



Meeting of the San Bernardino Community College District Board of Trustees  
Study Session Agenda  
District Board Room  
April 27, 2017, 12:00 p.m. – 2:00 p.m.

**1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

**2. PUBLIC COMMENTS ON AGENDA ITEMS**

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

**3. KVCR PRESENTATION (p3)**

<https://wettransfer.com/downloads/272448a655a08a1e5bd9548fc48b9e4d20170421145605/e4390f76648ae719414edf446e9336f320170421145605/9e5d42>

**4. CONSENT AGENDA**

- a. **Consideration of Approval of the Proposed Human Resources Reorganization Plan (p25)**
- b. **Consideration of Approval New and Revised Job Descriptions per Proposed Reorganization (p29)**
- c. **Consideration of Approval Management Contract (p54)**
- d. **Consideration of Approval of Appointment of District Employees (p55)**
- e. **Consideration of Approval of Benefits for Management and Confidential Employees (p56)**
- f. **Consideration of Approval of Interim Management Appointments (p57)**
- g. **Consideration of Approval of New Management Salary Schedule (p58)**
- h. **Consideration of Approval to Task the Chancellor (p60)**



5. **INFORMATION**
  - a. **Information Item MOU - CTA Health & Welfare Benefits (p61)**
  
6. **CLOSED SESSION**  
Employee Evaluation -Update on Goals, Government Code § 54957(b)(1), Title: Chancellor
  
7. **ADJOURN**  
The next meeting of the Board (Study Session: 10+1): Wednesday, May 10, 8-11am



**San Bernardino Community College District**  
**Transforming the Spectrum of The Inland Empire**

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Presented by KVCR

April 13, 2017

# State of KVCR

A Station in Transition

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## Numerous challenges stand in the way of growth and sustainability:

- **DEFICIT** - In this Fiscal Year 2017, we're projecting a deficit of \$2,120,335 at KVCR TV/FM.
- **LOSS OF FEDERAL FUNDING** - Reduced CPB funding could potentially be a loss of \$900,000 annually
- **FCC MANDATED SHIFT** – The 90-day clock has started 4/13 on FCC required transition from UHF to VHF and a new mandatory broadcasting standard (ATSC 3.0) has been approved and we'll need to be compliant.
- **LOW RATINGS** - A lack of budget for the acquisition and production of new programs for KVCR has led to low ratings on non-PBS TV programs—this seriously hinders Underwriting efforts.
- **NARROW AUDIENCE** – The diversity of the IE isn't reflected in KVCR programming. Our current prime-time audience is predominately 50+ Women. With 31% Latino, 9% Black and 8% Asian, we need more diversity.
- **AGED EQUIPMENT** - Equipment for TV and Radio are nearly a decade old and dangerously obsolete.
- **LIMITED STAFF** - There are part-time Employees at KVCR and FNX that have been at the station for over 5 years with limited pay and no benefits. This hurts our 4 new program initiatives.

# Our Mission

Rebirth of the Region Through Media

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The new management team at KVCR will help transform public media throughout the Inland Empire by producing compelling original content, penetrating local news and innovative community-building strategies.

In becoming **financially self-sufficient** and operationally efficient, the newly launched KVCR aims to provide the SBCCD District with:

- **TRAINING** - Higher education and training possibilities for both Colleges and local workforce
- **COMMUNITY UPLIFT** - Becoming a media outlet firmly integrated in the growing economic engine that is propelling the IE forward in the years to come
- **PRODUCTION FOCUS** – Developing award-winning and revenue generating programs
- ✓ **REVENUE GENERATION** – Shifting into a self-sustaining, income earning, media entity of the San Bernardino Community College District **5**

# Strategy for Success for KVCR TV/FM

A Better Coordinated Path With Benchmarks

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Our primary mandate is to increase revenue at the station progressively, eliminating the existing deficit by FY 2020 and **becoming fiscally sustainable** thereafter.

- **PROGRAMMING EMPHASIS** – Modernize and streamline the organizational structure of the station by reassigning and empowering staff in creating content for TV and radio with a focus on community education
- **UNDERWRITING FOCUS** – Attract new corporate allies through original TV production and increase radio sponsorship by ramping up local News and marketing efforts
- **FOUNDATION RE-LAUNCH** – Large target Corporate Sponsorship and Donor Cultivation
- **PARTNERSHIP WITH THE COLLEGES** – True commitment to working with SBVC and CHC going forward
- **GET DIGITAL** – Develop Digital Platform for TV so that we can dramatically increase both our audience size and ability to measure their viewing patterns; Develop standalone KVCR Radio App for Podcasts and Music

# An Emphasis on Programming

Strategic Analysis and Decisive Execution at KVCR

## Television Initiatives

- 1 Launch a slate of local **original scripted and non-scripted series** for worldwide distribution
- 2 Develop a robust **Local News Team** to serve the Inland Empire
- 3 Realign and extend audience demographics to **better reflect the IE's diverse composition**
- 4 **Collaborate with PBS on co-productions** to strengthen KVCR's local and national presence

## Radio Initiatives

- 1 **Hire a full-time Journalist** and elevate Rick Dulock to Director of Radio
- 2 **Cross-produce Local News with KVCR TV** so that we have a daily segment to air during morning and afternoon drive
- 3 Curate and **cultivate exceptional Podcasts** to capture this quickly growing audience
- 4 **Develop KVCR Radio App** that allows us to program music, podcasts and local content

# Community Outreach Initiatives

Community Action and Scholarships are embedded into the programming



1

## FIRE FIGHT

Scholarship Docu-Series of **Crafton Hills College** Fire Science Dept. and includes scholarships

2

## INFANT-TODDLER SUCCESS

Promoting Child development classes and support for families with children 0-36 months in the SB Unified School District

3

## THE COMMON GOOD

30 Minute Radio/TV Series being Produced with local religious leaders to promote interfaith dialogue

4

## HIDDEN HIKES

30 Minute show with US Forestry gets inner city kids (through 4<sup>th</sup> grade free admission program) hiking in our local mountains

5

## EMPIRE CARS

30 Minute show highlighting locals' cars and includes auto scholarships to **SBVC**



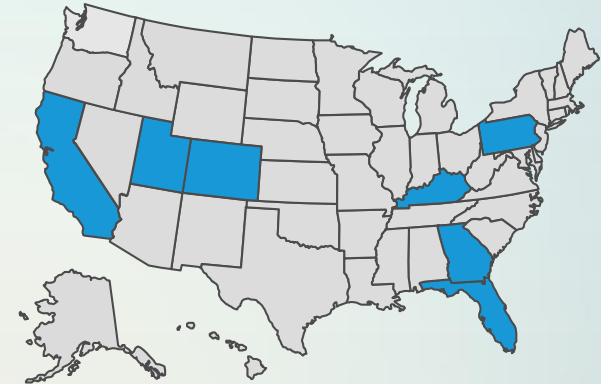
# Nationwide Revenue - PBS Indie Distribution

Collaboration Between PDP Stations to Capture Greater Carriage nationwide

## New Source of Revenue

We will partner with 17 PBS stations to build a distribution consortium across the U.S. This will enable us to:

- Attract quality Documentary Film and TV Series Producers seeking a greater audience for their Underwriters and Sponsors.
- Charge \$20,000-\$75,000 as a Presenting Station fee to each project depending on the carriage corridor offered.
- Target at least 10 projects in Year 1 for \$200,000 in new revenue.



■ KVCR has already begun working relationships with PBS affiliates in Denver, Philadelphia, and Louisville, as well as full PBS affiliates in Atlanta and others soon to come.

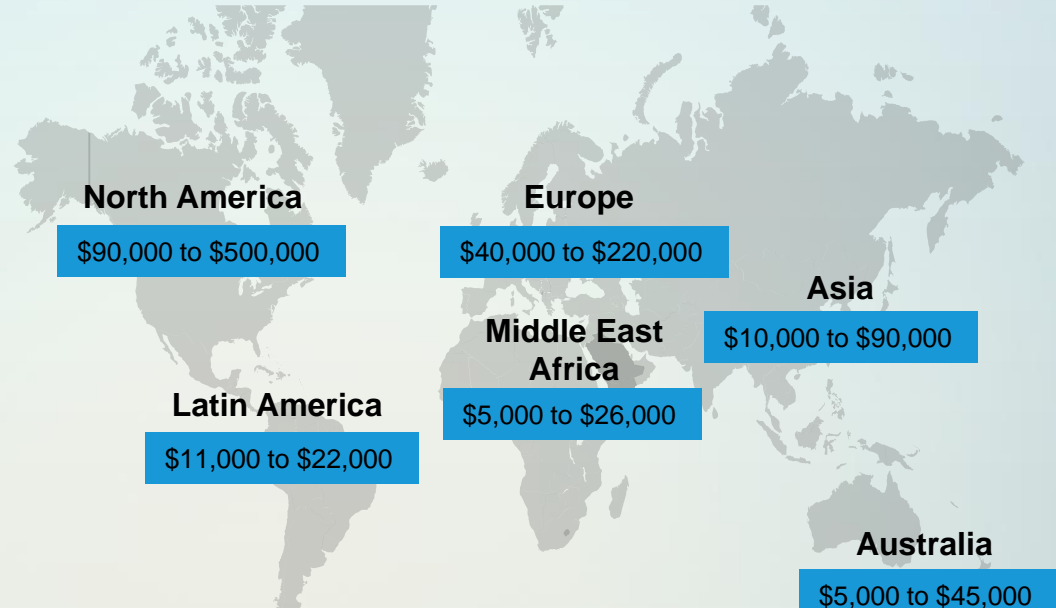
# Global Distribution Revenue Potential

Exploring Broader Global Possibilities for KVCR

## Worldwide Documentary Feature and Docu-Series Distribution

With wider global distribution of digital media becoming more vital to monetizing content and mitigating production risk, KVCR will actively develop feature-length Documentaries and Factual Docu-Series with an eye on the world.

The KVCR management team has experience in international distribution and plans to utilize their relationships to bring additional revenue streams for the projects we produce.



- The above data represents the latest pricing for feature Documentaries provided by World Screen Publishing, the industry leading resource on global media sales.

# New Focus on TV Underwriting

Create Stronger Focus of Historically Underutilized Area

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Very often potential Underwriters assume that TV rates are too expensive and don't understand the true benefits provided.  
We will:

- **CREATE VALUE** - Work with all available audience measurement analytics (Nielsen, MediaTrac) to quantify true audience make-up and present the value offered to business looking for Underwriting in a language they understand.

Ex. KVCR Prime-Time programs typically capture anywhere from 20,000 viewers (*Nova* or *Antiques Roadshow*) to 100,000 viewers (PBS Masterpiece programs). When you apply an L.A. area CPM (cost-per-thousand) of \$34.75 per :30 message, this can equate to anywhere from \$695-\$3,475 per message.

- **IDENTIFY MISSION** - Provide targeted presentations for Underwriters that more clearly define how KVCR and PBS specifically fits their mission, demographic and audience.

Ex. Jet Blue has a dedicated Autism support mission. KVCR is developing a new cooking show featuring a 15-year old African-American Chef who is on the Autistic spectrum. Underwriting a show of this type fits Jet Blue's mission and helps provide much-needed revenue for a new KVCR program.

# Foundation Prospect **Development**

Institutional Support is a result of Community Action NOT THE REVERSE

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## **Our new Prospect development will involve five key steps:**

- 1) Create programming around local issues and include Educational Initiatives, Community Action and Scholarships
- 2) Use these shows as catalysts for engaging in Social, Community and Educational Change, and Scholarships to increase enrollment into the colleges.
- 3) Create new 'TV Personalities' with the new shows to attend PBS member events and community-related local events.
- 4) Approach Corporate and Institutional Support to Expand the Initiatives and PBS Events to Prospect Large Donors.
- 5) Attract anchor Donors and Supporters to the KVCR because of our measurable results from these initiatives.

# A New Foundation Growth Cycle

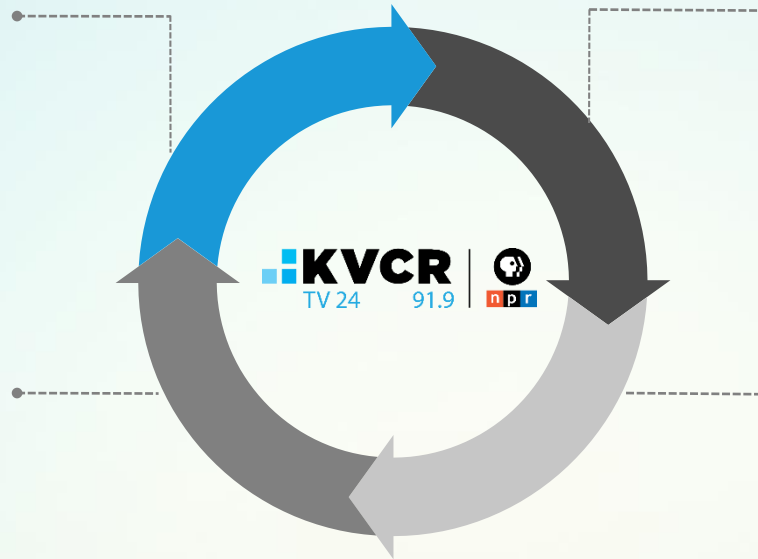
A new way to approach Gifts, Grants and Corporate Sponsorship

## PBS Creative Partnership Program

With PBS guiding the process, a 12-18 Month Mission-building initiative will begin in May 2017 aimed at significant Foundation expansion and outreach.

## Transformational Giving

Through identifying and aligning our interests with that of high-net worth individuals and organizations in the community and implementing synergistic programs, we aim to close six and seven-figure donations.



## Activate the Board

Successful PBS fundraising is best maximized with access to a strong Board composed of powerful educational, corporate and community influencers who can help service the Mission.

## Earn Trust as a Fiduciary

Demonstrate sound stewardship of the initial round of giving with strong fiscal management and demonstrable increase in high quality programming along with visible community involvement.

# SBVC & CHC Partnership

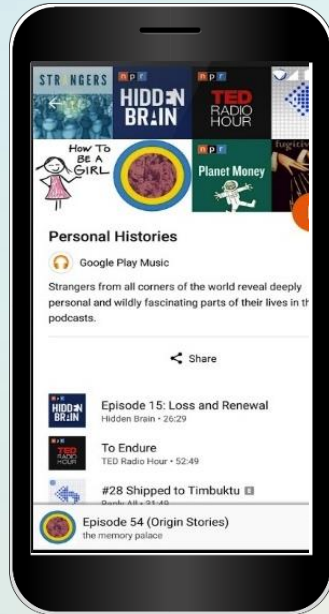
Looking to the Future with Potentially Our Most Productive Allies

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- **Internship / Training** - We will restore the previous relationship to allow a free flow of Production and Administrative through both FOR CREDIT and PAID training internships for Film and TV as well as other related majors
- **Funding Equipment** – Our anticipated state of the art Studio facilities, Production and Editing equipment will designed to enhance the program’s reputation for potential future students
- **Event Coverage** - Provide opportunities for KVCR to develop content by providing exclusive coverage and documentation of their events.
- **Strong Workforce** - Develop curriculum under the Strong Workforce Initiative with industry recognized certification, training students on TV and radio production.
- **Media Library** - KVCR and CHC can build a media library for use in courses as well as content production.
- **How-To Videos** - Creation of How-To Videos, Professional Development and Industrial Videos to provide both training and highlight educational aspect for viewers.

# KVCR TV & Radio Applications

An Untapped Source of Revenue for KVCR



KVCR will develop a digital Over-the-Top (“OTT”) platform for streaming TV, Radio, and Podcast content for ALL mobile devices as well as with streaming services in 2017.

- ❑ 67% of the U.S. population has access to OTT platforms—over 90 Million Americans use digital devices/platforms
- ❑ 64% of American 12 or older have listened to a Podcast in 2016—up from 55% in 2015. This number will only grow.

✓ Apps provide revenue in 2 important ways: Serving as direct source for donations and as an advertising platform for outside vendors. We may not be able to sell ads on TV or radio, we CAN on apps!

# Our Proposal

A Path to Greater Success as Public TV Relies on Funds from the Spectrum Auction

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**KVCR TV/FM, in order to grow and sustain itself, needs:**

**TV/FM FCC Requirements / Studio Upgrade**

\$18,000,000

**Co-Production Event Series with PBS**

\$1,000,000

**Endowment Support to cover deficit for the Next 3 Years**

FY2018 -- \$2,300,000

FY2019 -- \$1,545,000

FY2020 -- \$831,000

**Empire News Production Annual Budget**

Year 1 -- \$330,000

Year 2 -- \$632,000

Year 3 -- \$941,000



# A State of the Art **Studio in 4K**

Becoming the Production Epicenter of the Inland Empire

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**\$17,711,774 required to bring KVCR TV to the current broadcast standard and make it the media center of the region**

- **FCC Mandated Radio Tower to complete requirements to move to VHF**
- **VHG and FM Transmitter Systems**
- **4 Camera TV Studio and Audio Control Room**
- **Central Apparatus Room and Supporting Systems**
- **Fully upgraded Master Control Room and Supporting Systems**
- **News Room System**
- **4 Camera News Gathering Panel Van**
- **Fully upgraded Radio Studio, Radio Tower and Associated Equipment**
- **Field Equipment**
- **Edit Suites (4)**
- **KU Band Uplink**
- **Training Budget & Maintenance/Services Agreement**

# KVCR News For TV and Radio

Cementing our Commitment to the Both the Colleges and Community We Serve

## STATE OF THE EMPIRE NEWS REPORT

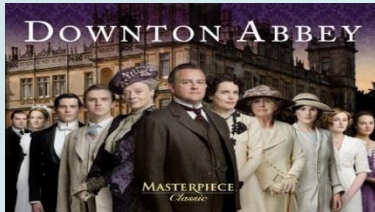
A weekly ½ hour News Program covering the latest events and issues that face the IE. We will utilize Valley College and Crafton Hills College Interns to help gather news and we will hire a dedicated Journalist to Produce the weekly segment.

- The team will also produce a minimum of two weekly 1:30 evergreen packages and a monthly news magazine show.
- KVCR would produce at least 1 Two-Minute news package 5 days/week.
- Tentative Annual Budget: \$687,000



# Event Series Co-Production with PBS

KVCR TV will look to Co-Produce a National TV Series with PBS, Amazon TV and International Partners



6 Seasons of 62 episodes  
PBS / BBC / ITV Co-Pro  
3 Golden Globes



8 Episodes  
Hulu Original  
Emmy Nominee



6 Episodes  
AMC / ITV Co-Pro  
3 Golden Globes

1. KVCR will sign a deal with a leading Showrunner to create a Series pitch and treatment together.
2. Work with PBS Chief of Programming, Beth Hoppe, and her creative team. Once we're aligned on the pitch material and PBS agrees to air the program domestically, together we raise a percentage of the Production budget from other PBS partners.
3. Approach Amazon TV (whom PBS has previously worked with on *Mercy Street*, *PBS Kids*, *Masterpiece*, etc.) to have them license domestic video-on-demand rights for Amazon Prime.
4. KVCR and PBS will together seek Foundations or Corporate Sponsors to finance 30% of the Series' Production budget.
5. KVCR will hire the Showrunner to write the first two episodes of the Series along with a "Series Bible" – a detailed outline of stories for each episode in the 1st season and a summary of potential future seasons.
6. When KVCR, PBS and Amazon are ready, we will seek an International Distributor to help fill in remaining budget by selling the Series globally (Lionsgate, Sony, MGM, Fox Int'l)

# Co-Production Possibilities

Becoming a Nationally Recognized Station

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- We will not move forward with any Production without having a model that is profitable from its inception
- A low scenario will be a modest return of investment while still realizing perception boost
- A medium scenario will yield a 55% ROI
- A high scenario will nearly double our investment
- \$1,000,000 Budget needed for Development of this type.

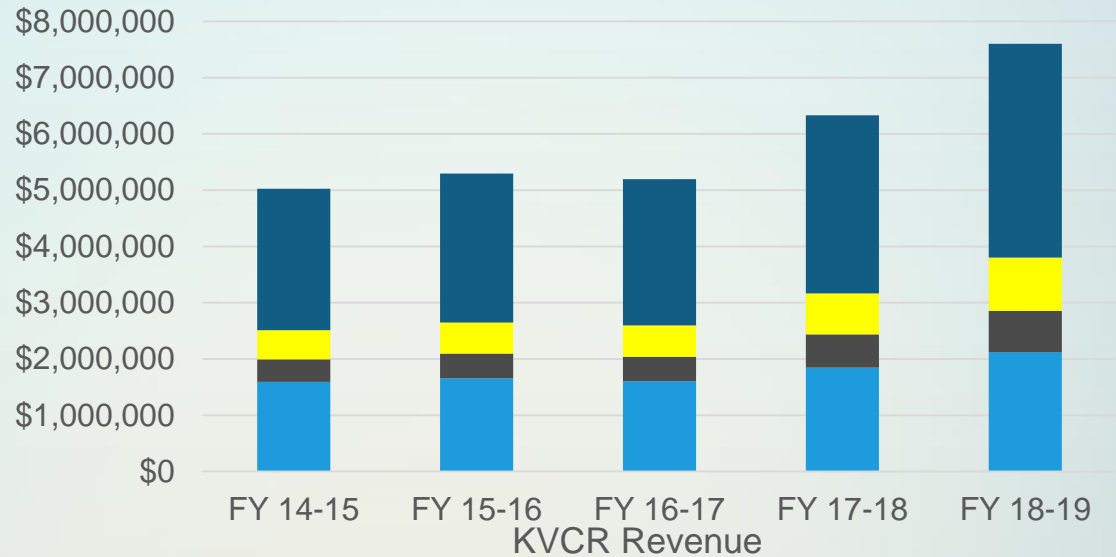


# KVCR Revenue Analysis

Working Towards More Aggressive Revenue Growth

## KVCR PAST, PRESENT & FUTURE

- Modest growth of 5% has taken place the past three years but it barely outpaces inflation and doesn't reduce deficit or lead to sustainability.
- Going forward we need to grow overall revenue at a minimum rate of 15% annually in order to become sustainable.

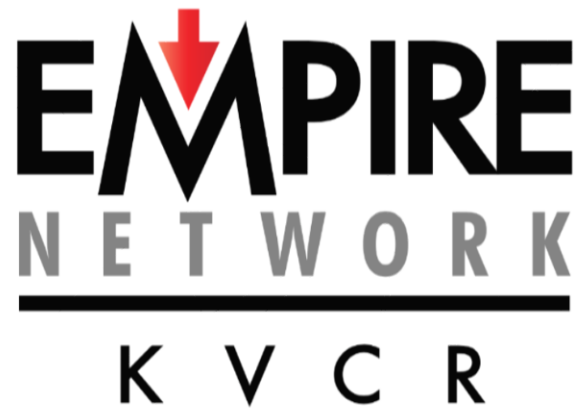


■ Pledges, Gifts and Grants ■ Underwriting ■ Rentals ■ Total

# 5 Year Forecast – KVCR TV/FM\*

\*This is based on the potential loss of federal funding after FY17—a distinct reality given the proposed federal budget

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	FY2018	FY2019	FY2020	FY2021	FY2022
<b>Revenues (Additions)</b>					
Contributions (Pledges, Gifts)	\$ 1,846,218	\$ 2,123,151	\$ 2,229,308	\$ 2,340,774	\$ 2,457,812
Radio Underwriting	\$ 367,862	\$ 441,435	\$ 529,722	\$ 688,638	\$ 826,366
TV Underwriting	\$ 225,000	\$ 292,500	\$ 380,250	\$ 456,300	\$ 547,560
Corporate Sponsorship	\$ 150,000	\$ 225,000	\$ 500,000	\$ 1,000,000	\$ 1,500,000
Grants	\$ 30,000	\$ 100,000	\$ 200,000	\$ 350,000	\$ 500,000
Distribution Fees	\$ 200,000	\$ 350,000	\$ 560,000	\$ 896,000	\$ 1,344,000
Rentals & Leases	\$ 726,493	\$ 944,441	\$ 972,775	\$ 1,001,958	\$ 1,032,016
<b>Total Revenues</b>	<b>\$ 3,545,574</b>	<b>\$ 4,476,527</b>	<b>\$ 5,372,055</b>	<b>\$ 6,733,670</b>	<b>\$ 8,207,755</b>
<b>Expenses (Subtractions)</b>					
Salaries	\$ 1,964,958	\$ 2,063,206	\$ 2,125,102	\$ 2,188,855	\$ 2,254,521
Employee Benefits	\$ 708,594	\$ 729,852	\$ 751,747	\$ 774,300	\$ 797,529
Supplies & Materials	\$ 17,631	\$ 18,512	\$ 19,438	\$ 20,410	\$ 21,430
Contracts & Services (PBS, NPR, etc.)	\$ 3,100,000	\$ 3,193,000	\$ 3,288,790	\$ 3,387,454	\$ 3,489,077
Maintenance & Operations	\$ 40,575	\$ 17,250	\$ 17,768	\$ 18,301	\$ 18,850
<b>Total Expenditures</b>	<b>\$ 5,831,758</b>	<b>\$ 6,021,820</b>	<b>\$ 6,202,845</b>	<b>\$ 6,389,319</b>	<b>\$ 6,581,406</b>
<b>Net Operating Income / (Loss)</b>	<b>\$ (2,286,184)</b>	<b>\$ (1,545,293)</b>	<b>\$ (830,790)</b>	<b>\$ 344,351</b>	<b>\$ 1,626,349</b>
<b>DISTRICT ENDOWMENT SUPPORT NEED</b>	<b>\$ 2,286,184</b>	<b>\$ 1,545,293</b>	<b>\$ 830,790</b>	<b>\$ -</b>	<b>\$ -</b>

The logo for Empire Network KVC R is centered on a white rectangular background. It features the word "EMPIRE" in a large, bold, black sans-serif font. A red downward-pointing arrow is positioned above the letter "M". Below "EMPIRE", the word "NETWORK" is written in a smaller, grey, spaced-out sans-serif font. A thick black horizontal line is positioned below "NETWORK". Underneath the line, the call letters "K V C R" are displayed in a black, spaced-out sans-serif font.

**EMPIRE**  
NETWORK  
**K V C R**

## KVCR TV/FM 5 YEAR FORECAST FY2018-FY2022

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Jose F. Torres, Business & Fiscal Services  
**DATE:** April 27, 2017  
**SUBJECT:** Consideration of Approval of the Proposed Human Resources Reorganization Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the proposed Human Resources reorganization plan for a second reading and final approval.

### **OVERVIEW**

On April 13, 2017, the Board of Trustees approved a first reading of the proposed Human Resources reorganization. Since that time, the plan has been shared with District Assembly and the District Budget Committee. As indicated on April 13, this agenda item will serve as a second reading and request for final approval. Also being submitted for approval at this meeting are the corresponding job descriptions and salary schedules, along with a revised contract for the Vice Chancellor, Business & Fiscal Services.

Since July 2011 SBCCD has struggled to fill the position of Vice Chancellor of Human Resources. This has resulted in inconsistencies in leadership for the department and a struggle to effectively meet the human resources needs of the district. The most recent permanent Vice Chancellor served from July 2016 through June 2017. Since then there have been two costly failed recruitments in the search for a replacement.

Based on internal discussions, staff feels that Human Resources would benefit from a new approach including a reorganization of positions with the restructured department being placed under the direction of the Vice Chancellor of Business & Fiscal Services. This solution would be implemented in the form of a one-year pilot. At the end of one year, a recommendation would then be made to the Board of Trustees on whether or not these changes should become permanent.

### **ANALYSIS**

The newly proposed organization includes the elimination of 5 positions, the addition of 6 positions and the transfer of 3 positions to other departments. This will result in approximately \$40,000 in savings for the District, \$28,284 of which will be used for the compensation and placement to a

new range for the position of Vice Chancellor for Business and Fiscal Services. Benefits to be realized from this approach include:

- The opportunity for existing staff to apply for any new positions
- No layoffs to any existing staff
- Centralization, increased leadership and consistency for the hiring processes
- Centralization, increased leadership and consistency for the on-boarding of new employees
- Centralization, increased leadership and consistency in the interpretation of bargaining agreements, board policies, administrative procedures, laws and regulations
- Creation of a succession plan for the Human Resources department

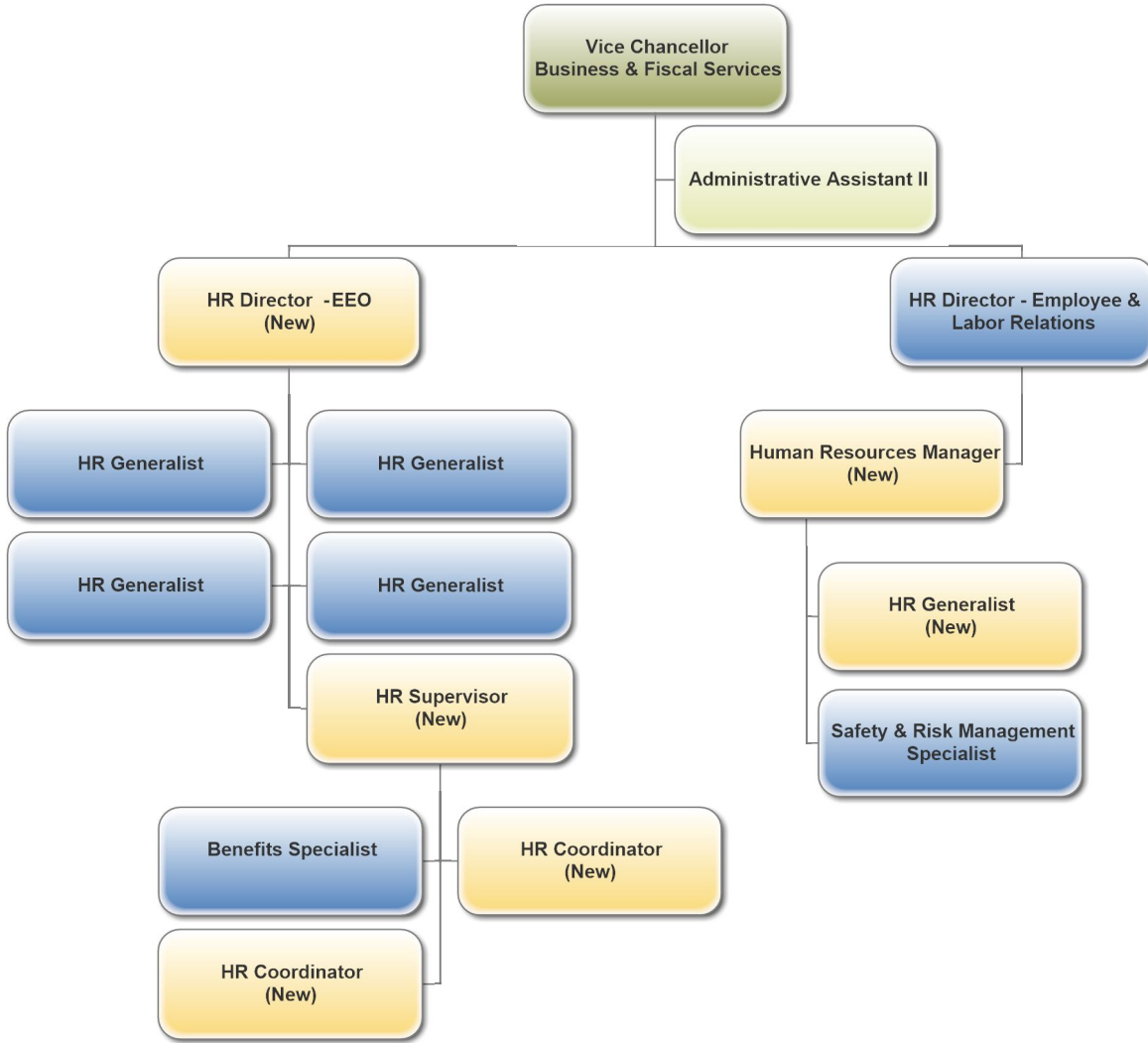
### **BOARD IMPERATIVE**

III. Resource Management For Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The reorganization will be a break-even and therefore does not have any financial implications.

## Human Resources Proposed Organizational Chart with Succession Plan



**Positions Eliminated:**



**Positions Moved to other Departments:**



**San Bernardino Community College District  
Human Resources  
Proposed Reorganization Cost Comparison**

Current Staffing Levels

Position	Range	Current Salary	Current Benefits	Total
Clerical Assistant II	Classified 25	\$ 39,372	\$ 29,665	\$ 69,037
Safety & Risk Management Specialist	Confidential - 3	\$ 63,664	\$ 34,074	\$ 97,738
Benefits Specialist	Confidential - 3	\$ 68,213	\$ 35,143	\$ 103,356
Human Resources Generalist	Confidential - 3	\$ 66,575	\$ 34,757	\$ 101,332
Human Resources Generalist	Confidential - 3	\$ 62,118	\$ 33,710	\$ 95,828
Human Resources Generalist	Confidential - 3	\$ 64,963	\$ 34,379	\$ 99,342
Human Resources Generalist	Confidential - 3	\$ 67,394	\$ 34,950	\$ 102,344
Administrative Assistant II	Confidential - 4	\$ 74,540	\$ 22,750	\$ 97,290
Coordinator Professional Learning & Organizational Effectiveness	Confidential - 8	\$ 88,018	\$ 39,797	\$ 127,815
Coordinator, Diversity & Talent Acquisition	Confidential - 8	\$ 92,650	\$ 40,885	\$ 133,535
Employee Relations Officer	Confidential - 9	\$ 97,040	\$ 41,917	\$ 138,957
Emergency Preparedness Manager	Management - 10	\$ 77,136	\$ 22,864	\$ 100,000
Director Safety & Risk Management	Management - 18	\$ 117,401	\$ 47,348	\$ 164,749
Director, Human Resources	Management - 19	\$ 123,272	\$ 34,202	\$ 157,474
Vice Chancellor, Human Resources	Management - 26	\$ 191,240	\$ 78,270	\$ 269,510
		<b>\$ 1,293,596</b>	<b>\$ 564,711</b>	<b>\$ 1,858,307</b>

Positions Moved to Other Departments

Position	Range	Current Salary	Current Benefits	Total
Emergency Preparedness Manager	Management - 10	\$ 77,136	\$ 22,864	\$ 100,000
Clerical Assistant II	Classified 25	\$ 39,372	\$ 29,665	\$ 69,037
		<b>\$ 116,508</b>	<b>\$ 52,529</b>	<b>\$ 169,037</b>

Positions Eliminated

Position	Range	Current Salary	Current Benefits	Total
Coordinator Professional Learning & Organizational Effectiveness	Confidential - 8	\$ (88,018)	\$ (39,797)	\$ (127,815)
Director Safety & Risk Management	Management - 18	\$ (117,401)	\$ (47,348)	\$ (164,749)
Employee Relations Officer	Confidential - 9	\$ (97,040)	\$ (41,917)	\$ (138,957)
Coordinator, Diversity & Talent Acquisition	Confidential - 8	\$ (92,650)	\$ (40,885)	\$ (133,535)
Vice Chancellor, Human Resources	Management - 26	\$ (191,240)	\$ (78,270)	\$ (269,510)
		<b>\$ (586,349)</b>	<b>\$ (248,217)</b>	<b>\$ (834,566)</b>

Positions Added

Position	Range	Expected Salary	Expected Benefits	Total
Human Resources Director	Management - 19	\$ 121,450	\$ 53,074	\$ 174,524
Human Resources Manager	Management - 15	\$ 99,924	\$ 43,667	\$ 143,591
Human Resources Supervisor	Management - 10	\$ 78,293	\$ 34,214	\$ 112,507
Human Resources Generalist	Confidential - 3	\$ 64,764	\$ 28,302	\$ 93,066
Human Resources Coordinator	Confidential - 1	\$ 51,144	\$ 22,350	\$ 73,494
Human Resources Coordinator	Confidential - 1	\$ 51,144	\$ 22,350	\$ 73,494
Environmental, Health & Safety Administrator (to be moved)	Management - 12	\$ 86,316	\$ 37,720	\$ 124,036
		<b>\$ 553,035</b>	<b>\$ 241,676</b>	<b>\$ 794,711</b>

<b>Net Savings</b>		<b>\$ (33,314)</b>	<b>\$ (6,541)</b>	<b>\$ (39,855)</b>
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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Amalia Perez, Director, Human Resources

**DATE:** April 27, 2017

**SUBJECT:** Consideration of Approval New and Revised Job Descriptions

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised and new job descriptions as a result of the Proposed Human Resources Reorganization Plan:

- I. Revised Management and Confidential Job Descriptions:
  - Environmental, Health & Safety Administrator
  - Director, Human Resources
  - Emergency Manager
  - Human Resources and Risk Management Specialist
  
- II. New Job Descriptions:
  - Human Resources Manager (Management)
  - Human Resources Supervisor (Management)
  - Human Resources Coordinator (Confidential)

### **OVERVIEW**

- III. Revised Management Job Descriptions:
  - Environmental, Health & Safety Administrator
  - Director, Human Resources
  - Emergency Manager
  - Human Resources and Risk Management Specialist

The management and confidential job descriptions are being revised to reflect the appropriate title, the appropriate administrator, and the representative duties and responsibilities according to the reorganization plan.

- IV. New Job Descriptions:
  - Human Resources Manager (Management)
  - Human Resources Supervisor (Management)
  - Human Resources Coordinator (Confidential)

The new Human Resources Manager, Human Resources Supervisor and the Human Resources Coordinator (Confidential) job descriptions are needed to better align the

Human Resources department's organizational structure, provide for succession planning from within the department, and provide for continuity and consistency of services.

### **ANALYSIS**

The revised and new job descriptions are necessary and relevant to the Human Resources Reorganization Plan.

### **BOARD IMPERATIVE**

III. Resource Management For Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The reorganization will be a break-even and therefore does not have any financial implications.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### ENVIRONMENTAL, HEALTH & SAFETY ADMINISTRATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under the general direction of the Director of Facilities Planning & Construction, the Environmental, Health & Safety Administrator plans, organizes, oversees, manages, coordinates and administers the environmental and occupational health, safety, and loss control management programs and activities of the San Bernardino Community College District. This position provides technical expertise necessary to develop, implement, coordinate, promote, and evaluate the District's environmental, occupational health, safety, and loss control management programs. The Environmental, Health & Safety Administrator is responsible for ensuring that assigned health and safety training and programs operating within the budgetary guidelines and in compliance with the District, Federal, State, and local environmental and occupational health, safety and loss control management laws and regulations.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Oversees, manages, coordinates, and administers a comprehensive environmental and occupational health, safety, and loss control management programs.
2. Develops, implements, promotes, evaluates and manages the District's environmental and occupational health, safety, and loss control management program and activities.
3. Evaluates working conditions and operational practices and inspects District facilities and equipment to identify environmental, occupational health and safety hazards and other violations. Provides follow-up with location administrators regarding the timely correction of noted violations.
4. Performs, coordinates, facilitates and conducts all environmental, occupational health, and safety related trainings.
5. Develops educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District's environmental, health, safety awareness.
6. Performs investigations of all accidents and incidents independently and in coordination with other regulatory agencies as required.
7. Monitors and evaluates the District's environmental and occupational health, safety management programs to ensure compliance with CAL OSHA/OSHA and related regulations.
8. Identifies, reports and provides solutions to management regarding employee environmental and occupational health, safety, and loss control programs and regulatory compliances.
9. In coordination with the Director of Facilities Planning & Construction, prepares, recommends and implements budgets for safety-related equipment; advises on the development of specifications for the purchase of safety materials and safety-related equipment, periodically checks the operation and use of equipment to ensure performance and conformance with District standards.
10. Assists managers in conducting job hazard analysis and works with managers and employees to correct safety violations and hazards.
11. Administers a hazardous materials program including waste minimization procedures; reviews chemicals used by the District; in conjunction with campus, administrative services, District facilities and District Police, coordinates the first responder clean-up for hazardous waste spills/incidents; provides technical guidance in the clean-up and removal of hazardous materials/wastes.

12. Advises management on technical and administrative matters related to environmental and occupational health, safety and risk/loss control management programs.
13. Oversees District safety training and mandated training programs in compliance with local, state, and federal laws.
14. Responds, investigates, and identifies all employee environmental, occupational health and safety complaints and anonymous hazard reporting.
15. Collaborates with Director of Facilities Planning & Construction to review accidents, hazard complaints, incident reports, injuries and new misses and investigates causes; identifies areas of high injury and accident rated and develops safety programs to address them. Reports safety issues to Human Resources. Develops web-based communications systems for dissemination of environmental health and safety information. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
16. Ensures that hazardous waste and surplus chemicals are disposed of in compliance with local and state regulations; prepares waste regulatory reports.
17. In coordination with the Director of Facilities Planning & Construction, oversees and manages loss control/safety, incident management system (IMS)/ learning management system (LMS) software, safety data sheet (SDS) and safety training database vendors, reconciles invoices and initiates payments for contracted services rendered.
18. Serves on the District's Safety Committee. Participates as needed in campus Safety Committee meetings. In coordination with campus Administrative Services and Police departments, develops and revises the District Emergency Operations Plan and the Hazardous Mitigation plan as required.
19. In conjunction with Facilities Planning & Construction's team, participates in agency-wide department and project meetings and construction meetings to review designs and activities associated with District facilities and projects; Attends conference, trainings and seminars to keep abreast of industry practices, trends, health, safety, loss control legislative and regulatory changes; evaluates implications for District policies, programs and operations and recommends changes to ensure compliance.
20. Serves as the liaison with governmental and regulatory agencies.
21. Maintains the District's Environmental, Health and Safety website.
22. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operational characteristics, services, and activities of an environmental and occupational health, safety, and loss control management program.

Principles and practices of environmental, occupational health, safety, ~~risk~~ and loss control management.

Principles, practices, methods and techniques of training.

Methods and techniques of accident reporting and investigations.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to environmental, occupational health, safety, and loss control management



### **Ability to:**

Oversee and participate in the management of a comprehensive environmental, occupational health, safety and management program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations related to environmental, occupational health, safety, and loss control management.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to environmental, occupational health, safety, loss control management functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

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

#### **Required Experience:**

Three (3) years of experience in environmental, occupational health, safety, and risk/loss control management.

#### **Certificate, License or Registration:**

1. A valid California Driver's License and proof of a good driving record.

#### **Preferred Education, Certification and Experience:**

1. A Bachelor's degree from an accredited college or university in environmental, occupational health or safety, business, public administration, science, engineering or related field.
2. Possession of HAZWOPER certification, OSHA outreach trainer/10 & 30 hour certification in general industries or construction, Associate/Certified Safety Professional (ASP/CSP), Certified Risk/loss control Manager (CRM), Certified Asbestos, Site Surveillance Technician (CSST), Certified Asbestos Consultant (CAC), EPA Lead-Paint Renovator, Department of Public Health State Certified Lead-Paint Certifications and /or equivalent certifications or registrations.
3. Experience in the California Community College environment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting. Occasional exposure to risks controlled by safety precautions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office

setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Revised: February 2011, April 27, 2017

Board Approved: November 2010

Range: 12

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### DIRECTOR, HUMAN RESOURCES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under administrative direction of the appropriate administrator, directs, manages, supervises, and coordinates the daily activities and operations of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, ADA compliance, and equal employment opportunity compliance and administration; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the appropriate administrator.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Assumes management responsibility for daily services and activities of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, ADA compliance, ~~safety and disaster preparedness compliance~~, and equal employment opportunity compliance and administration.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
5. Recommends the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Directs the development of to the human resource department's budget process.
7. Ensures that the recruitment and selection process for all District employee classifications is in full compliance with both federal and state rules, regulations and guidelines.
8. Directs the collective bargaining negotiations and contract management for the District and advises management on all matters relating to labor/employee relations.
9. Counsels management personnel in the administration of collective bargaining contracts, resolution of personnel issues, grievances and disciplinary action.
10. Develops and implements staff training and development programs and employee orientation programs to meet the needs of personal, professional and organizational development.
11. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
12. Investigates and find resolution of discrimination and sexual harassment complaints. Provides advice and council to management staff regarding disciplinary and grievance resolution.
13. Serves as staff on a variety of committees; prepares and presents staff reports and other necessary

correspondence.

14. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resource and personnel administration programs, policies, and procedures as appropriate.
15. Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.
16. Represents the district at professional meetings, public functions and maintains involvement in community activities.
17. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
18. Performs related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operational characteristics, services, and activities of a human resource administration program.

Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, workers compensation, training/employee development.

Principles and practices of program development and administration.

Methods and techniques of collective bargaining and contract negotiation.

Principles and applications of recruitment and equal employment opportunity.

Operational characteristics of human resource information systems.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.

#### **Ability to:**

Oversee and participate in the management of a comprehensive human resource management program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Provide leadership for the successful implementation of a new Human Resources Information System.

Gather and analyze data and situations and make appropriate decisions.

Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.

Prepare and present comprehensive, concise, clear oral and written reports.

Participate in collective bargaining negotiations and contract administration.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to Human Resources functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work preferably in human resources, personnel administration, business administration or a related field.

**Required Experience:**

Five years of increasingly responsible professional human resource experience and three years supervisory/management experience.

**Preferred Experience:**

4. Human Resources experience in the California Community College System.
5. Knowledge of the California Education Code, Government Code, Title 5 and/or other state regulations applicable to the human resources functions for community colleges.
6. Demonstrated sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Management Salary Schedule: Range: 19

Board Approved: December 11, 1997

Revised: January 15, 2015, April 27, 2017

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### EMERGENCY PREPAREDNESS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under the direction of the ~~Director, Safety & Risk Management~~ appropriate administrator the Emergency Preparedness Manager oversees, coordinates, develops, implements, promotes, evaluates and manages the District's disaster, emergency preparedness and response program and activities. The Emergency Preparedness Manager provides leadership, expertise and professional consultation to the District in all phases of emergency management, which includes mitigation, preparedness, business continuity, response and recovery.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Develops, implements, promotes, evaluates and manages the District's emergency preparedness and response program and activities to comply with federal, state, and local regulations.
2. Develops, coordinates, facilitates and conducts all disaster, emergency preparedness and response related trainings and workshops/seminars for staff, faculty and students.
3. Develops educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District's emergency preparedness awareness.
4. Advises management on technical and administrative matters related to disaster, emergency preparedness and response management programs.
5. Conduct assessments of all disaster equipment and supplies; and implement a system to maintain adequate inventory of equipment and supplies.
6. Recommend resource allocations and prepare budget proposals for funding, staffing, and supplies.
7. Identifies availability of state and federal funds; research, prepare and write grant proposals and reports.
8. Coordinate all emergency planning efforts with medical, health, and public safety agencies throughout the city, county, state, and federal governments.
9. Participates in the assignment of campus/District Office Community Emergency Response Training (CERT) teams and building captains for each site; coordinate and facilitate training and exercises.
10. Responds to and assists in the management of events leading up to and including Emergency Operations Center (EOC) activations, and when needed, serves as EOC Coordinator in an advisory capacity providing technical assistance and support for the Chancellor or designee during emergency and EOC operations.
11. Serves on the District's Safety Committee; participates as needed in campus Safety Committee meetings; and assists in safety planning and preparation.
12. Serves as the District's liaison with governmental and regulatory agencies; participates in county, regional and state disaster, emergency preparedness and responses.
13. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
14. Develops, updates, promotes and facilitates implementation of the District, business continuity plan, working collaboratively with internal and external stakeholders.

15. Identifies external disaster/emergency preparedness resources and builds relationships with external stakeholders and advocates for those resources for the District.
16. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operational characteristics, services, and activities of a disaster, emergency preparedness and response program, including Incident Command System (ICS), Statewide Emergency Management System (SEM), and National Incident Management System (NIMS).  
Principles and practices of disaster and emergency management.  
Methods, techniques and practices of emergency response master plans required for public safety.  
Principles, procedures and practices relating to building and campus safety and security.  
Principles and practices of program development and administration.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Pertinent federal, state, and local laws, codes, and regulations relating to public safety, disaster, and emergency preparedness and response.  
Reporting protocols and deadlines associated with the California Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA).

### **Ability to:**

Oversee and participate in the management of a comprehensive public safety, disaster, and emergency preparedness and response program.  
Oversee, direct, and coordinate the work of lower level staff.  
Participate in the selection and recommendation, supervision, training, and evaluation of staff.  
Participate in the development and administration of goals, objectives, and procedures for assigned area.  
Gather and analyze data and situations and make appropriate decisions.  
Prepare and present comprehensive, concise, clear oral and written reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Interpret and apply California Education Code, Title 5, Occupation Safety and Health Administration (OSHA) federal, state, and local policies, laws, and regulations as it relates to the position.  
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.  
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.  
Provide leadership based on ethics and principles as they relate to disaster, emergency preparedness and response functions and operations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

## **Education and Experience Guidelines**

### **Education/Training:**

A Bachelor's degree from an accredited college or university, or any combination of education/training and/or experience in emergency preparedness/disaster management or business continuity management.

**Required Experience:**

A combination of three (3) years of emergency/disaster preparedness and business continuity.

**Certificate, License or Registration:**

2. A valid California Driver's License and proof of a good driving record upon appointment.

**Preferred Experience:**

1. Bachelor's degree in emergency/disaster preparedness management, business, engineering or related field or any combination of education/training and/or experience in emergency preparedness/disaster management or business continuity management.
2. A valid First Aid and CPR Certification issued by the American Heart Association, American Red Cross or the National Safety Council.
3. Experience in the Cal-State, UC University or California Community College environment.
4. 40 Hour Hazardous Waste Operation and Emergency Response (HAZWOPER) certification.
5. Experience in emergency/disaster management or business continuity.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: July 12, 2012  
Revised: November 10, 2016, April 27, 2017  
Management Salary Schedule Range: 10



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### **SAFETY HUMAN RESOURCES AND RISK MANAGEMENT SPECIALIST**

*This is a confidential position. Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under the general direction of the Director, Human Resources ~~Safety and Risk Management~~, the position is responsible for performing a variety of specialized duties related to the planning and implementation of the District's ~~environmental health, safety and emergency preparedness~~ risk management, human resources compliance, and workers compensation programs; position assists and participates in the administration, enforcement, training, and advising departments of employee ~~risk management, human resources compliance, and workers compensation~~ safety and accident prevention programs; participating in the administration of the District workers' compensation program; developing, preparing a variety of ~~safety~~ human resources and risk management training topics; assisting in Americans with Disabilities Act (ADA-Title II) and Occupational Safety and Health Administration (OSHA) compliance; preparing and maintaining appropriate files and records; and maintaining confidentiality.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

23. Performs specialized duties related to the planning, implementation, processing, case management, and coordination of a variety of ~~emergency preparedness, environmental health, safety~~ human resources and risk/~~loss control~~ management programs and activities.
24. ~~Conducts periodic inspections of campus grounds, buildings and facilities to promote safe and sanitary conditions, initiates corrective action to eliminate safety hazards.~~
25. Investigates complaints, accidents and incidents to identify unsafe conditions and practices and reports violations of applicable laws and regulations.
26. ~~In conjunction with campus/district site, facilities personnel, assures fire control and other safety equipment is properly tested, inspected, posted and marked; assures that toxic or hazardous materials are handled, undergo weekly inspections and are stored appropriately.~~
27. Coordinates and provides a variety of generalized employee compliance ~~safety~~ training programs such as First aid, Defensive Driving, Cardiopulmonary Resuscitation, New Employee Safety, and others.
28. Provides specialized training to employees regarding safe work practices and unique hazards to specific work situations. Maintains central hard copy and electronic training files and records in accordance with CAL/OSHA recordkeeping requirements.
29. Assures compliance with a variety of local, state and federal laws and regulations related to health and safety such as CAL/OSHA, Occupational Safety and Health Act of 1972, and pertinent District policies.
30. Communicates with various campus and District-site personnel to arrange and implement human resource, risk and worker's compensation ~~safety~~ programs and training, investigates accident and incidents, and discusses ~~environmental health, safety~~ compliance and risk issues.
31. Communicates with a variety of vendors, such as the Districts contracted ~~loss control/safety vendor,~~ hazardous waste risk management vendors and government agencies involved with ~~environmental health and safety~~ risk management to exchange information, assures compliance with applicable laws and regulations, ~~and purchases and discusses safety products and equipment.~~

32. Assist in the preparation and maintenance of a variety of narrative and statistical reports in collaboration with various departments, such as Human Resources, campus Administrative Services and the District Business office related to ~~safety equipment, accidents, toxic waste and safety compliance, risk management and worker's compensation~~ programs and inspections.
33. Maintains current knowledge of new and pending legislation related to human resources and risk management ~~health and safety~~; assists in the development, review and implementation of appropriate programs and procedures to assure continuing compliance.
34. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
35. Receives and processes worker's compensation subpoenas and requests for documents on behalf of the District; submits to appropriate departments for responses.
36. ~~Assists in the maintenance of the Districts online Safety Data Sheet (SDS) database and the online safety training database by running reports, updating user data/rights and the assignment of online safety training modules in conjunction with assigned Human Resources staff.~~
37. ~~Enters safety, risk and loss control incident data in the incident management system (IMS), as required.~~
38. Updates and assists in the development of educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District's ~~safety and risk management~~ program.
39. Assists in conducting job hazard and risk analysis.
40. Researches and keeps abreast of ADA, OSHA, and state and federal safety laws, updates, court decisions, and regulatory actions
41. Responds, investigates, and identifies all employee complaints and anonymous hazard reporting's.
42. Serves on the District-wide and District-sites Safety Committee. ~~Participates as needed in campus Safety Committee meetings. Serves as the recorder and drafts meeting minutes for the District wide and District sites Safety Committees.~~
43. Coordinates and or initiates ergonomic assessments for District employees and under direction, assists in facilitating acquisition of applicable ergonomic equipment and proper ergonomic adjustments of applicable work stations.
44. ~~Provides district/campus sites safety, loss control, environmental related vendor escorts and access to areas needed to conduct contracted scope of work. Conducts on-site oversight of vendor compliance with the contracted scope of work.~~
45. Takes and transcribes dictation of sensitive/confidential materials; prepares a variety of correspondence, memoranda, reports, proposals, and other materials; composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.
46. Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff safety complaints.
47. Assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; monitors and tracks expenditures in a timely manner; provides regular budget reports for control of expenditures; assists in resolving budget issues and problems; processes budget/expense transfers; recommends budget revisions.
48. ~~Assists in the maintenance the District's Safety and Risk Management website.~~
49. ~~Assists with the coordination of emergency/disaster preparedness activities. Provides administrative support for safety, risk and emergency preparedness training/ workshops by setting up the power~~

~~point presentations, chairs, tables, providing refreshments as required. Initiates the duplication and distribution of sign in sheets and training materials to attendees.~~

50. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

District organization, operations, policies, and procedures.

Operational characteristics, services, and activities of the functions, programs, and operations of ~~environmental, health, safety, emergency disaster/preparedness~~ and risk management.

Principles, practices of CAL/OSHA regulations and the Occupational Safety and Health Act of 1973.

~~Principles, practices in First Aid and CPR~~

Applicable state, local and federal laws, codes and regulations related to ~~environmental health, safety and emergency/disaster preparedness~~ human resources, risk management and worker's compensation.

Basic principles and practices of risk management

Planning and presentation of ~~safety~~ compliance training programs

~~Proper maintenance, operation and inspection of a variety of fire control and safety equipment.~~

~~Proper storage and handling of toxic materials and chemicals~~

Principles and best practices in record-keeping techniques

Principles and processes for providing customer and personal services.

Technical aspects of field of specialty

~~Operation of Industrial Hygiene, direct reading instruments and interpretation of instrument data~~

Knowledge of Microsoft Office software (word doc., excel & power-point)

English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

### **Ability to:**

Coordinate and implement generalized and specialized employee ~~safety~~ compliance programs

Inspect District grounds, facilities and work areas to identify unsafe practices, procedures and conditions

Assure compliance with a variety of local, state and federal laws, codes and regulations related to ~~environmental health and safety~~ human resources, risk management and worker's compensation.

Investigate complaints and report violations in accordance with District policies and legal requirements

~~Promote safety awareness among District employees~~

Communicate effectively, both orally and in writing

Read, interpret, apply and explain rules, regulations, policies and procedures

Maintain records and prepare reports

Establish and maintain cooperative and effective working relationships with others

~~Operate safety, risk, IMS, SMS, ergonomic, chemical inventory and safety data sheet databases or software~~

Work independently with little direction

Plan, organize and prioritize work Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** – *A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university, or any combination of education/training and/or experience in environmental, occupational health, emergency preparedness or safety or risk management.

**Required Experience:**

Three (3) years of environmental, occupational health, emergency preparedness, or safety or risk management.

**Certificate, License or Registration:**

A valid California Driver's License.

**Preferred Certificate, License or Registration:**

1. Bachelor's degree in environmental, occupational health or safety, risk management, industrial management, science, business, engineering or related field.
2. A valid First Aid and CPR Certification issued by the American Heart Association, American Red Cross or the National Safety Council.
3. Experience in the Cal-State, UC University or California Community College environment.
4. Experience in occupational or industrial safety programs, workers' compensation, commercial/property insurance.
5. Experience in claims, loss control, risk management or safety/risk training.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting. Occasional exposure to risks.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Confidential Salary Range: 3  
Board Approved: August 13, 2015  
Revised: January 21, 2016, April 27, 2017

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### HUMAN RESOURCES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. However, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under the direction of the of the appropriate administrator, the Human Resources Manager is responsible for managing, planning, coordinating and implementing the comprehensive human resources and employment programs of the District. Provides policy interpretation for managers and administrators and participates in union negotiations. The Human Resources Manager is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

51. Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems. Administers the day-to-day operations of human resources programs and activities.
52. Investigates employee complaints relating to harassment, unlawful discrimination, and employee conduct. Receive complaints; determine the appropriate course of action. Conduct interviews and fact-finding; analyze data and evidence to assess validity of allegations; and recommend appropriate resolutions, outcomes, and actions to complex and sensitive employer-employee relations issues.
53. Provide guidance and counsel on employee disciplinary actions, grievances and conflict resolution.
54. Develop employee recognition programs.
55. Participates as a member of the management negotiating team. Contribute to the development of a labor relations strategy; coordinate administration, provide interpretation and ensure adherence to collective bargaining agreements; assists with negotiations and analysis during the collective bargaining process.
56. Ensures the adherence and compliance to union collective bargaining agreements and California Education Code.
57. Maintains the District's classification and compensation studies, salary survey analysis, reclassifications, creation and revisions of job descriptions and salary placement related recommendations.
58. Maintains salary schedules by conducting periodic pay studies; scheduling and conducting job evaluations; preparing salary budgets; recommending, planning, and implementing pay structure revisions.
59. Plans, prioritizes, directs, coordinates, evaluate, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
60. Provide consistent interpretation/application of human resources policies and procedures.
61. Participates in the formulation, development and analysis of personnel policies, procedures, rules and regulations. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
62. Participates in the development and administration of the Human Resources Division annual budget;

participates in the forecast of funds needed for staffing, equipment, materials, and supplies.

63. Participates in the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
64. Serves as the department back-up lead in the continued implementation of the Human Capital Management System, facilitate continued modification following implementation and training.
65. Performs related duties as assigned.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operational characteristics, services, and activities of human resources administration and practices in public higher education setting.  
Principles and practices of job development, evaluation, and classification techniques.  
Compensation principles, practices, methods and techniques.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Principles and practices of records and personnel file management.  
Pertinent federal, state, and local laws, codes, and regulations relating to California Education Code, and Title 5.

### **Ability to:**

Oversee and participate in the management of a comprehensive human resources management program.  
Oversee, direct, and coordinate the work of lower level staff.  
Participate in the selection and recommendation, supervision, training, and evaluation of staff.  
Participate in the development and administration of goals, objectives, and procedures for assigned area.  
Gather and analyze data and situations and make appropriate decisions.  
Prepare and present comprehensive, concise, clear oral and written reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.  
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.  
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.  
Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

## **Education and Experience Guidelines**

### **Education/Training:**

A Bachelor's degree in public administration, human resources, public administration, business administration or related field.

**Required Experience:**

Four (4) years of professional human resources experience including two (2) years in a lead or supervisory capacity.

**License and Certification:**

Valid California Driver's License.

**Preferred Experience:**

Master's degree in human resources, public administration, or business from an accredited college or university.

Experience in the California Community College system or in public higher education.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction vision sufficient to read computer screens and printed documents. and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: April 27, 2017  
Management Salary Schedule Range: 15

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### HUMAN RESOURCES SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. However, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under the direction of the Director, Human Resources, the Human Resources Supervisor is responsible for helping manage the core human resources functions, provide direction and support of daily operations, supervise staff, and coordinates other programs and services related to and in support of the human resources functions.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

66. Coordinates the day-to-day operations of the Human Resources Department including on-boarding, pre-employment testing, employee performance management, employee recognition programs, equal employment and diversity outreach, compensation and classification surveys, personnel processing and recordkeeping, leaves management, budget and program review, employee benefits and wellness programs, and supervise Human Resources staff.
67. Directs the administration of the District's health and welfare benefits program including medical, dental, life, vision, and employee assistance programs; COBRA management; flexible spending accounts; and deferred compensation and retirement (CalPERS and CalSTRS).
68. Coordinates, develops and delivers trainings, workshops and presentations on a variety of human resources topics, procedures and departmental services.
69. Provides the direction and development of new employee orientation and onboarding programs.
70. Participates in the maintenance of the District's classification and compensation studies, salary survey analysis, reclassifications, creation and revisions of job descriptions and salary placement related recommendations.
71. Participates in maintaining salary schedules by conducting periodic pay studies; scheduling and conducting job evaluations; preparing salary budgets; recommending, planning, and implementing pay structure revisions.
72. Directs the processing of personnel transactions, new hire employment authorizations, employee onboarding and separation and recordkeeping.
73. Directs the administration, implementation, oversight and compliance of all types of employee leaves management and processing; and short-term/long term disability claims.
74. Directs the administration of unemployment insurance claims.
75. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
76. Coordinates the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
77. Serves as the department lead in the continued implementation of the Human Capital Management System, facilitate continued modification following implementation and training.
78. Ensures compliance, organized recordkeeping management, and effective use of resources and systems.
79. Oversees the development, updates, design and maintenance of the Human Resources website.



80. Performs related duties as assigned.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operational characteristics, services, and activities of human resources administration and practices in public higher education setting.

Methods, terminology, principles, practices and procedures used in benefits management and administration.

Principles and practices of job development, evaluation, and classification techniques.

Compensation principles, practices, methods and techniques.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Principles and practices of records and personnel file management.

Pertinent federal, state, and local laws, codes, and regulations relating to California Education Code, and Title 5.

### **Ability to:**

Oversee and participate in the management of a comprehensive human resources management program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

A Bachelor's degree in public administration, human resources, public administration, business administration or related field.

#### **Required Experience:**

Three (3) years of professional human resources experience including one (1) years in a lead or supervisory capacity

**License and Certification:**

Valid California Driver's License.

**Preferred Experience:**

Experience in the California Community College system or in public higher education.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction vision sufficient to read computer screens and printed documents. and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: April 27, 2017

Management Salary Schedule Range: 10

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

**SUMMARY DESCRIPTION**

This is a confidential position under the direction of the appropriate administrator. This position provides technical assistance in support of the employment, recruitment, benefits and record maintenance of the District's faculty, classified, hourly and management personnel. This position also interprets and assures compliance with State and federal regulations guidelines concerning personnel administration.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

81. Performs a variety of specialized technical duties in support of the District's employment, recruitment and selection process of all hourly employment authorizations.
82. Assists in the preparation of job posting announcements and advertisements for academic, classified and management position vacancies.
83. Administers the District's pre-employment and bilingual/bi-literate testing programs.
84. Responsible for all new hire orientations and onboarding programs and activities.
85. Coordinates and participates in employment job fairs, talent acquisition and career development activities.
86. Assists with classification and compensation functions, including classification reviews, salary surveys, development of job description and related duties.
87. Maintains a variety of files, records and lists related to District personnel and job applicants; process a variety of forms regarding employee status; prepares correspondence involving personnel transactions; assures confidentiality of information as appropriate.
88. Prepares, processes and records technical data, reports, contracts, surveys, records and other documents related to human resources; composes correspondence independently or as requested.
89. Assures compliance with a variety of District policies and procedures; State and federal guidelines, laws, and regulations concerning human resources management and benefits administration.
90. Performs data entry to the District's Human Capital Management system; generates statistical data in support of State mandated reports and requests for information related to District personnel.
91. Provides general assistance to the overall administration of the human resources function.
92. Attends and participates in department meetings; stays abreast of new trends and innovations in the field of human resources administration.
93. Monitors and audits accuracy of transactions in the Human Capital Management system.
94. Assist in the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
95. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

District organization, operations, policies, procedures and objectives.  
Principles and practices of public human resources administration.  
Operational characteristics, services, and activities of the human resources functions, programs, and operations.  
Methods, practices, terminology and procedures used in personnel and benefits administration; recruitment and placement of academic, classified, hourly and administrative employees.  
District human resources policies and procedures; applicable sections of the Education Code and other human resources laws, rules and regulations.  
Principles and procedures of record keeping.  
Principles and practices of quality customer service.  
Interpersonal skills using tact, patience, and courtesy.  
Office procedures, methods, and equipment including computers and applicable software applications.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Oral and written communication skills.

**Ability to:**

Perform a variety of administrative support duties related to the personnel functions.  
Perform a variety of technical duties related to the employment, recruitment, benefits and records management for the District.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain the confidentiality of personal, sensitive, and collective bargaining information.  
Provide appropriate information and assistance to employees, supervisors, and administrators.  
Work independently with little direction.  
Compile detailed information and prepare clear and concise reports and memoranda.  
Operate a variety of office equipment and a computer using word processing, applicant tracking and spreadsheet software applications.  
Prioritize, plan and organize work in order to meet schedules and timelines.  
Use correct English usage, grammar, spelling, punctuation, and vocabulary.  
Make arithmetic calculations quickly and accurately.  
Understand and follow oral and written directions.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

An Associate's degree in human resources, public administration, or business administration from an accredited college or university.

**Required Experience:**

One (1) year of human resources experience.

**Preferred Experience:**

1. Bachelor's degree from an accredited college or university.
2. Experience in a public higher education or community college environment.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: April 27, 2017

Range: 1 Confidential Salary Schedule

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Amalia Perez, Director, Human Resources  
**DATE:** April 27, 2017  
**SUBJECT:** Consideration of Approval Management Contract

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the two (2) year management contract for Jose F. Torres, Vice Chancellor, Business & Fiscal Services to reflect the appropriate management salary adjustment to Range 27, Step C.

### **OVERVIEW**

The new management contract for Jose F. Torres, Vice Chancellor, Business & Fiscal Services will reflect the appropriate salary of the Vice Chancellor as outlined in the reorganization plan.

### **ANALYSIS**

The new two (2) year management contract is necessary and relevant to the Human Resources Reorganization Plan.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

The reorganization will be a break-even and therefore does not have any financial implications.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Amalia Perez, Director, Human Resources  
**DATE:** April 27, 2017  
**SUBJECT:** Consideration of Approval of Appointment of District Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of, and approval of employment contracts, if applicable, Samantha Sarabia and Augustine Perez.

**OVERVIEW**

Samantha Sarabia, Data Analyst, TESS, District, effective May 1, 2017. Classified Salary Range 47, Step A at \$4595.00 per month. Replaces Cynthia Gundersen. TESS General Fund. Live Scan Clearance 3/16/2017.

Augustine Perez, Purchasing Technician, Fiscal Services, District, effective May 1, 2017. Classified Salary Range 31, Step A, \$3095.00 per month. New position. Fiscal Services General Fund. Live Scan Clearance 03/20/17.

**ANALYSIS**

All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2016-2017 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Amalia Perez, Director, Human Resources  
**DATE:** April 27, 2017  
**SUBJECT:** Consideration of Approval of Benefits for Management and Confidential Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Benefits for Management and Confidential employees.

**OVERVIEW**

The District will fund \$15,959.28 for Medical and \$653.40 for Dental, Vision, Basic Life and AD&D for Management and Confidential employees for 2017-2018.

**ANALYSIS**

On April 19, 2017, the parties met and reached agreements.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in 2017-2018 budget.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Amalia Perez, Director, Human Resources

**DATE:** April 27, 2017

**SUBJECT:** Consideration of Approval of Interim Management Appointments

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of, and ratify the employment contracts for, Micah Wright and Chris Grant.

### **OVERVIEW**

Micah Wright, Interim Chief Content Manager, KVCR TV/FM, District, Management Salary Schedule, Range 16, Step A, \$95,168.43 annually, effective April 28, 2017, through June 30, 2017, or until position is filled on a permanent basis, whichever occurs first. Replacement for Frank Blanquet.

Chris Grant, Interim Emergency Preparedness Manager, District, Management Salary Schedule, Range 10, Step A, \$71,007.37 annually, effective April 28, 2017, through June 30, 2017, or until position is filled on a permanent basis, whichever occurs first. Replacement for Laura Whitehead.

### **ANALYSIS**

It is necessary to appoint an individual to serve on an interim basis until the position is filled permanently.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

Included in the 2016-2017 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Amalia Perez, Director, Human Resources  
**DATE:** April 27, 2017  
**SUBJECT:** Consideration of Approval New Management Salary Schedule

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the new Management Salary Schedule as a result of the Proposed Human Resources Reorganization Plan.

**OVERVIEW**

The addition of a new range 27 to the existing salary schedule will provide for the appropriate salary of the Vice Chancellor as outlined in the reorganization plan.

**ANALYSIS**

The new Management Salary Schedule is necessary and relevant to the Human Resources Reorganization Plan.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

The cost impact is specified in the reorganization plan.

**San Bernardino Community College District  
Management Salary Schedule**

Range	Step A	Step B	Step C	Step D	Step E
1	\$ 45,772.44	\$ 48,058.22	\$ 50,455.65	\$ 52,986.05	\$ 55,633.17
2	\$ 48,058.22	\$ 50,455.65	\$ 52,986.05	\$ 55,633.17	\$ 58,412.24
3	\$ 50,455.65	\$ 52,986.05	\$ 55,633.17	\$ 58,412.24	\$ 61,337.47
4	\$ 52,986.05	\$ 55,633.17	\$ 58,412.24	\$ 61,337.47	\$ 64,407.84
5	\$ 55,633.17	\$ 58,412.24	\$ 61,337.47	\$ 64,407.84	\$ 67,621.33
6	\$ 58,412.24	\$ 61,337.47	\$ 64,407.84	\$ 67,621.33	\$ 71,007.37
7	\$ 61,337.47	\$ 64,407.84	\$ 67,621.33	\$ 71,007.37	\$ 74,563.93
8	\$ 64,407.84	\$ 67,621.33	\$ 71,007.37	\$ 74,563.93	\$ 78,293.04
9	\$ 67,621.33	\$ 71,007.37	\$ 74,563.93	\$ 78,293.04	\$ 82,204.85
10	\$ 71,007.37	\$ 74,563.93	\$ 78,293.04	\$ 82,204.85	\$ 86,315.60
11	\$ 74,563.93	\$ 78,293.04	\$ 82,204.85	\$ 86,315.60	\$ 90,635.44
12	\$ 78,293.04	\$ 82,204.85	\$ 86,315.60	\$ 90,635.44	\$ 95,168.43
13	\$ 82,204.85	\$ 86,315.60	\$ 90,635.44	\$ 95,168.43	\$ 99,923.71
14	\$ 86,315.60	\$ 90,635.44	\$ 95,168.43	\$ 99,923.71	\$ 104,917.51
15	\$ 90,635.44	\$ 95,168.43	\$ 99,923.71	\$ 104,917.51	\$ 110,159.98
16	\$ 95,168.43	\$ 99,923.71	\$ 104,917.51	\$ 110,159.98	\$ 115,666.36
17	\$ 99,923.71	\$ 104,917.51	\$ 110,159.98	\$ 115,666.36	\$ 121,449.83
18	\$ 104,917.51	\$ 110,159.98	\$ 115,666.36	\$ 121,449.83	\$ 127,522.57
19	\$ 110,159.98	\$ 115,666.36	\$ 121,449.83	\$ 127,522.57	\$ 133,899.82
20	\$ 115,666.36	\$ 121,449.83	\$ 127,522.57	\$ 133,899.82	\$ 140,591.71
21	\$ 121,449.83	\$ 127,522.57	\$ 133,899.82	\$ 140,591.71	\$ 147,626.68
22	\$ 127,522.57	\$ 133,899.82	\$ 140,591.71	\$ 147,626.68	\$ 155,004.71
23	\$ 133,899.82	\$ 140,591.71	\$ 147,626.68	\$ 155,004.71	\$ 162,750.18
24	\$ 140,591.71	\$ 147,626.68	\$ 155,004.71	\$ 162,750.18	\$ 170,892.51
25	\$ 147,626.68	\$ 155,004.71	\$ 162,750.18	\$ 170,892.51	\$ 179,441.85
26	\$ 155,004.71	\$ 162,750.18	\$ 170,892.51	\$ 179,441.85	\$ 188,413.44
27	\$ 188,413.44	\$ 197,834.11	\$ 207,725.82	\$ 218,112.11	\$ 229,017.71

SBCCD Management Salary Schedule  
Effective: July 1, 2016  
Board Approved April 27, 2017

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey Nikac, Executive Assistant  
**DATE:** April 27, 2017  
**SUBJECT:** Consideration of Approval to Task the Chancellor

**RECOMMENDATION**

It is recommended that the Board of Trustees task the Chancellor to review the possibility of combining the KVCR and EDCT Foundations.

**ANALYSIS**

The Board Ad Hoc Foundations Committee met on April 13, 2017. The committee recommended asking the full board to task the Chancellor to review the possibility of combining the foundations and developing a plan for the auxiliary boards and send the draft plan for first reading in May/June.

**BOARD IMPERATIVE**

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

**FINANCIAL IMPLICATIONS**

None.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Amalia Perez, Director, Human Resources  
**DATE:** April 27, 2017  
**SUBJECT:** MOU: CTA - Health & Welfare Benefits

**RECOMMENDATION**

This item is for information only and no action is required.

**OVERVIEW**

The District and San Bernardino Community College Teachers Association met on April 7, 2017, and entered into a MOU for Health & Welfare Benefits for Fiscal Years 2017- 2018 and 2018-2019.

**ANALYSIS**

The Memorandum of Understanding constitutes the full and complete Agreement regarding Health & Welfare Benefits.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

None.

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is between the San Bernardino Community College District Teachers Association (hereinafter "Association") and the San Bernardino Community College District (hereinafter the "District").

### **HEALTH AND WELFARE BENEFITS April 12, 2017**

**1. For the year 2017-2018 only, the benefit caps shall be as follows:**

- 1) Medical plan only: \$15,959.28
  - Individual full-time unit members shall have the option to select other health plans offered by the District during open enrollment and shall be responsible for the cost differential between the plans.
  - Employees opting a lower-cost medical plan, will not receive differential.
- 2) Dental, Vision Plan, Basic Life and AD&D: \$653.40
  - Individual full-time unit members shall have the option to select other health plans offered by the District during open enrollment and shall be responsible for the cost differential between the plans.
- 3) Medical plans offered to include the following:
  - A choice of five medical plans:
    - Kaiser Low HMO
    - Kaiser High HMO
    - Blue Shield Full Network
    - Blue Shield PPO
    - Blue Shield HMO ACO Network

There shall be no requirement for the District to procure the prior consent of any unit member before deducting the balance of any premium in excess of the above amount from any compensation due from the unit member.

**2. For the year 2018-2019:**


- 1) The District shall contribute the cost of the least expensive health and welfare plan to full-time unit members during the 2018-19 year.
- 2) Medical plans offered to include the following:
  - a. A choice of five medical plans:
    - i. Kaiser Low HMO

- ii. Kaiser High HMO
- iii. Blue Shield Full Network
- iv. Blue Shield PPO
- v. Blue Shield HMO ACO Network

There shall be no requirement for the District to procure the prior consent of any unit member before deducting the balance of any premium in excess of the above amount from any compensation due from the unit member.

This Agreement is made and entered into this 12<sup>th</sup> day of April, 2017

For The District

  
\_\_\_\_\_  
Bruce Baron / Amalia Perez  
Chancellor / Director, Human Resources

For The Association

  
\_\_\_\_\_  
Dr. Sheri Lillard, President  
SBCCDTA-CTA/NEA