

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

**June 11, 2020 – 4:30 p.m.**

**TELECONFERENCE MEETING**

**TELECONFERENCE:** <https://www.youtube.com/SanBdoCitySchools>

PLEASE NOTE: On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which among other things, specifically eliminates the requirement to make a physical location available for the public for meetings under the Brown Act. The Personnel Commission can comply with public attendance and comment requirements holding a meeting via "teleconferencing" and allowing members of the public to observe and comment either telephonically, or otherwise electronically. The Commission is doing its part to help in the efforts to reduce the spread of COVID-19 by encouraging members of the public to watch/listen to the Personnel Commission meetings live online.

If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to [nersidalia.garcia@sbcusd.k12.ca.us](mailto:nersidalia.garcia@sbcusd.k12.ca.us) prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments.

The Commission is temporarily suspending public access to the Personnel Commission office until further notice.

**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.

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*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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**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.

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.

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**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 May 7, 2020 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 members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to [nersidalia.garcia@sbcusd.k12.ca.us](mailto:nersidalia.garcia@sbcusd.k12.ca.us) prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments. (Government Code sections 54954.2, 54954.3, and 54957.9)*

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**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. Glazier	Open/Promotional	02/26/2020-Continuous
b. Locksmith	Open/Promotional	02/26/2020-Continuous
c. Nutrition Services Financial Supervisor	Promotional Only	05/13/2020-06/09/2020
d. Plumber	Open/Promotional	05/27/2020-06/23/2020
e. School Police Officer	Open/Promotional	02/12/2020-Continuous
f. Substitute School Police Clerk	Open	05/13/2020-05/26/2020

2. Ratification of eligibility list(s):

a. Administrator of Operations	Exam # 20-030
b. Cafeteria Worker	Exam # 20-027
c. Community Relations Worker III (Parent Involvement)	Exam # 20-025
d. Data Quality Specialist	Exam # 20-023
e. Equipment Records Technician	Exam # 20-024
f. Microcomputer Specialist II	Exam # 20-006
g. Warehouse Manager	Exam # 20-032

3. Approval of Eligibility List Extension:

a. Athletic Equipment Attendant	Exam # 19-035	07/12/2020-07/12/2021
b. Custodian III	Exam # 19-030	06/07/2020-06/07/2021
c. Human Resources Specialist	Exam # 19-042	07/12/2020-07/12/2021
d. Instructional Assistant (TA)	Exam # 19-025	06/07/2020-06/07/2021
e. Lead Groundsworker	Exam # 19-033	06/07/2020-06/07/2021
f. Lead Painter	Exam # 19-038	07/12/2020-07/12/2021
g. Maintenance Worker I	Exam # 19-041	07/12/2020-07/12/2021
h. Microcomputer Specialist I (PC)	Exam # 19-026	06/07/2020-06/07/2021
i. School Accounting Technician I Middle School	Exam # 19-019	06/07/2020-06/07/2021

Approval of Consent Action Items as submitted or amended.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

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**D. ACTION ITEMS:**

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

1. Proposed Budget for 2020-2021:

The Personnel Commission will discuss the 2020-2021 Personnel Commission budget as approved on May 7, 2020.

It is recommended that the Personnel Commission approve the amendments to the budget for 2020-2021 as submitted.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

2. It is recommended that the Personnel Commission consider approving the Second Reading to the following revised Personnel Commission Rules:

- a. 3.7.8 Seniority on Upward Reclassification
- b. 3.7.9 Seniority on Downward Reclassification
- c. 3.7.10 Effect of Classification Changes
- d. 3.7.11 Effect on Reemployment and Eligibility Lists
- e. 9.4.3 Subsequent Probation for Permanent Employees

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

3. It is recommended that the Personnel Commission approve the new job classification specifications for the following:

- a. Information Technology Applications Manager, management salary range 59
- b. Information Technology Network Manager, management salary range 56
- c. Information Technology Security Manager, management salary range 56
- d. Information Technology Server Manager, management salary range 56

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

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4. It is moved that the Personnel Commission consider approving the Biddle Online Software License Test Genius Annual Subscription. The cost is \$15,448.66 for fiscal year 2020-2021.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

5. It is moved that the Personnel Commission approve the Advertising Subscription for NEOGOV for Governmentjobs.com. The cost is \$5,561.33 for fiscal year 2020-2021.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

6. It is moved that the Personnel Commission consider approving the Maintenance Agreement Membership for Canon Solutions America Inc. The cost is \$1,500.00 for fiscal year 2020-2021.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

7. It is moved that the Personnel Commission consider approving the CODESP Membership Service Agreement. The cost is \$3,000.00 for fiscal year 2020-2021.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

8. It is moved that the Personnel Commission consider approving the Personnel Commission Association of Southern California (PCASC) Annual Membership Service Agreement. The cost is \$100.00 for fiscal year 2020-2021.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

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9. It is moved that the Personnel Commission consider approving the Personnel Commission staff to attend the 2020 NEOGOV Annual Training Conference on Tuesday, October 27, 2020 through Thursday, October 29, 2020 at the Mirage Hotel, Las Vegas, Nevada. Conference and hotel cost not to exceed \$8,000.00.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**E. INFORMATION ITEMS AND REPORTS:**

Personnel Director comments

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on July 9, 2020, at 5:30 p.m., via Teleconference.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

**H. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_\_ to discuss:

1. Pursuant to California Government Code §54954.5(e) and §54957: Public Employment Interview candidates for Personnel Director, Personnel Commission
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.

The Commission reconvened in open session at \_\_\_\_\_ and reported on the following action(s) taken in closed session:

**I. ADJOURNMENT:**

The Commission adjourned the meeting at \_\_\_\_\_.

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
TELECONFERENCE MEETING  
MINUTES  
May 7, 2020 – 5:30 p.m.**

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 p.m.

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. Approval of Agenda

Ms. Dixon moved to approve the agenda. Mr. Bohn second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the April 16, 2020 Personnel Commission meeting.  
Mr. Salazar second the motion. Motion carried.

6. Ms. Dixon moved to approve the minutes from the April 17, 2020 Special Personnel Commission Meeting. Mr. Bohn 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.

**D. ACTION ITEMS:**

1. Proposed Budget for 2020-2021 – Second Reading

Ms. Dixon moved to approve the proposed budget for 2020-2021. Mr. Bohn second the motion.  
Ms. Byrd stated there were no changes to the budget. Mr. Salazar inquired about the difference between last year and this year's budget. Ms. Byrd indicated that only major changes could be benefits and salaries. Motion carried.

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MINUTES  
May 7, 2020 – 5:30 p.m.**

2. Second Reading to the Revisions of the Personnel Commission Rule 3.7.5 – Reclassification  
Ms. Dixon moved to approve the second reading to the Personnel Commission Rule 3.7.5- Reclassification. Mr. Salazar second the motion. Motion carried.
3. Second Reading to the Revision of the Personnel Commission Rule 17.2.7- Promotional Salary Rate  
Ms. Dixon moved to approve the second reading to the Personnel Commission Rule 17.2.7- Promotional Salary Rate. Mr. Salazar second the motion. Motion carried.
4. First Reading for the Revised Personnel Commission Rule - Effect on Reemployment and Eligibility List
  - a. 3.7.8 Seniority on Upward Reclassification
  - b. 3.7.9 Seniority on Downward Reclassification
  - c. 3.7.10 Effect of Classification Changes
  - d. 3.7.11 Effect on Reemployment and Eligibility Lists
  - e. 9.4.3 Subsequent Probation for Permanent EmployeesMs. Dixon moved to approve the first reading for the revised Personnel Commission Rules. Mr. Bohn second the motion. Ms. Byrd stated the changes are to clarify when an employee is reclassified. Mr. Salazar inquired about feedback from the district. Ms. Byrd indicated that the proposed changes were shared with both the District and CSEA and received no feedback from either.
5. New job classification specification for Nutrition Services Financial Supervisor  
Ms. Dixon moved to approve the new job classification specification for Nutrition Services Financial Supervisor. Mr. Salazar second the motion. Ms. Dixon asked why the classification was being created. Ms. Byrd stated this was requested from Nutrition Services due to the lack of qualified applicant for the Nutrition Services Business Manager. Motion carried.
6. Approval of the working out of class for the Maintenance & Operations Director, Sam Precie  
Ms. Dixon moved to approve the working out of class request for Sam Precie, Maintenance & Operations Director as Administrator of Operations, effective May 16, 2020. Mr. Bohn second the motion. Ms. Nersidalia Garcia read the public comment from Joe Aceto, and Jayne Christakos, district administrators, to justify a management employee to work out of class during probation due to the current crisis. Ms. Dixon shared updated information on COVID-19 cases. Motion carried.

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**E. INFORMATION ITEMS AND REPORTS:**

None

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on June 4, 2020, at 5:30 p.m. via Teleconference.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Bohn shared that he finds the Google virtual conference is somewhat complex compared to Zoom. Mr. Salazar agreed with Mr. Bohn's comments, and he thanked the staff for putting this program together.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 5:53 p.m.

The Commission reconvened in open session at 6:11 p.m. with nothing to report.

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:11 p.m.

Exam #	20-030	Exam Title		Administrator of Operations		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/8/2020	5/5/2020	6/5/2021	6	3	52	8

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

Gladys Byrd  
Personnel Director

5/28/2020  
Date

Exam #: 20-027		Exam Title: Cafeteria Worker			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
03/25/20	05/26/20	81	44	10	12/12/2020

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

6/8/2020  
 Date

Exam #: 20-025		Exam Title: Community Relations Worker III (Parent Involvement)			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
3/4/2020	03/31/2020	92	23	12	6/5/2021

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.

\_\_\_\_ Gladys Byrd \_\_\_\_\_  
Personnel Director

\_\_\_\_ 5-14-2020 \_\_\_\_\_  
Date

Exam #: 20-023		Exam Title: Data Quality Specialist			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
3/4/2020	03/31/2020	109	26	13	6/5/2021

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.

Gladys Byrd  
Personnel Director

5-11-2020  
Date

Exam #: 20-024		Exam Title: Equipment Records Technician			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
3/4/2020	03/31/2020	117	24	12	6/5/2021

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.

\_\_\_\_\_  
Gladys Byrd  
Personnel Director

\_\_\_\_\_  
5-13-2020  
Date

<b>Exam #</b>	<b>20-006</b>	<b>Exam Title</b>	<b>MICROCOMPUTER SPECIALIST II</b>			
<b>Posting Dates</b>		<b>Date Terminated</b>	<b># Eligible</b>	<b># Ranks</b>	<b># Applied</b>	<b># Meeting MQ's</b>
<b>Opened</b>	<b>Closed</b>					
1/15/2020	2/11/2020	6/5/2021	11	11	104	20

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

Gladys Byrd  
Personnel Director

5/11/2020  
Date

<b>Exam #</b>	<b>20-032</b>	<b>Exam Title</b>	<b>Warehouse Manager</b>			
<b>Posting Dates</b>		<b>Date Terminated</b>	<b># Eligible</b>	<b># Ranks</b>	<b># Applied</b>	<b># Meeting MQ's</b>
<b>Opened</b>	<b>Closed</b>					
4/22/2020	5/19/2020	6/5/2021	3	3	3	3

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

Gladys Byrd  
Personnel Director

6/3/2020  
Date

## 2020-21 PERSONNEL COMMISSION BUDGET

**DISTRICT** San Bernardino City Unified School District

*Please complete the following Account Code Information:*

FUND	RESOURCE	PROGRAM	FUNCTION	OBJECT	SCHOOL	MANAGEMENT
01	0000	0000	7490		842	071

*Please submit the completed budget on or before May 31, 2020 to SBCSS- Business Advisory Services, 760 E. Brier Dr., San Bernardino, CA 92408, Attention: Linda Cowell..*

	COLUMN 1 2019-20 ADOPTED BUDGET	COLUMN 2 2019-20 ACTUAL OR ESTIMATED	COLUMN 3 2020-21 BUDGET
<b>2000 CLASSIFIED SALARIES:</b>			
District Administrative Personnel			
2350 Commission Members	3,600.00	0	3,600.00
2312 Director	151,186.00	116,234.00	154,985.00
2314 Personnel Analyst/Senior Analyst	95,924.00	73,749.00	105,318.00
2340 Management Sub	10,000.00	9,597.00	15,000.00
Secretaries/Clerks			
2410 Clerk II	48,884.00	37,566.00	51,033.00
2413 Secretary III	58,698.00	45,110.00	59,922.00
2414 Associate Personnel Analyst	199,306.00	160,581.00	217,278.00
2411 Specialist/Assoc. Analyst		152.00	
Clerical and Sub Other			
2420 Clerical OT	10,000.00	3,809.00	10,000.00
2440 Clerical Sub	20,000.00	11,833.00	20,000.00
Other:			
<b>SUBTOTAL (2000):</b>	<b>\$597,598.00</b>	<b>\$458,631.00</b>	<b>\$637,136.00</b>
<b>3000 EMPLOYEE BENEFITS:</b>			
3100 STRS			
3202 PERS	120,888.00	85,469.00	145,973.00
3312 Social Security Classified	36,983.00	25,909.00	39,694.00

3332 Medicare	8,684.00	6,691.00	9,283.00
3352 PARS	12.00	88.00	
3412 Health and Welfare	107,704.00	72,836.00	95,062.00
3502 Unemployment Insurance	298.00	229.00	320.00
3600 Workers' Compensation Insurance			
3602 Workers' Compensation – Classified	11,906.00	9,169.00	13,189.00
3702 Retiree Benefit – Classified	5,784.00	4,525.00	6,110.00
3752 other Post Employee Benefit	7,185.00	5,403.00	7,727.00
3900 Other Benefits			
<b>SUBTOTAL (3000):</b>	<b>\$299,444.00</b>	<b>\$210,319.00</b>	<b>\$317,358.00</b>

	COLUMN 1 2019-20 ADOPTED BUDGET	COLUMN 2 2019-20 ACTUAL OR ESTIMATED	COLUMN 3 2020-21 BUDGET
<b>4000 BOOKS AND SUPPLIES:</b>			
4200 Other Books			
4210 Other Books (Not Text)	500.00	0	
4300 Other Supplies			
4330 Meeting Refreshments		316.00	
4340 Computer Software	500.00	616.00	700.00
4350 Office Supplies	12,692.00	4,190.00	10,000.00
4390 Other Material	500.00	0	0
4440 Comp Non-DPRC Equip.	2,500.00	751.00	3,500.00
4450 Office Non-DPRC Equip.	3,000.00	0	1,000.00
<b>SUBTOTAL (4000):</b>	<b>\$19,692.00</b>	<b>\$5,873.00</b>	<b>\$15,200.00</b>
<b>5000 SERVICES, OTHER OPERATING EXPENSES</b>			
5210 Car Allowance	768.00	576.00	768.00
5211 Cell Phone	540.00	405.00	540.00
Travel, Conference & Other Reimbursement			
5220 Inservice & Business Expense	20,000.00	22,614.00	23,077.00

5229 Variable Mileage	3,000.00	0	2,000.00
5300 Dues and Memberships	4,000.00	3,500.00	4,000.00
5538 Bottle Water	300.00	197.00	300.00
5633 Machine Maintenance Contracts	7,000.00	469.00	2,000.00
5713 Interprogram: Printing & Dupl.	15,000.00	492.00	300.00
5714 Interprogram: Work Order	400.00	0	1,500.00
5717 Interprogram: Postage	400.00	462.00	600.00
5718 Interprogram Computer Repair		100.00	
5752 Interfund: Catering	1,500.00	1,293.00	2,500.00
5823 Legal Fees	5,000.00	0	15,000.00
5830 Advertisement	5,000.00	0	2,000.00
5840 Computer/Tech Fee (Training/Svc)	60,000.00	42,381.00	16,835.00
5841 District Warranty/License	400.00	0	600.00
5850 Independent Contract/Consultant	10,000.00	0	10,000.00
5880 Other Services			
5940 Internet Provider Service		1,612.00	4,000.00
5952 Fed Ex/UPS/Other			

<b>SUBTOTAL (5000):</b>	<b>\$133,308.00</b>	<b>\$74,101.00</b>	<b>\$86,020.00</b>
<b>6000 CAPITAL OUTLAY</b>			
6410 Furniture & Equipment	7,715.00	0	5,000.00
6450 Computer & Other Computer Hardware	5,000.00	538.00	2,500.00
<b>SUBTOTAL (6000):</b>	<b>12,715.00</b>	<b>538.00</b>	<b>\$7,500.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,062,757.00</b>	<b>\$749,462.00</b>	<b>\$1,063,214.00</b>

## Certification

I, Personnel Commission Chairman, hereby certifies that in accordance with Education Code section 45253, a public hearing was held on **May 7, 2020**, following which this budget was adopted by the Personnel Commission of the **San Bernardino School District**. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

The District's Chief Business Official certifies to above budget being completely and accurately reflected in District's Adopted Budget.

  
\_\_\_\_\_  
**PERSONNEL COMMISSION CHAIRMAN**  
(Signature)

\_\_\_\_\_  
**APPROVED BY: (Signature)**  
**SAN BERNARDINO COUNTY**  
**SUPERINTENDENT OF SCHOOLS**

Date:   
\_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
**DISTRICT CHIEF BUSINESS OFFICIAL (Signature)**

Date: \_\_\_\_\_

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## 2020-21 PERSONNEL COMMISSION BUDGET

**DISTRICT** San Bernardino City Unified

*Please complete the following Account Code Information:*

FUND	RESOURCE	PROGRAM	FUNCTION	OBJECT	SCHOOL	MANAGEMENT
01	0000	0000	7490		842	71

*Please submit the completed budget on or before May 31, 2020 to SBCSS-BAS, 760 E. Brier Dr., San Bernardino, CA 92408, Attention: Linda Cowell.*

	COLUMN 1 2019-20 ADOPTED BUDGET	COLUMN 2 2019-20 ESTIMATED ACT. SUBMITTED	COLUMN 2 2019-20 ESTIMATED ACT. PER DISTRICT	COLUMN 3 2020-21 BUDGET SUBMITTED	COLUMN 3 2020-21 BUDGET PER DISTRICT
<b>2000 CLASSIFIED SALARIES:</b>					
2350 Commission Members	\$ 3,600.00	\$ -	\$ -	\$ 3,600.00	\$ 3,600.00
2312 Director	\$ 151,186.00	\$ 116,234.00	\$ 154,978.08	\$ 154,985.00	\$ 158,081.00
2314 Personnel Analyst/Senior Analysts	\$ 95,924.00	\$ 73,479.00	\$ 98,331.84	\$ 105,318.00	\$ 105,318.00
2340 Management Sub Secretaries/Clerks	\$ 10,000.00	\$ 9,597.00	\$ 13,040.05	\$ 15,000.00	\$ 15,000.00
2410 Clerk II	\$ 48,884.00	\$ 37,566.00	\$ 50,087.53	\$ 51,033.00	\$ 51,033.00
2413 Secretary III	\$ 58,698.00	\$ 45,110.00	\$ 60,146.51	\$ 59,922.00	\$ 59,922.00
2414 Associate Personnel Analyst	\$ 199,306.00	\$ 160,581.00	\$ 214,505.41	\$ 217,278.00	\$ 217,278.00

2411 Specialist/Assoc. Analyst		\$ 152.00	\$ 347.31	\$ -	
Clerical and Sub Other					
2420 Clerical OT	\$ 10,000.00	\$ 3,809.00	\$ 4,353.09	\$ 10,000.00	\$ 10,000.00
2440 Clerical Sub	\$ 20,000.00	\$ 11,833.00	\$ 17,076.64	\$ 20,000.00	\$ 20,000.00
<b>SUBTOTAL (2000):</b>	\$ 597,598.00	\$ 458,361.00	\$ 612,866.46	\$ 637,136.00	\$ 640,232.00
<b>3000 EMPLOYEE BENEFITS:</b>					
3100 STRS					
3200 PERS	\$ 120,888.00	\$ 85,469.00	\$ 114,065.60	\$ 145,973.00	\$ 145,973.00
3312 Social Security	\$ 36,983.00	\$ 25,909.00	\$ 34,771.31	\$ 39,694.00	\$ 39,694.00
3332 Medicare	\$ 8,684.00	\$ 6,691.00	\$ 8,932.91	\$ 9,283.00	\$ 9,302.00
3352 PARS	\$ 12.00	\$ 88.00	\$ 118.40	\$ -	\$ -
3400 Health and Welfare	\$ 107,704.00	\$ 72,836.00	\$ 98,715.06	\$ 95,062.00	\$ 95,062.00
3500 Unemployment Insurance	\$ 298.00	\$ 229.00	\$ 305.30	\$ 320.00	\$ 321.00
3600 Workers' Compensation Insurance	\$ 11,906.00	\$ 9,169.00	\$ 12,246.70	\$ 13,189.00	\$ 13,216.00
3702 Retiree Benefit	\$ 5,784.00	\$ 4,525.00	\$ 6,038.59	\$ 6,110.00	\$ 6,214.00
3752 OPEB	\$ 7,185.00	\$ 5,403.00	\$ 7,213.81	\$ 7,727.00	\$ 7,743.00
<b>SUBTOTAL (3000):</b>	\$ 299,444.00	\$ 210,319.00	\$ 282,407.68	\$ 317,358.00	\$ 317,525.00

<b>4000 BOOKS AND SUPPLIES:</b>						
4200 Other Books	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
4330 Meeting Refreshments	\$ -	\$ 316.00	\$ 315.79	\$ -	\$ -	\$ -
4340 Computer Software	\$ 500.00	\$ 616.00	\$ 615.68	\$ 700.00	\$ 54,103.00	
4350 Office Supplies	\$ 12,692.00	\$ 4,190.00	\$ 8,397.71	\$ 10,000.00	\$ 15,000.00	
4390 Other Material	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
4440 Comp Non dprc Equip	\$ 2,500.00	\$ 751.00	\$ 9,156.55	\$ 3,500.00	\$ 7,000.00	
4450 Office non dprc equip	\$ 3,000.00	\$ -	\$ 2,172.96	\$ 1,000.00	\$ 3,000.00	
<b>SUBTOTAL (4000):</b>	<b>\$ 19,692.00</b>	<b>\$ 5,873.00</b>	<b>\$ 20,658.69</b>	<b>\$ 15,200.00</b>	<b>\$ 79,103.00</b>	
<b>5000 SERVICES, OTHER OPERATING EXPENSES</b>						
5210 Car Allowance	\$ 768.00	\$ 576.00	\$ 768.00	\$ 768.00	\$ 768.00	
5211 Cell Phone	\$ 540.00	\$ 405.00	\$ 540.00	\$ 540.00	\$ 540.00	
5220 Inservice & Business Expense	\$ 20,000.00	\$ 22,614.00	\$ 27,600.15	\$ 23,077.00	\$ 12,481.00	
5229 Variable Mileage	\$ 3,000.00	\$ -	\$ -	\$ 2,000.00	\$ 3,000.00	
5300 Dues and Memberships	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	
5538 Bottled Water	\$ 300.00	\$ 197.00	\$ -	\$ 300.00	\$ -	
5633 Machine Maintenance Contracts	\$ 7,000.00	\$ 469.00	\$ 1,476.43	\$ 2,000.00	\$ 2,000.00	

5713 Interprogram Printing & Dupl.	\$ 15,000.00	\$ 492.00	\$ 491.73	\$ 300.00	\$ 300.00
5714 Interprogram Workorder	\$ 400.00	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
5717 Interprogram Postage	\$ 400.00	\$ 462.00	\$ 472.65	\$ 600.00	\$ 600.00
5718 Interprogram Computer Repair	\$ -	\$ 100.00	\$ 400.00	\$ -	\$ -
5752 Interfund Catering	\$ 1,500.00	\$ 1,293.00	\$ 1,689.09	\$ 2,500.00	\$ 2,500.00
5823 Legal Fees	\$ 5,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
5830 Advertisement	\$ 5,000.00	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
5840 Computer Tech Fee	\$ 60,000.00	\$ 42,381.00	\$ 42,426.38	\$ 16,835.00	\$ 16,835.00
5841 District Warranty/License	\$ 400.00	\$ -	\$ -	\$ 600.00	\$ 600.00
5850 Independent Contractor	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
5940 Internet Service Provider	\$ -	\$ 1,612.00	\$ 2,880.00	\$ 4,000.00	\$ -
<b>SUBTOTAL (5000):</b>	\$ 133,308.00	\$ 74,101.00	\$ 92,244.43	\$ 86,020.00	\$ 72,124.00
<b>6000 CAPITAL OUTLAY</b>					
6410 Furniture and Equipment	\$ 7,715.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
6450 Computer & Other Computer Hardware	\$ 5,000.00	\$ 538.00	\$ 2,661.24	\$ 2,500.00	\$ 2,500.00
<b>SUBTOTAL (6000):</b>	\$ 12,715.00	\$ 538.00	\$ 2,661.24	\$ 7,500.00	\$ 7,500.00
<b>TOTAL EXPENDITURES</b>	\$ 1,062,757.00	\$ 749,192.00	\$ 1,010,838.50	\$ 1,063,214.00	\$ 1,116,484.00

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## Certification

I, Personnel Commission Chairman, hereby certifies that in accordance with Education Code section 45253, a public hearing was held on \_\_\_\_\_, **2020**, following which this budget was adopted by the Personnel Commission of the \_\_\_\_\_ **School District**. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

The District's Chief Business Official certifies to above budget being completely and accurately reflected in District's Adopted Budget.

\_\_\_\_\_  
*Signature*  
**PERSONNEL COMMISSION CHAIRMAN**

**Date :** \_\_\_\_\_

\_\_\_\_\_  
*Signature*  
**APPROVED BY**  
**SAN BERNARDINO COUNTY**  
**SUPERINTENDENT OF SCHOOLS**

**Date :** \_\_\_\_\_

\_\_\_\_\_  
*Signature*  
**DISTRICT CHIEF BUSINESS OFFICIAL**

**Date :** \_\_\_\_\_

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### 3.7.8 Seniority on Upward Reclassification:

3.7.8.1 When a position is reclassified to a class with a higher salary range, incumbents reclassified with their positions shall have their seniority begin with the effective date of the reclassification.

3.7.8.2 When a position is reclassified to a class with a higher salary range, incumbents reclassified with their positions, shall be credited with all hours in paid service from their prior class, providing the prior class is concurrently abolished.

3.7.8.3 When a position is reclassified to a class with a higher salary range, incumbents who must pass a promotional examination, shall be reclassified effective the day after passing the examination and their seniority shall begin on that date.

### 3.7.9 Seniority on Downward Reclassification

When a position is reclassified to a class with a lower salary range, incumbents accepting demotion shall have their hours in paid service credited to the lower class.

### 3.7.10 Effect of Classification Changes

If a position is reclassified or has its title changed as a result of a reorganization, and no change in compensation occurs as a result, incumbents affected shall be credited with all hours in paid service in the previous classification.

### 3.7.11 Effect on Reemployment and Eligibility Lists:

### 9.4.3 Subsequent Probation for Permanent Employees:

A permanent classified employee who has been promoted, laterally transferred to a related class, assigned to a lower unrelated class, or reorganization under these Rules shall serve a new probationary period in that class before attaining permanency in the class.



# INFORMATION TECHNOLOGY APPLICATIONS MANAGER

Class Code: 000

Management  
Salary Range:  
M59

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION  
Established Date:

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## **JOB SUMMARY:**

Oversees the development, implementation, maintenance, and support of multi-platform application server software. Provides technical leadership, project management, and task execution for administration and implementation of various departmental and enterprise wide applications platforms.

## **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from the Information Technology Director or assigned Assistant Information Technology Director.

Exercises direct supervision over professional, technical, and support staff.

## **ESSENTIAL JOB FUNCTIONS:**

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

- Oversees the development, implementation, maintenance, and support of multi-platform application server software.
- Recommends and assists in the implementation of goals, objectives, policies, and procedures.
- Prepares and presents a variety of technical reports and materials.
- Supervises, trains, evaluates, and monitors the work of department staff.
- Defines and directs programming staff in developing program logic, coding, testing, debugging, and documentation functions.
- Prepare cost estimates for budget recommendations.
- Plans, implements, monitors, and enhances enterprise applications and information security systems.
- Creates and maintains database definitions.
- Develops and documents application systems back-up and disaster recovery procedures and recourses
- Act as a project lead for IT application projects and implementations.
- Evaluates and maintains the performance of computer systems and subsystems.
- Work cross-divisionally and coordinates with users and technical groups to identify areas where Application Services can assist in problem solving and recommend solutions.
- Analyzes complex systems for business re-engineering.
- Creates technical documentation including Request for Proposals and Scope of Work
- Assists in performing general management functions including budget development and administration, organizational development, employee development and training, and other personnel related functions.
- Assist with developing and maintaining security configuration baselines for broad range of IT assets that support District operations and identifies any unsecure deviations requiring mitigation.

- Manage and develop data integrity, data governance, and security standards for systems.
- Evaluates new applications to determine their effect on existing applications, production, and systems software.
- Responds to both technical non-emergency and emergency situations and take appropriate action in accordance with established guidelines.
- Supervises assigned technical and support staff.
- Performs job related duties as assigned.

## **EMPLOYMENT STANDARDS**

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

- Knowledge of principles of project planning, project management, time management, and problem solving.
- Knowledge of automated software and system management tools.
- Knowledge of system and software quality assurance best practices and methodologies.
- Knowledge of Microsoft Office and application development tools.
- Knowledge of database design and file management techniques.
- Knowledge of network hardware, protocols, and standards.
- Knowledge of network and operating systems including Windows and Windows Server.
- 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 programming languages, including MS SQL, C#.Net, ASP.Net, JavaScript, JQuery, CSS, and other web technologies.
- Knowledge of essential networking concepts and services such as DNS, Active Directory, LDAP, DNS, SMTP, HTTP, and HTTPS.
- Knowledge of various cloud applications, security, and best practices.
- Ability to formulate and express ideas on complex technical concepts in a clear and effective manner.
- Ability to maintain confidentiality of sensitive and privileged information.
- Ability to communicate effectively, both orally and in writing.
- Ability to keep and maintain complete and accurate records and prepare concise reports.
- Ability to work under pressure and manage multiple, concurrent and conflicting priorities and deadlines.
- Ability to perform root cause, performance, and trend analysis.
- Ability to participate in after-hours upgrades, troubleshooting, and/or during a declared emergency
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to supervise, train, and evaluate staff.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

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

Four (4) years of recent (within the last five (5) years) experience in applications support, software implementation, and database and application development for a large multiuser environment which includes at least one (1) year in a lead capacity of a technical function.

-AND-

A Bachelor's degree, from an accredited institution, in Computer Information Systems, or closely related field.

**LICENSES/CERTIFICATES/REGISTRATIONS:** (Must be presented upon offer of employment and

maintained throughout employment in this position).

Possession of a valid California driver license and auto liability insurance.

**WORKING ENVIRONMENT:**

Indoor office and outdoor office environment; subject to constant interruptions.

Driving vehicle to conduct work.

**PHYSICAL LEVEL 2: MODERATE**

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 51 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.

**SPECIAL REQUIREMENT:**

Personal transportation for travel throughout the District.

**APPOINTMENT:**

Persons appointed to this position are subject to probationary period of one (1) year.



# INFORMATION TECHNOLOGY NETWORK MANAGER

Class Code: 000  
Salary Range: M56

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION  
Established Date:

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## **JOB SUMMARY:**

Provides technical leadership, project management, and task execution for administration and implementation of various enterprise wide network infrastructure platforms. Performs a variety of advanced technical tasks and duties related to the design, implementation, maintenance, security, and operations of network infrastructure systems and equipment including all aspects of the District's Wide Area Network (WAN) and Local Area Network (LAN).

## **SUPERVISION RECEIVED AND EXERCISED:**

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

Exercises direct supervision over assigned technical and support staff.

## **ESSENTIAL JOB FUNCTIONS:**

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

- Prepares and presents a variety of technical reports and materials.
- Supervises, trains, evaluates, and monitors the work of department staff
- Monitor, install, maintain, and improve the security of hardware and software such as servers, networks, firewall, VPN, and databases for the District.
- Prepare cost estimates for budget recommendations.
- Plans, implements, monitors, and maintains network infrastructure systems.
- Assists in the management and maintenance of data centers, disaster recovery facilities, and services hosted in the cloud across multiple locations.
- Oversee the design, build, and maintenance of network infrastructure that may include routers, switches, firewalls, load balancers, wireless access points, and other network equipment.
- Works collaboratively with service desk and other teams in resolving network, security, and system related issues.
- Monitors and reports on the performance of network components and takes preemptive measures to minimize interruptions.
- Develops and maintains network and telecommunications documentation such as network diagrams for support, audit, compliance, and disaster recovery purposes.
- Recommends and assists in the implementation of goals, objectives, policies, and procedures.
- Establishes and manages a Risk Assessment program to define, classify, and secure critical assets, assess threats and vulnerabilities to those assets, and implement appropriate safeguards.
- Analyze network security events by participating in and supporting audit processes, penetration testing,

and reviewing log reports from network systems, security information event management (SIEM), and other systems for actionable items and remediation.

- Performs network systems tuning and makes recommendations for improving the overall network health, effectiveness, and efficiency.
- Works with various teams within the District and third-party vendors to effectively plan, deploy, and manage technology-based solutions.
- Oversee the maintenance, updates, and patching of network systems, software, firmware, and applications.
- Designs, evaluates, and recommends IT solutions, writes Request for Proposals, Scope of Work, and creates technical documentation.
- Assists in performing general management functions including budget development and administration, organizational development, employee development and training, and other personnel related functions.
- 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.
- Responds to both technical non-emergency and emergency situations and take appropriate action in accordance with established guidelines.
- Performs job related duties as assigned.

## **EMPLOYMENT STANDARDS**

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

- Knowledge of principles of project planning, project management, time management, and problem solving
- Knowledge of principles and practices of supervision and training.
- Knowledge of routers, switches, wireless access points, firewalls, and network management software.
- Knowledge WAN and LAN network design and installation including multiprotocol routing.
- 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 Perl, 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 advanced networking concepts and services such as DNS, Active Directory, LDAP, DNS, SMTP, HTTP, and HTTPS.
- Knowledge of various cloud applications, security, and best practices.
- Knowledge of network hardware, network operating system, and network access control.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to supervise, train, and evaluate staff.
- Ability to work under stressful situations and manage multiple projects and deadlines.
- Ability to perform root cause, performance, and trend analysis.
- Ability to understand and carry out oral and written direction.
- Ability to communicate effectively, both orally and in writing.
- Ability to participate in after-hours upgrades, troubleshooting, and/or during a declared emergency.
- Ability to formulate and express ideas on complex technical concepts in a clear and effective manner.
- Ability to learn technical materials and develop solutions to complex technical problems.
- Ability to apply new developments in the field of networking, wireless, security, and hosted applications.
- Ability to keep and maintain complete and accurate records and prepare concise reports.
- Ability to maintain confidentiality of sensitive and privileged information.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

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

Four (4) years of recent (within the last five (5) years) experience in network engineering and network operations support in a large organization, which includes at least one (1) year in a lead capacity of a technical function.

- AND -

A Bachelor's degree from an accredited college or university.

Cisco Certified Network Associate/Professional (CCNA/CCNP), CompTIA Network+, Security+, or Systems Security Certified Practitioner (SSCP) certification is desirable.

**LICENSES/CERTIFICATES/REGISTRATIONS:** (Must be presented upon offer of employment and maintained throughout employment in this position.):

Possession of a valid California driver license and auto liability insurance.

**WORKING ENVIRONMENT:**

Indoor office and outdoor office environment; subject to constant interruptions.

Driving vehicle to conduct work.

**PHYSICAL LEVEL 2: MODERATE**

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 51 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.

**SPECIAL REQUIREMENTS:**

Personal transportation for travel throughout the District.

**APPOINTMENT:**

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



# INFORMATION TECHNOLOGY SECURITY MANAGER

Class Code: 000  
Salary Range:  
M56

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION  
Established Date:

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## **JOB SUMMARY:**

Plans, manages, and evaluates districtwide information systems security and strategies necessary to ensure the confidentiality, integrity, and availability of electronic information. Provides technical leadership, project management, and task execution for administration, programming, maintenance, performance, and implementation of the security of various enterprise wide applications and infrastructure platforms.

## **SUPERVISION RECEIVED AND EXERCISED:**

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

Exercises direct supervision over professional, technical, and support staff.

## **ESSENTIAL JOB FUNCTIONS:**

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

- Lead Cyber Security initiatives for the District.
- Provides project management and leadership.
- Assists in performing general management functions within the Information Technology Department including budget development and administration, organizational development, employee development and training, and other personnel related functions.
- Recommends and assists in the implementation of goals, objectives, policies, and procedures.
- Supervises, trains, evaluates, and monitors the work of department staff.
- Establishes and manages an ongoing proactive Risk Assessment program to define, classify, and secure critical assets, assess threats and vulnerabilities to those assets, and implement appropriate safeguards.
- Prepare cost estimates for budget recommendations.
- Prepares oral and written reports.
- Serves as a central resource internally and externally in response to infrastructure security concerns or questions.
- Coordinate the activities of the incident response teams.
- Design and implement disaster recovery and business continuity plans.
- Plans, implements, monitors, maintains and enhances network infrastructure systems.
- Work closely with outside organizations such as local law enforcement, state and safety agencies, and other local education agencies for the purpose of enhancing and coordinating security efforts.
- Prepares and presents technical materials and education programs such as information security awareness.
- Assists in the security and management of data centers, disaster recovery facilities, and services hosted in the cloud across multiple locations.
- Provides enterprise level design, implementation, and maintenance of scalable network infrastructure that

may include routers, switches, firewalls, load balancers, and other network equipment.

- Contributes to the overall engineering, design, build, and support of new and existing infrastructure.
- Implements, manages, and enforces network and server monitoring systems.
- Develops and maintains security documentation for support, audit, compliance, and disaster recovery purposes.
- Leads and supports audit processes, penetration testing, reviewing log reports, investigations, etc.
- Works with various teams within the District and third-party vendors to effectively plan, deploy, and manage technology-based solutions.
- Test and recommend patches for network systems, software, and applications.
- Designs, evaluates, and recommends IT solutions, writes Request for Proposals, Scope of Work, and creates technical documentation.
- Analyze, monitor, and remediate the source of security breaches, attacks, and hacks.
- Lead 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.
- Monitor, install, and maintain the security of hardware and software such as servers, networks, firewall, VPN, and databases for the District.
- Respond to both non-emergency and emergency situations involving technological and computer security as needed and take appropriate action in accordance with established guidelines.
- Review and audit log reports from firewall, web, email filters, antivirus, and 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, ABILITY AND OTHER CHARACTERISTICS:**

- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary in either written or oral communication.
- Knowledge of risk and threat assessment processes and practices.
- Knowledge of malware such as worms, viruses, and Trojans.
- Knowledge of principles and practices of supervision and training.
- Knowledge of principles of project planning, project management, time management, and problem solving.
- Knowledge of regulatory compliance in areas including but not limited to HIPAA, FERPA, CIPA, SOPIPA.
- 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 advanced networking concepts and services such as DNS, Active Directory, LDAP, DNS, SMTP, HTTP, and HTTPS.
- Knowledge of incident response procedures and processes.
- Knowledge of Windows/Linux operating systems, cloud applications, and their security processes and best practices.
- Knowledge of recordkeeping and report preparation techniques.
- 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.
- Ability to analyze situations carefully and adopt effective courses of action.

- Ability to supervise, train, and evaluate staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare, write, and present effective reports and documents.
- Ability to work under stressful situations and manage multiple projects and deadlines.
- Ability to understand and carry out oral and written directions.
- Ability to participate in after-hours upgrades, troubleshooting, and/or during a declared emergency.
- Ability to learn technical materials and develop solutions to complex technical problems.
- 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 maintain confidentiality of sensitive and privileged information.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

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

Four (4) years of full-time work experience (within the last five (5) years) in IT security operations performing task related to monitoring computer systems, analyzing security threats and vulnerabilities, or troubleshoot and resolving information security issues, which includes at least one (1) year in a lead capacity of a technical function.

- AND -

A Bachelor's degree from an accredited college or university.

CompTIA Security+, Systems Security Certified Practitioner (SSCP), Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), or Certified Ethical Hacker (CEH) certification is desirable.

**LICENSES/CERTIFICATES/REGISTRATIONS:** (Must be presented upon offer of employment and maintained throughout employment in this position).

Possession of a valid California driver license and auto liability insurance.

**WORKING ENVIRONMENT:**

Indoor office and outdoor office environment; subject to constant interruptions.

Driving vehicle to conduct work.

**PHYSICAL LEVEL 2: MODERATE**

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 51 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.

**SPECIAL REQUIREMENT:**

Personal transportation for travel throughout the District.

**APPOINTMENT:**

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



# INFORMATION TECHNOLOGY SERVER MANAGER

Class Code: 0000  
Salary Range: M56

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION  
Established Date:

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## **JOB SUMMARY:**

Provides technical leadership, project management, and task execution for administration and implementation of various departmental and enterprise wide infrastructure platforms. Performs complex work in the design, development, implementation, maintenance, enhancement, security and operations of critical infrastructure systems.

## **SUPERVISION RECEIVED AND EXERCISED:**

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

Exercises direct supervision over professional, technical, and support staff.

## **ESSENTIAL JOB FUNCTIONS:**

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

- Assists in performing general management functions within the Information Technology Department including budget development and administration, organizational development, employee development and training, and other personnel related functions.
- Oversee the design, build, and maintenance of an enterprise server and application infrastructure.
- Provides project leadership and management.
- Oversee and manage planning, configuration, testing, and data centers, disaster recovery facilities, and services hosted in the cloud across multiple locations.
- Plans, implements, monitors, maintains and enhances server and application infrastructure systems.
- Works with various teams within the District and third-party vendors to effectively plan, deploy, and manage technology-based solutions.
- Oversees the maintenance, updates, and patching of servers, software, and applications.
- Analyze computer security events by participating in and supporting audit processes, penetration testing, and reviewing log reports from enterprise systems, security information event management (SIEM), and other systems for actionable items and remediation.
- Monitor, install, maintain, and improve the security of hardware and software such as servers, VPN, and databases for the District.
- Establishes and manages a Risk Assessment program to define, classify, and secure critical digital and physical assets, assess threats and vulnerabilities to those assets, and implement appropriate safeguards to protect them from unauthorized access or tampering.
- Develops and maintains server and application documentation and diagrams for support, audit,

compliance, and disaster recovery purposes.

- 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.
- Recommends and assists in the implementation of department goals, objectives, policies, and procedures.
- Prepares and presents a variety of technical reports and materials.
- Supervises, trains, and monitors the work of department staff.
- Prepare cost estimates for budget recommendations.
- Works collaboratively with service desk and other teams in resolving server, security, and system related issues.
- Designs, evaluates, and recommends IT solutions, writes Request for Proposals, Scope of Work, and creates technical documentation.
- Responds to both technical non-emergency and emergency situations and take appropriate action in accordance with established guidelines.
- Performs job related duties as assigned.

## **EMPLOYMENT STANDARDS:**

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

- Knowledge of principles and practices of supervision and training
- Knowledge of various cloud applications, security, and best practices such as G-Suite and Office 365.
- 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, Group Policy, LDAP, DNS, SMTP, HTTP, HTTPS, SSH, etc.
- Knowledge of centralized antivirus and endpoint management software and techniques.
- Knowledge of public key Infrastructure (PKI).
- Knowledge of enterprise system backups, file encryption, and disaster recovery requirements.
- Knowledge of systems hardware and software hardening and monitoring.
- Knowledge of current server operating systems, virtualization, and enterprise storage systems.
- Knowledge of end user computing devices such as desktops, smartphones, and tablets.
- Ability to keep and maintain complete and accurate records and prepare concise reports.
- Ability to maintain confidentiality of sensitive and privileged information.
- Ability to perform root cause, performance, and trend analysis.
- Ability to work under stressful situations and manage multiple projects and deadlines.
- Ability to apply new developments in the field of server hardware, security, hosted applications and databases.
- Ability to formulate and express ideas on complex technical concepts in a clear and effective manner.
- Ability to understand and carry out oral and written directions.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to supervise, train, and evaluate staff.
- Ability to learn technical materials and develop solutions to complex technical problems.
- Ability to participate in after-hours upgrades, troubleshooting, and/or during a declared emergency.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of

work.

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

Four (4) years of full-time work experience (within the last five (5) years) of experience in the design, development, implementation, and administration of enterprise technology infrastructure, information security systems, and projects in a large organization, which includes at least one (1) year in a lead capacity of a technical function.

- AND -

A Bachelor's degree from an accredited college or university.

Microsoft Certified Solutions Expert (MCSE) certification(s) is desirable.

**LICENSES/CERTIFICATES/REGISTRATIONS:** (Must be presented upon offer of employment and maintained throughout employment in this position.):

Possession of a valid California driver license and auto liability insurance.

**WORKING ENVIRONMENT:**

Indoor office and outdoor office environment; subject to constant interruptions.

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**PHYSICAL LEVEL 2: MODERATE**

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<b>Date</b>	6/20/2020
<b>Number</b>	SO15246
<b>Due Date</b>	
<b>Terms</b>	Net 30
<b>P.O. No.</b>	

Gladys Byrd  
San Bernardino City USD, (CA)  
777 North F Street B  
San Bernardino CA 92410  
United States

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**Date** 6/1/2020  
**Number** SO15245

<b>Due Date</b>	
<b>Terms</b>	Net 30
<b>P.O. No.</b>	

**P.O. No.**

42 of 46

CODESP  
20422 Beach Blvd. Suite 400  
Huntington Beach CA 92648  
Phone: 714-374-8644

# INVOICE



San Bernardino City Unified  
Gladys Byrd  
777 North F Street  
San Bernardino 92410

Invoice #:	0004696
Date:	March 24, 2020
Balance Due (USD):	\$3,000.00

To View Your Invoice Online »

1. Go to: <https://codesphr.freshbooks.com/code>
2. Enter this code: 3buv6F72wrRDTsrA

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
Annual Membership Fee - 2,001-3,000 FTE	Basic products and services beginning July 1, 2020 and ending June 30, 2021 for 2,001 to 3,000 FTE employees.	3,000.00	1	3,000.00
		<b>Subtotal:</b>		<b>3,000.00</b>
		<b>Total:</b>		<b>3,000.00</b>
		Amount Paid:		0.00
		<b>Balance Due (USD):</b>		<b>\$3,000.00</b>
<p><b>NET 45 days from July 1</b></p> <p><b>Taxpayer ID No. 54-2166843</b></p> <p><b>No additional fees for taxes required; CODESP is a Public Agency.</b></p> <p><b>Make all checks payable to CODESP.</b></p> <p><b>THANK YOU FOR YOUR BUSINESS!</b></p> <p><b>Contact us: E: <a href="mailto:codesp@codesp.com">codesp@codesp.com</a> P: (714) 374-8644 W: <a href="http://www.codesp.com">www.codesp.com</a></b></p> <p><b>Please note that our address has changed – we are now in Suite 400.</b></p> <p><b>Help us go green - Rather than fax, please scan and email documents to <a href="mailto:codesp@codesp.com">codesp@codesp.com</a></b></p>				

This invoice was sent using FRESHBOOKS



## PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: 2020/21-038

May 20, 2020

Attention: Gladys Byrd, Personnel Director

San Bernardino City USD

777 North F Street,

San Bernardino, CA 92410

<b><u>DESCRIPTION</u></b>	<b><u>UNIT PRICE</u></b>
Annual Membership: Personnel Commissions Association of Southern California (PCASC)	\$100.00

Checks Only (No purchase orders, please) payable to:

**Personnel Commissions Association of Southern California (PCASC)**

Mailing Instructions:

Please, send check with copy of invoice to:

PCASC, Treasurer J Sergio Garcia

11909 Hawthorne Blvd, Suite #202

Hawthorne CA, 90250

For more information visit [pcasc.meritsystem.org](http://pcasc.meritsystem.org) or email [pcascsecretary@gmail.com](mailto:pcascsecretary@gmail.com)

[Tax ID: 80-0925314]-TIN

# CONNECT20

October 28-29, 2020

20 YEARS OF NEOGOV

The Mirage, Las Vegas

## DAY ONE: WEDNESDAY, OCTOBER 28

SESSION TYPE	General	Recruit	Develop	Manage	Personality	Sponsor
TIME	SESSION					
7:30 - 8:30	Registration & Breakfast					
8:30 - 9:00	Welcome & Introductions					
9:00 - 9:45	General Session: Keynote					
9:45 - 10:15	Networking & Coffee Break					
10:15 - 11:15	General Session: Recruit Module Roadmap					
11:30 - 12:00	Beyond the EEOC Statement: Recruiting & Hiring a Truly Diverse Workforce	Develop Roadmap	Managing Benefits Across Your Organization	Hello Again: Onboarding Seasonal Employees & Rehires with Ease	What's New in 5.05	
12:00 - 1:15	Lunch					
1:15 - 2:00	General Session: Keynote					
2:15 - 2:45	Getting the Most Qualified Applicants with Job Boost: City of Anaheim Case Study	Latest Enhancements & Features in Develop	Manage Roadmap	The Art of Writing Better Job Postings	NEOGOV Higher Ed: Primed for the Unique Challenges of Colleges & Universities	
2:45- 3:15	Networking & Coffee Break					
3:15 - 4:00	Insight's Latest Enhancements & Features	Expanding Awareness of Employee Lifecycles with Pre-Boarding & Off-Boarding	Best Practices for Open Enrollment Within Your Organization	Becoming a Great Coach with Employee Check-Ins & Training	ACA Reporting	
4:00 - 5:00	Roundtable Discussions					
7:00 - 11:00	A Night Out with NEOGOV					

# CONNECT20

October 28-29, 2020

20 YEARS OF NEOGOV

The Mirage, Las Vegas

## DAY TWO: THURSDAY, OCTOBER 29

SESSION TYPE	General	Recruit	Develop	Manage	Personality	Sponsor
TIME	SESSION					
8:00 - 9:00	Breakfast					
9:00 - 9:45	General Session: Keynote					
10:00 - 10:45	No Vacancy: Hire Premium Talent with GovernmentJobs.com	Maximizing the Value and Feedback of 360° Reviews	Increasing Accountability While Simplifying Workflows with eForms	Fostering Employee Engagement During and After COVID-19	Differences Between 5.05 and HRIS	
10:45 - 11:15	Networking & Coffee Break					
11:15 - 12:00	Building Reports in Insight	Virtual Handshakes: Adapting to Remote Recruiting & Hiring	Bridging the Skill Gap with Customizable Online Training	The Power of the Comprehensive NEOGOV Platform	Interface Between Personality and TMS	
12:00 - 1:00	Lunch					
1:00 - 1:15	NEOGOV Customer Awards					
1:15 - 1:45	General Session: Time to Hire Report					
2:00 - 2:30	Using Data Analytics for Smarter Hiring Decisions: City of Portland Case Study	Onboard's Newest Features & Enhancements	Managing (Newly) Remote Workforces During COVID-19 & Beyond	Sponsor Session	Migrating HRIS	
2:45 - 3:15	New Insight User Best Tips	The Secrets to a Successful One-on-One Meeting	Tips & Lessons Learned for Seamless HR Software Implementation	Sponsor Session	Key Takeaways from NEOGOV CONNECT	
3:15 - 4:30	NEOGOV Closing Reception					

REGISTER RISK-FREE AT [NEOGOV.COM/CONNECT](https://www.neogov.com/connect)

Due to the current circumstances and uncertainty, we are offering full refunds until September 15, 2020.