GIS) software defining user requirements, definition, map production, system design/application/development/integration, GIS data development/conversion, relational database design, implementation/documentation.~~

SUPERVISION:

Exercises no supervision.

Receives general supervision from a designated facilities manager.

DISTINGUISHING CHARACTERISTICS

~~An incumbent reports to the Facilities Officer and is given general directions/goals but may receive specific directions as required. He/she is expected to exercise professional judgment to accomplish various projects/assignments while keeping management informed of his/her progress. An incumbent may confer with his/her supervisor on various applications, legal guidelines, situational events as necessary. The class of Facilities Analyst performs technical/responsible functions/activities related to State Building Program and facilities planning projects. is distinguished from the class of The class of Facilities Officer performs in that the latter performs~~ more complex assignments while providing supervision/direction to professional and support staff.

EXAMPLES OF DUTIES:

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

- Performs research/analysis required for the District's building program and master planning.
- Researches data and assists in preparing resolutions, contracts, studies, reports and other documentation for the Board of Education, local and state agencies.
- Collects developer fees and maintains fee certificate data.
- ~~Maintains data on leased portable inventory and prepares periodic portable inventory reports.~~
- ~~Researches and documents information on new housing developments and subdivisions.~~
- ~~Maintains District-wide demographic data on computerized planning/mapping system.~~
- Prepares deeds of easement, legal advertising/documents for property transaction.
- Inputs computer data and generate technical and complex reports in a variety of formats.
- Performs complex and technical fiscal record management operations related to construction and facilities-related projects; monitors construction contracts and payment requests.
- Maintains records of field orders/reports, change directives/orders of construction projects.
- Coordinates facilities planning functions with accounting and purchasing department.
- Responds to technical questions and provides information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies.
- Assists in the preparation and follow-up of Board agenda items; prepares charts and graphs.
- ~~Assists with the development of school and program attendance boundaries.~~
- ~~Assists in the development of maps and reports based on graphical information data.~~
- ~~Assists with development of bus runs/stops, walk routes, vehicle trips, other travel information.~~

- Operates project management software applications including GIS such as ArcINFO, ArcGIS, ArcView 3.x and 8.x, AML, Visual Basic, SQL /database operations, ArcIMS, ArcSDE.
- Customizes system components with ArcObjects according to the needs of individual projects.
- Maintains data/prepares reports for long/short-range planning, including, student, population, census/housing demographics, enrollment projections, school housing needs.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of planning methods, trends, techniques and practices.
- Knowledge of accounting and fiscally related record management systems.
- Knowledge of manual and computer-assisted accounting record management systems.
- Knowledge of computer software packages for a variety of applications including GIS suite applications, utility mapping, network analysis, census tiger files, office software e.g., Excel, Windows, Power Point.
- Knowledge of standard office practices, procedures, and techniques.
- Knowledge of real property acquisition, development, construction and terminology.
- Knowledge of research and study techniques.
- Knowledge of spatial/statistical analysis, methods of predication, probability, forecasting.
- ~~Knowledge of GIS principles, concepts and techniques including component object models and object model diagrams.~~
- Knowledge of governmental regulations, rules, policies relating to facility planning.
- Ability to analyze data and formulate sound recommendations.
- Ability to learn State School Building Program application process.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain manual and computerized record keeping systems.
- Ability to prepare comprehensive, accurate written reports, studies and other documents.
- Ability to learn, interpret, apply a variety of technical and legal information related to state funding, property, land use, planning, and construction.
- Ability to plan and organize work.
- Ability to establish/maintain positive and effective working relationships.
- Ability to make arithmetical calculations involving fractions, decimals and percentages.
- Ability to operate computer hardware/software.

QUALIFICATIONS

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

Two years of professional experience in analytical/planning including real property acquisition/development, construction management, computerized data applications. Experience within construction or facilities planning and management. Experience with State School Building Programs and GIS software in an educational institution is desirable/preferred.

-AND-

A bachelor's degree from an accredited college or university with a major in planning, business or public administration, architecture, engineering, management or a closely related field, with major coursework in business or public administration, management, engineering, architecture, or a closely related field.

Licenses/Certificates/Registrations

Possession of a valid California driver's license, and liability auto insurance, personal vehicle for transportation to sites/meetings, must be presented/available upon acceptance of offer of employment and maintained throughout employment.

WORKING ENVIRONMENT:

Indoor office environment.

PHYSICAL LEVEL 1: MINIMAL

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

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

AMERICANS WITH DISABILITIES ACT Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

SPECIAL REQUIREMENTS:

Personal vehicle for transportation to sites/meetings.

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 (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

Facilities Analyst

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on September 30, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the revision of job description for the following positions:

Facilities Analyst

This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.


District:


Dr. Sandra Rodriguez
Employee Relations Director


Dr. Marcus Funchess
Director, Recruitment & Employment


Alexis Jenks
Human Resources Officer

CSEA:


Matthew "Shane" Dishman
Administrator, CSEA


Valerie E. Hollins
Senior Labor Relations Representative


Jason Ter Keurst
Senior Labor Relations Representative



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0449/0556	Work Year:	9 months	Salary Range:	32
Job Family:	Instructional Assistance			HR/Day:	6
FLSA Status:	Non-Exempt	EEOC Occupational Group:	2 – Educational Services		

INSTRUCTIONAL ASSISTANT (SPECIAL DAY CLASS) BILINGUAL INSTRUCTIONAL ASSISTANT (SPECIAL DAY CLASS)

JOB SUMMARY:

To assist a special education teacher in providing instruction and assistance to individuals or small groups of students with special learning challenges in a special day classroom (SDC). Bilingual positions in this classification require fluency in reading, speaking, or writing a second language.

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

SUPERVISION:

Supervised by the Director of Special Education or Principal of a school site. Technical instruction from a classroom teacher or Resource Specialist.

Positions in this classification exercise no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Assists teacher in instructing educationally or language handicapped children in a highly structured or therapeutic setting.
- Independently assists pupils in meeting specific objectives as outlined in the educational prescription.
- Provides rewards in a behavior modification program.
- Compiles instructional materials for classroom use.
- Discusses particular student or instructional problems with teachers.
- Assists students in learning appropriate social skills.
- Operates office equipment.
- Distributes and oversees testing activities as necessary.
- Assists in grading and correcting papers.
- Performs a variety of clerical duties such as cutting stencils, keeping attendance records, issuing, collecting and maintaining classroom supplies, and operating audio-visual equipment.
- Keeps records of supplies and materials used in the classroom.
- Assists in checking and maintaining machines and equipment used in assigned area of responsibility.
- Inspects finished products and materials for completeness.
- Maintains order and cleanliness in the classroom.
- May require diapering.
- May perform home visits.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of subject to be tutored.
- Knowledge of techniques, methods and practices of equipment and machines related to specific areas of assignment.
- Knowledge of behavior modification techniques.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of principles and procedures of basic record keeping.

- Knowledge of health and safety requirements related to area of assignment.
- Ability to relate and work effectively with disadvantaged children.
- Ability to prepare instructional materials.
- Ability to keep records and operate duplicating and audiovisual equipment.
- Ability to work effectively with educationally, physically, emotionally disturbed and language handicapped children or adults.
- Ability to be patient and undisturbed by unusual actions of students.
- Ability to enforce rules established by the Teacher.
- Ability to implement behavior modification techniques.
- Ability to work in a highly structured or therapeutic setting.
- Ability to demonstrate proficiency in the subject to be tutored.
- Ability to understand and carry out oral and written directions.
- Ability to work effectively in the absence of supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to assist in the training and supervision of students in area of assignment.
- Ability to move from one work location to another without delay during the day's work.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

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

- An appropriate, valid California driver's license.

EXPERIENCE, EDUCATION, AND TRAINING:

High school graduation or the equivalent. Additional specialized training in working with mentally and physically handicapped children is desirable. Additional specialized training in area of assignment or a related field is desirable.

-AND-

Completion of at least 48 semester units (or 72 quarter units) at the college level

-OR-

Possession of an Associate's or higher level degree

-OR-

Pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics reading, writing, and mathematics readiness.

WORKING ENVIRONMENT:

Indoor/outdoor, classroom, or other learning environment.

PHYSICAL DEMANDS:

Hear and speak clearly and distinctly to provide assistance and information related to classroom assignments; see to monitor student conduct during learning activities; manipulate hands and fingers to operate audio-visual, duplicating and educational training equipment; bend at the waist, stoop and kneel to assist students; and stand and walk for extended periods of time.

PHYSICAL LEVEL 2: MODERATE

PHYSICAL LEVEL 3: SUBSTANTIAL

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 100 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

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

Stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 35 pounds; manipulate hands and fingers to operate equipment relevant to position requirements; maneuver, carry, push or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects or students from one location to another; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

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:

- There are no special requirements for this classification.
- Certain positions in this classification require more than average strength and stamina to lift, carry and maneuver, and otherwise service student with mobility impairment and who are adults in age and size.

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 (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

Instructional Assistant (Special Day Class)
Bilingual Instructional Assistant (Special Day Class)

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on September 30, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the revision of job description for the following positions:


Instructional Assistant (Special Day Class)
Bilingual Instructional Assistant (Special Day Class)


This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.


District:

CSEA:



Dr. Sandra Rodriguez
Employee Relations Director


Matthew "Shane" Dishman
Administrator, CSEA


Dr. Marcus Funchess
Director, Recruitment & Employment


Valerie E. Hollins
Senior Labor Relations Representative


Alexis Jenks
Human Resources Officer


Jason Ter Keurst
Senior Labor Relations Representative



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0592	Work Year:	12 months	Salary Range:	36
Job Family:	Carpentry and Related	HR/Day:	8		
FLSA Status:	Non-Exempt	EEOC Occupational Group:	6 – Service/Maintenance		

MAINTENANCE TRADES HELPER

JOB SUMMARY:

~~To learn and apply the procedures and practices needed to p~~Performs minor repairs and preventive maintenance to District property such as school buildings and other structures, ~~appurtenances,~~ and equipment, by assisting skilled workers in their activities.

DISTINGUISHING CHARACTERISTICS:

~~There are no distinguishing characteristics for this classification.~~

SUPERVISION:

~~Receives supervision May receive work instruction from Mobile Maintenance Supervisor or Operations Managera supervisor or higher-level manager. May receive work instruction from team leads.~~

Positions in this classification exercise no supervision.

DISTINGUISHING CHARACTERISTICS:

~~A Maintenance Trades Helper is the entry-level position that assists skilled workers in the following areas: carpentry, plumbing, HVACR, painting, and electrical.~~

~~A Mobile Maintenance Trades Worker performs skilled work in the following areas: carpentry, electrical, plumbing, sheetmetal and painting.-~~

ESSENTIAL JOB FUNCTIONS:

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

Learns and applies procedures and practices for performing the following tasks: ~~as part of a two-year on-the-job training program administered by the District:~~

- Repairs broken door and window locks.
- Replaces broken door and window glass.
- Repairs broken furniture.
- Repairs broken woodwork and floors.
- ~~Repairs venetian blinds.~~
- Installs ~~blackboards whiteboards~~ and tackboards.
- Hangs pictures, ~~plaques and other items.~~
- Prepares surfaces for painting.
- Mixes and applies paints.
- Cleans tools and equipment.
- Cleans drains and obstructions in water and sewer systems.
- Maintains gutters and downspouts.
- Patches roofs.
- Assists with the installation and repair of heating and ventilating equipment and fixtures.
- ~~Installs switches.~~
- ~~Cleans, adjusts, oils, and repairs office equipment.~~
- ~~Minor plumbing repairs.~~
- ~~Painting.~~
- ~~Assist with minor carpentry, plumbing, HVACR, painting, electrical repairs.~~
- ~~Assist with minor electrical repairs under direction of Electrician.~~

- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of the more common hand tools, uses, and nomenclature.
- Knowledge of the more common safe work practices.
- Knowledge of learn and apply the tools and equipment, materials, methods and safety practices required to perform minor repairs and preventive maintenance in a workmanlike manner in the following areas: electrical, HVACR, plumbing, carpentry, ~~and painting-mechanical, and glass.~~
- Ability to learn and apply procedures and practices of assigned trades.
- Ability to learn the operation and maintenance of a variety of power and hand tools.
- Ability to read and write at a level appropriate to job performance.
- Ability to perform arithmetic calculations at a level appropriate to job performance.
- Ability to understand and carry out oral and written directions.
- 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.)

~~Two~~ One (1) years of maintenance and/or construction experience involving heavy manual labor, including ~~one year of some~~ experience in carpentry, painting, electrical, plumbing, HVACR and/or laying asphalt concrete and/or erecting/repairing chain link fencing, ~~carpentry, painting, electrical, plumbing.~~

High school graduation or the equivalent.

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.

WORKING ENVIRONMENT:

Outdoor environment in varying weather conditions including heat, cold, rain, wind etc., in dusty dirty environments, on ladders, and on roofs.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time, bending at the waist, pushing and pulling equipment, lifting, carrying, and moving objects weighing up to 50 pounds, climbing ladders, and reaching overhead and horizontally.

PHYSICAL LEVEL 3: SUBSTANTIAL:

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to ~~75~~ 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

Employees in this classification are rotated to various assignments of varying duration ~~as part of a two year on-the-job training program.~~

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 (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

Maintenance Trades Helper

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on September 30, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the revision of job description for the following positions:

Maintenance Trades Helper

This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.

District:



Dr. Sandra Rodriguez
Employee Relations Director



Dr. Marcus Funchess
Director, Recruitment & Employment



Alexis Jenks
Human Resources Officer

CSEA:



Matthew "Shane" Dishman
Administrator, CSEA



Valerie E. Hollins
Senior Labor Relations Representative



Jason Ter Keurst
Senior Labor Relations Representative



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code: 0317 Work Year: 12 months Salary Range: 39A 38A
Job Family: CARPENTRY AND RELATED HR/Day: 8
FLSA Status: Non-Exempt EEOC Occupational Group: 6 – Service/Maintenance

GENERAL MOBILE MAINTENANCE TRADES WORKER

DEFINITION JOB SUMMARY:

To perform preventative maintenance and ~~minor~~ repairs to District buildings, ~~and~~ facilities, ~~and equipment of the District~~; to conduct maintenance surveys and to make reports on needed repairs; ~~and to perform some clerical work.~~

SUPERVISION RECEIVED AND EXERCISED:

Receives ~~general~~ supervision from the Carpentry Mobile Maintenance Teams Supervisor.
May receive work instruction from team leads.
Positions in this classification Exercises exercise no supervision.

DISTINGUISHING CHARACTERISTICS:

This position does not require journey-level experience and/or certifications. A Mobile Maintenance Trades Worker performs skilled work in the following areas: carpentry, electrical, plumbing, sheetmetal and painting.

A Maintenance Trades Helper is the entry-level position that assists skilled workers in the following areas: carpentry, plumbing, HVACR, painting, and electrical.

ESSENTIAL JOB FUNCTIONS:

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

Performs work in various trades, which include carpentry, electrical, plumbing, sheetmetal, and painting.

- Tightens and adjusts locks and door closers.
- Maintains and repairs all door related items.
- Replaces faucet washers and packing.
- Repairs or installs drinking fountains, faucets, toilets, urinals, and sinks.
- Maintains and cleans drains, gutters and downspouts.
- Repairs or replace restroom accessories.
- Replaces paper dispensers, pencil sharpeners, convenience outlets, switches, and electrical cords.
- Repairs window hardware.
- Makes repairs to school and office furniture and cabinets.
- Maintain and repair bikes, trikes, wagons and buggies.
- Maintain and repairs woodwork of buildings.
- Repairs or installs bench boards, backstop boards, bleacher boards and table tops.
- Repairs or install carpet, cove base, flooring, wall and ceiling tiles.
- Replace or install various types of signage.
- May create, install sheet metal products.
- Hang whiteboards, tack boards, pictures, plaques, banners, and other items as required.
- Prepares surfaces for painting and applies paint finish using brushes, and rollers and spray equipment.

- ~~Installs, maintains and repairs electrical ballast, lamps, bulbs, lighting fixtures, outlets, switches, branch circuit breakers and extending branch circuits and repair hand dryers.~~
- ~~Paints small areas where color matching is not required.~~
- Adjusts chain link gates.
- ~~Replaces nuts, bolts and screws, and nails.~~
- ~~Repairs pavements that have been damaged.~~
- Conducts maintenance surveys and makes reports.
- Performs routine inspections with designated school personnel to determine if necessary safety and fire fighting equipment is in place.
- ~~Performs clerical work related to daily activities, such as surveys and inspections.~~
- ~~Substitutes in tool room as needed.~~
- Makes deliveries and pickups of equipment which is in need of repair, or which has been repaired.
- ~~Assists other trade shops when needed or required.~~
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of basic Tooltools, equipment, methods, terminology, and materials used in the building trades, which include painting, carpentry, plumbing, sheetmetal and electrical.
- Knowledge of Safe-safe work practices, which include the Personal Protection Equipment for each of the trades.
- Knowledge of requirements of maintaining building equipment and facilities
- Knowledge of health and safety regulations.
- Knowledge of technical aspects of the building maintenance trades.
- Knowledge of preventive maintenance principles and practices.
- Knowledge of proper methods for storing equipment, materials, and supplies.
- Knowledge of recordkeeping techniques.
- Knowledge of proper lifting techniques.
- Ability to Perform-perform semi-skilled work in several building trades, such as painting, carpentry, plumbing, sheetmetal and electrical.
- Ability to Make-make minor repairs to buildings, equipment, and facilities.
- Ability to Identify-identify and report needed repairs and adjustments to District buildings, equipment and facilities.
- Ability to Maintain-maintain records, and write reports and perform simple clerical work.
- Ability to Understand-understand and carry out oral and written directions.
- Ability to Establish-establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to Work-work effectively in the absence of supervision or team lead.
- Ability to prioritize and schedule 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, ~~as approved on August 27, 1996.~~)

One-Two (2) years of combined maintenance and/or construction experience in the two or more of the following trades: building trades carpentry, electrical, plumbing, sheetmetal, HVACR, and/or painting.

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 at time of appointment to and during employment in a position in this class.

WORKING ENVIRONMENT:

Indoor and outdoor environment; seasonal heat and cold or adverse weather conditions; in dusty dirty environments, on ladders, and on roofs.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time, bending at the waist, pushing and pulling equipment, lifting, carrying, and moving objects weighing up to 50 pounds, climbing ladders, and reaching overhead and horizontally.

PHYSICAL LEVEL 3: SUBSTANTIAL:

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 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 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 (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

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mobile &

Maintenance Trades Worker

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on September 30, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the revision of job description for the following positions:

Maintenance Trades Worker

This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.

District:



Dr. Sandra Rodriguez
Employee Relations Director



Dr. Marcus Funchess
Director, Recruitment & Employment



Alexis Jenks
Human Resources Officer

CSEA:



Matthew "Shane" Dishman
Administrator, CSEA



Valerie E. Hollins
Senior Labor Relations Representative



Jason Ter Keurst
Senior Labor Relations Representative



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	541	Work Year:	10-12 Months	Salary Range:	40A
Job Family:	Warehousing and Related			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	10-Warehousing and Related		

NUTRITION CENTER LEAD DELIVERY DRIVER/WAREHOUSE WORKER

JOB SUMMARY:

Under direction, provide training and participate in the work providing a wide variety of services involving nutrition services warehouse and delivery activities.

To guide, instruct and correct the work of Delivery Driver/Warehouse Workers assigned to the District Child Nutrition Center; to load delivery vehicles with food carts, boxes, bags and other containers for delivery to schools; to follow an established route in delivery and pickup; to unload trucks; and to perform vehicle safety checks; and to assist in varied warehousing work.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from a Nutrition Services Supervisor or higher level manager; ~~may receive technical supervision from other department staff.~~

Exercises technical and functional supervision over Nutrition Center delivery driver warehouse workers.

DISTINGUISHING CHARACTERISTICS:

Nutrition Center Lead Delivery Driver/Warehouse Worker has lead responsibility over several Delivery Driver/Warehouse Workers and participates in the work. Delivery Driver/Warehouse Worker performs full-performance delivery driver or warehouse operations duties.

EXAMPLES OF DUTIES:

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

- Guides, trains and corrects the work of Delivery Driver/Warehouse Workers to ensure safe work practices, food sanitation, timely deliveries and effective use of time.
- To guide, instruct and correct the work of Delivery Driver/Warehouse Workers assigned to the District Child Nutrition Center; to load delivery vehicles with food carts, boxes, bags and other containers for delivery to schools; to follow an established route in delivery and pickup; to unload trucks; and to perform vehicle safety checks; and to assist in varied warehousing work.
- Demonstrates vehicle loading and unloading procedures at the Nutrition Center and delivery sites.
- Trains drivers on routes.
- Receives work assignments, distributes and participates fully in the work and ensures that scheduled work is completed and meets departmental standards.
- Reports performance problems to supervisor.
- Brings workload, routing and scheduling problems to the attention of supervisor.
- Maintains and updates delivery routes.
- Completes routine reports of work, time and materials.
- Advises supervisor of material and equipment needs.
- Tests new equipment and materials.
- Works closely with supervisor in the development of work methods and standards.

- Performs daily vehicle inspections, fuels vehicles, and cleans vehicles.
- Performs varied warehousing work such as record keeping, receiving, pulling orders, storing goods, and operating warehousing equipment.
- Delivers vehicles to the automotive repair shop, advises mechanics of mechanical problems and servicing needs and test drives vehicles following repair and servicing.
- Reports vehicle mechanical problems to the supervisor.
- Performs the full range of duties of the Driver/Warehouse Worker class as required.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

QUALIFICATIONS

Knowledge of:

- Knowledge of Proper-proper methods of loading and unloading transport vehicles for delivery of foodstuffs and supplies.
- Knowledge of Sanitation-sanitation standards relative to the delivery of foodstuffs.
- Knowledge of Storekeeping-storekeeping and warehouse procedures.
- Knowledge of Applicable-applicable safe work practices.

Ability to:

- Ability to Operate-operate a delivery truck and specialized materials handling equipment.
- Ability to Perform-perform duties involving heavy manual labor and meet the physical requirements involved in delivery driver/warehousing work.
- Ability to Follow-follow and enforce strict safety, sanitation and cleanliness standards.
- Ability to Perform-perform basic arithmetic calculations.
- Ability to Maintain-maintain accurate records and prepare written reports.
- Ability to Analyze-analyze situations carefully and adopt effective courses of action.
- Ability to Communicate-communicate effectively, both orally and in writing.
- Ability to Understand-understand and carry out oral and written directions.
- Ability to Establish-establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to Learn-learn policies, practices and procedures.

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 July 28, 1993.)

Two years of experience driving trucks and vans to deliver a variety of items or performing various warehouse-related functions.

High school graduation or the equivalent.

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

An appropriate, valid California driver's license.

WORKING ENVIRONMENT:

Indoor working environment and outdoor environment in varying weather conditions including heat, cold, rain, wind etc.

PHYSICAL ABILITY LEVEL 3: SUBSTANTIAL

Positions in this physical ability level may require the following physical abilities:

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 51 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: Personal transportation for job-related travel. There are no special requirements for this classification.

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.

Estab. 7-28-93

Memorandum of Understanding (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

Nutrition Center Lead Delivery Driver/ Warehouse Worker

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on September 30, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the revision of job description for the following positions:

Nutrition Center Lead Delivery Driver/ Warehouse Worker

This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.

District:



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Valerie E. Hollins
Senior Labor Relations Representative



Jason Ter Keurst
Senior Labor Relations Representative

		San Bernardino City Unified School District Personnel Commission	
Classification Specification			
Job Code:	0115	Work Year:	Salary Range: M70
Job Family:	Management		HR/Day: 8
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management
PERSONNEL DIRECTOR			

JOB SUMMARY:

Under general direction of the Personnel Commission, administers the Merit System of equal opportunity employment as prescribed by the statutes of the California Education Code, which includes all personnel transactions and procedures for classified employees; develops/administers the annual budget; proposes personnel policies, rules, and procedures and ensures the District's classified personnel programs comply with Commission rules and regulations.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is received from the Personnel Commission and/or their designee/delegate.
Supervision is exercised over the Personnel Commission staff.

ESSENTIAL JOB FUNCTIONS:

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

- Serves as secretary to the Personnel Commission.
- Oversee and participate in the design and implementation of recruitment strategies.
- Oversee the preparation of meeting agendas and minutes.
- Provide technical expertise, information and assistance to the Commission regarding assigned functions, and assist as needed in the formulation and development of policy and goals.
- Direct the establishment and maintenance of procedures required for the administration of the District's classified personnel program in conformity with applicable Federal and State law, Merit System provisions of the State Education Code, Personnel Commission Rules, Board of Education policies and procedures, and collective bargaining agreements.
- Studies, establishes, update, and oversees job classification and occupational hierarchies.
- Oversees the creation and abolishment of classifications, and reclassifications of positions.
- Evaluates and determines whether or not classifications are sufficiently related to permit lateral transfer or demotion.
- Direct the preparation and maintenance of the District's classification plan.
- ~~Plan, organize, direct and evaluate the work of the Personnel Commission staff.~~
- Plan, organize, implement, direct and evaluate a program of recruitment, equal employment opportunity, job-related employment examinations, selection, assignment of classified employees by supervising staff assigned to the preparation of vacancy announcements, screening of employment applications, development and administration of employment examinations, promulgation of eligibility lists and certification of eligibles to vacancies.

Job Description: Personnel Director

Personnel Commission Revised: 5/28/08; 4/7/10; 06/20/2018; 01/14/2020

- Receive criminal conviction information of applicants and employees from authorized district representatives.
- Audit and approve the assignment of employees.
- Maintain transfer lists and approve transfer requests.
- Provide assistance and counseling to classified employees and District administrators in the interpretation of Merit System law, Personnel Commission Rules and procedures, Board of Education policies and procedures, collective bargaining agreements and disciplinary action matters.
- Participate in the development and implementation of goals, objectives, policies and procedures related to the Classified Service
- Supervises, trains, monitors and evaluates Commission support staff. ~~to ensure efficient department operations.~~
- Attends all meetings of the Commission unless excused by the Commission.
- Attends and represents the Personnel Commission at various professional associations, meetings, workshops, and conferences for the purpose of maintaining current knowledge of best human resources practices, applicable laws, regulations, and requirements.
- Conducts position classification and wage/salary studies or surveys and prepares position classification recommendations to the Personnel Commission.
- Applies Merit System laws, rules and regulations as required.
- Certifies that classified personnel are employed in accordance with the provisions of the law, rules, and regulations.
- Coordinates the hearing of employee organizations concerning Merit System personnel matters.
- Develops new or revised forms, methods and procedures.
- Directs and oversees the evaluation, adoption, and utilization of technology to support recruitment, applicant tracking, examination administration, scoring and statistical analysis, eligibility list management, and document storage and retrieval.
- Oversees and develops employment processes (e.g. examinations and test validation, recruitment, selection, eligibility list, etc.) for the purpose of providing guidance and direction, ensuring compliance with all Merit System, and Equal Employment Opportunity rules and regulations; and, generating fair, job related, and professional standards of assessing applicants' abilities to perform classified functions.
- Work effectively as a member of the District management team.
- Develops and administers the Personnel Commission annual budget.
- Investigates, analyzes and resolves examination and position classification protests and makes recommendation on appeals.
- Perform job related duties as needed.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of principles, theories and practices of public personnel administration, including but not limited to position classification, salary administration, recruitment, examination and selection.
- Knowledge Merit system/civil service principles and practices.
- Knowledge California Education Code sections pertaining to the merit system.
- Knowledge of Equal Employment Opportunity, Disability Law, policies and practices.
- Knowledge applicable federal and state laws, regulations and guidelines.
- Knowledge statistics related to testing, research and evaluation.

Job Description: Personnel Director

Personnel Commission Revised: 5/28/08; 4/7/10; 06/20/2018; 01/14/2020

- Knowledge practices and techniques of business communications.
- Knowledge public sector budgeting.
- Knowledge of principles and practices of employment training and supervision.
- Knowledge of report writing methods and techniques.
- Ability to perform job analysis, job classification studies, and selection procedure development and evaluation.
- Ability to effectively plan, organize, and direct the personnel management program for the Classified Service in conformance with Merit System law and the rules and regulations of the Personnel Commission.
- Ability to obtain, organize, and accurately analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission and the Board.
- Ability to analyze proposals and prepare effective responses orally and in writing.
- Ability to detect and solve problems.
- Ability to make oral presentations before groups.
- Ability to write/revise Personnel Commission rules.
- Ability to research and prepare reports of various kinds.
- Ability to utilize modern office technology.
- Ability to prepare and administer a budget
- Ability to meet schedules and timelines.
- Ability to select, supervise, train and evaluate assigned staff.
- Ability to plan and organize work.
- Ability to direct the maintenance of a variety of reports and files related to classified personnel.
- Ability to interpret and apply administrative and departmental policies, laws, and regulations.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact with others with courtesy and respect; understand and follow oral and written instruction, work rules, regulations and procedures; provide effective management; accept supervision and constructive criticism; and appear for work on time.
- Ability to work independently with little or no direction.

QUALIFICATIONS

Experience and Education & Training: (These are the minimum experience and education/training standards that will be used to admit or reject applicants for examination, as approved on the date below.)

- Five (5) years of professional public sector personnel administration experience which includes experience in recruitment and selection, examination development and administration, classification and salary administration; with at least two (2) years in supervising assigned staff.
- Work experience in a merit/civil service system preferred.

AND

- A bachelor's degree from an accredited college or university with major coursework in public, personnel, human resources, business administration, or closely related field.

Job Description: Personnel Director

Personnel Commission Revised: 5/28/08; 4/7/10; 06/20/2018; 01/14/2020

Licenses/Certificates/Registrations

A valid California driver license and auto liability insurance. **

SPECIAL REQUIREMENT:

Certificate of Completion – California School Personnel Commissioners Association Merit System Academy.
Must be submitted within two (2) years of employment in this classification.

Personal transportation for incidental work-related travel.

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

**Submitted upon offer of employment.

WORKING ENVIRONMENT:

~~Indoor and outdoor shop environment.~~

Office environment; subject to constant interruptions.

~~Driving a vehicle to conduct work.~~

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office equipment Hearing and speaking to exchange information in person or telephonically. Sitting or standing for extended periods of time. Seeing to read a variety of materials or review and analyze records and reports. Bending at the waist, kneeling or crouching to file materials.
~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals to perform the essential functions.~~

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

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

AMERICANS WITH DISABILITIES ACT:

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

~~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 ~~class are~~ must successfully complete a one (1) year working days of paid service probation period prior to permanent appointment. ~~subject to a probationary period of one (1) year in accordance with Education Code.~~

Job Description: Personnel Director

Personnel Commission Revised: 5/28/08; 4/7/10; 06/20/2018; 01/14/2020



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code: 955 Work Year: 12 months Salary Range: 37
Job Family: CUSTODIAL/MAINTENANCE HR/Day: 8 hours
FLSA Status: Non-Exempt EEOC Occupational Group: Service/Maintenance

QUALITY CONTROL TECHNICIAN

JOB SUMMARY:

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~~ the Maintenance and Operations Director or designee.

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS:

NONE

EXAMPLES OF DUTIES:

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

- Inspects sites completing forms/preparing written reports and reviews results with ~~Custodial Supervisor~~ the Maintenance and Operations Director or designee.
- Identifies problems/recommends appropriate steps to correct such deficiencies to the ~~Custodian Supervisor~~ Maintenance and Operations Director or designee.
- May be involved in the District's integrated pest management program.
- May be involved in Williams Case and/or District and agency compliance inspections and be required to follow all state and county rules and regulations.
- 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 evaluate ~~s~~ 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 computer and related software to maintain records regarding inspection process.
- May estimate material and labor costs.
- 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.
- Knowledge of custodial and building maintenance methods, materials, tools, equipment, procedures, chemicals/products, etc. used to clean and maintain facilities.
- Knowledge of custodial 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.
- Familiarity with Knowledge of safety data sheets for chemical products.
- Ability to follow all state and county rules and regulations.
- Ability to effectively learn and apply Williams Case and/or District and agency compliance procedures, rules and regulations.
- Ability to understand, learn and interpret 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 custodial experience at the level of a custodian II or higher within the San Bernardino City Unified School District.

OR

Three (3) years paid experience in custodial/janitorial experience at least one of the following building and maintenance trades: custodial/janitorial, grounds maintenance, carpentry, painting, electrical, HVACR, or plumbing.

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.

WORKING ENVIRONMENT:

Indoor and outdoor work environment; driving a vehicle to conduct work; subject to exposure to fumes, dust and odors. Exposure to: electrically and mechanically operated equipment; cleaning agent odors; floor buffer vibration; seasonal outdoor temperatures (30° -120°) and possible exposure to dust, wind, sun and insects.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time, bending at the waist, pushing and pulling equipment, lifting, carrying, and moving objects weighing up to 50 pounds, climbing ladders, and reaching overhead and horizontally.

PHYSICAL LEVEL 3: SUBSTANTIAL

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 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.

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 (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

Quality Control Technician

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on September 30, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the revision of job description for the following positions:

Quality Control Technician

This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.

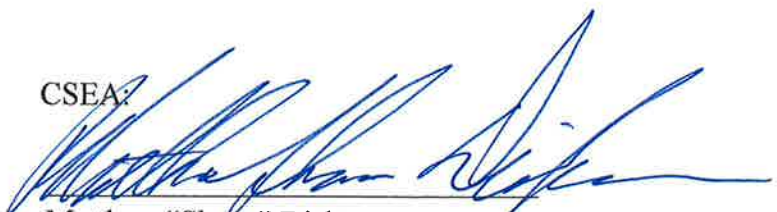
District:

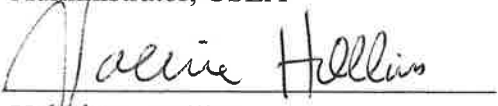

Dr. Sandra Rodriguez
Employee Relations Director


Dr. Marcus Funchess
Director, Recruitment & Employment


Alexis Jenks
Human Resources Officer

CSEA:


Matthew "Shane" Dishman
Administrator, CSEA


Valerie E. Hollins
Senior Labor Relations Representative


Jason Ter Keurst
Senior Labor Relations Representative



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	50040553	Work Year:	12 months	Salary Range:	51A
Job Family:	Systems and Programming			HR/Day:	8 hours
FLSA Status:	Non-Exempt	EEOC OCCUPATIONAL GROUP:	11- Systems and Programming		

SAP/ABAP PROGRAMMER ANALYST

DEFINITION: JOB SUMMARY:

Performs computer application analysis, design and programming in support of the district SAP application environment, including industry standard systems, practices and documentation.

SUPERVISION:

Supervised by the Director of Information Technology and/or Assistant Director of Information Technology.

Technical/functional is provided by other managers, as needed.

Positions in this classification exercise no supervision.

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

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

- Develop, design, document, construct and program information requirements and systems.
- Perform evaluation and analysis of SAP applications to determine if additional or upgraded programming is required.
- Writing of ABAP programs based on user requirements.
- Perform alterations of the existing SAP forms, screens and applications based on user requirements.
- Conduct workbench and user testing of SAP/ABAP reports/forms.
- Coordinate the implementation of all applications.
- Maintain records of work completed.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of SAP/ABAP programming language.
- Knowledge of ~~Object-object~~ Oriented Event Driven Visual programming methods.
- Knowledge of ~~Principles-principles~~ and practices of system analysis and programming.
- Knowledge of ~~Standards-standards~~ of the system development life cycle.
- Ability to ~~Design~~ design, modify, program, test and maintain the SAP application systems.
- Ability to ~~Independently~~ ~~independently~~ manage project in the absence of supervision.
- Ability to ~~Work-work~~ creatively in a team environment.
- Ability to ~~Communicate-communicate~~ effectively, both orally and in writing.
- Ability to ~~Interact-interact~~ with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures.

Job Description: SAP/ABAP Programmer Analyst

Personnel Commission Developed/ Revised: 05/02/2002; TBD

Page 1

QUALIFICATIONS

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

~~One~~ Three (3) years of fulltime paid work experience as a SAP/ABAP programmer, which has included both designing and maintaining the SAP forms, screens, and applications.

AND

A Bachelor's degree required. ~~with a major in~~ Degree in Computer Science, Information Management or an equivalent specialized or closely related field of study preferred.

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

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

SPECIAL REQUIREMENT:

Personal transportation for incidental job-related travel.

WORKING CONDITIONS

Office environment, indoors work, reaching, bending, standing, walking, sitting, fingering, working on a computer, talking, hearing, carrying, light lifting, visual acuity, auditory (hearing) acuity.

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.

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.

Job Description: SAP/ABAP Programmer Analyst
Personnel Commission Developed/ Revised: 05/02/2002; TBD

Page 2

Memorandum of Understanding (MOU)

San Bernardino City Unified School District

And

California School Employees Association and its Chapter 183

Job Descriptions:

SAP/ABAP Programmer Analyst

The San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA) have entered into this MOU deemed effective on November 5, 2019, and shall remain in effect until otherwise modified in writing between the parties.

The Parties agree to the abolishment of the following positions:

SAP/ABAP Programmer Analyst

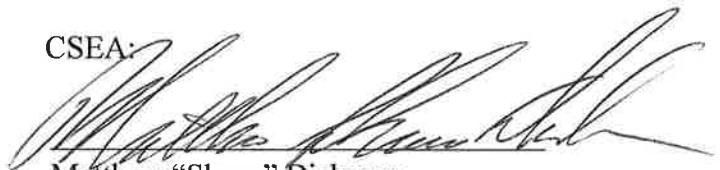
This MOU becomes effective and enforceable upon ratification of CSEA and the certification of the Personnel Commission.

This MOU is subject to review under CSEA's policy 610 and review and approval by the San Bernardino City Unified School District's Board of Education.

District:

CSEA:



Dr. Sandra Rodriguez
Employee Relations Director


Matthew "Shane" Dishman
Administrator, CSEA


Dr. Marcus Funchess
Director, Recruitment & Employment


Lourdes Cruz
Labor Relations Representative


Alexis Jenks
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