

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**June 11, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

The Parties have met in reference to the increase in full-time equivalent ("FTE") hours for (1) one Research Analyst position at Crafton Hills College and agreed to the following:


1. It is agreed and understood that the District would increase FTE hours for (1) one occupied Research Analyst position (**PCN: C211426**).
2. The increase in FTE hours is based on the department's operational needs.
3. The (1) one occupied Research Analyst position will be increased to 1.0 FTE from .475 FTE to 40 hours per workweek from 19 hours per workweek, working 260 days per year.
  - a. Incumbent, Jessica Beverson's work schedule will be changed as follows:  
  
From: Monday, 8:00 a.m. to 5:00 p.m., Tuesday, 8:00 a.m. to 4:00 p.m., and Wednesday, 8:00 a.m. to 12:00 p.m.  
  
To: Monday – Friday, 8:00 a.m. to 4:30 p.m.
4. The Parties agree that the abovementioned changes will be effective Monday, July 1, 2024.


This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District


  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

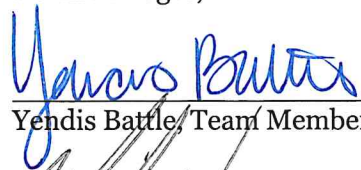
For CSEA


  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291

  
\_\_\_\_\_  
NAVIJANA DUREN CSEA LRR

  
\_\_\_\_\_  
Diana Vaichis, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
Cedrick Wrenn, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**June 11, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

**Schedule Change: Raquel Rivera, Custodian-CHC**

In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that Raquel Rivera's permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Monday, July 1, 2024.

**FROM:** Monday - Friday 2:30 p.m. to 11:00 p.m.

**TO:** Monday - Friday 6:00 a.m. to 2:30 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

For CSEA



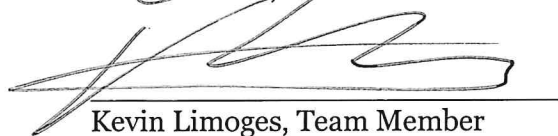
Ernest Guillen, President CSEA #291



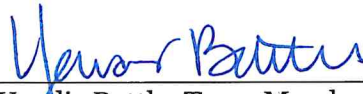
Navjana Duneja, CSEA LRR



Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**June 11, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

**Schedule Change: Grounds Employees- SBVC**

In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that the following Ground Employees: **(1) Cesar Rojas', (2) Jenifer Carl's, (3) Jose Alvarez's, (4) Ronald Gordin's, and (5) Shane Caudill's** permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Monday, July 29, 2024.

- a. Incumbent, Cesar Rojas' work schedule will be changed as follows:  
From: Monday – Friday, 6:00 a.m. to 2:30 p.m.  
To: Monday – Friday, 7:00 a.m. to 3:30 p.m.
- b. Incumbent, Jenifer Carl's work schedule will be changed as follows:  
From: Monday – Friday, 6:00 a.m. to 2:30 p.m.  
To: Monday – Friday, 7:00 a.m. to 3:30 p.m.
- c. Incumbent, Jose Alvarez's work schedule will be changed as follows:  
From: Monday – Friday, 6:00 a.m. to 2:30 p.m.  
To: Monday – Friday, 7:00 a.m. to 3:30 p.m.
- d. Incumbent, Ronald Gordin's work schedule will be changed as follows:  
From: Monday – Friday, 6:00 a.m. to 2:30 p.m.  
To: Monday – Friday, 7:00 a.m. to 3:30 p.m.
- e. Incumbent, Shane Caudill's work schedule will be changed as follows:  
From: Monday – Friday, 6:00 a.m. to 2:30 p.m.  
To: Monday – Friday, 7:00 a.m. to 3:30 p.m.

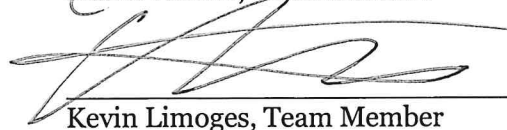
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

For CSEA

  
Ernest Guillen, President CSEA #291  
Navjota Dural, CSEA LRR  
Diana Vaichis, Team Member  
Kevin Limoges, Team Member

*Yendis Battle*

---

Yendis Battle, Team Member

*Cedrick Wrenn*

---

Cedrick Wrenn, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding a Remote Work Schedule ("RWS") for the period of July 1, 2024, through June 30, 2025.

For purposes of this Memorandum of Understanding, "permanent unit member" shall mean completion of their probationary period in their current classification and/or in the classification for which they were selected for an out-of-class assignment.

1. Permanent unit members requesting an RWS, where the employee works from an off-site location, shall submit a request form to their immediate supervisor. The immediate supervisor may accept, reject, or modify the request to work remotely. A modification can include approval of a hybrid schedule, where the unit member may work from a private off-site location within two (2) hours of the worksite for some of their schedule, but report to their work location at other times. The immediate supervisor shall notify the permanent unit member of their decision to the request within ten (10) days of receipt. Denial of a request for an RWS must include reasons in writing. A denial of a request for an RWS shall be submitted to the Office of Human Resources, which will ensure the decision is not arbitrary and capricious. The decision to grant or deny an RWS is not subject to the grievance process.
2. A permanent unit member with an approved RWS must sign an individual RWS agreement.
3. The ultimate decision as to whether to approve or deny an RWS rests solely with the immediate supervisor. An RWS schedule shall be considered on an individual basis.
  - a. In general, positions that may be considered for RWS arrangements meet the following criteria:
    - i. Job functions can be performed at a remote site without diminishing the quality of the work or disrupting the productivity or security standards of a department
    - ii. Does not create an undue burden on efficient daily operations or office staffing needs
    - iii. It is incumbent on the immediate supervisor to ensure fairness in the rotation of the RWS and fairness in the workload
  - b. These types of positions are not eligible for 100% remote work:



- i. Involving any face-to-face customer service as part of their primary duties;
  - ii. Involving any interaction with, and improvement to, campus/site facilities;
  - iii. Involving any-face-to-face interaction with or direction of student workers, vendors, professional experts, or any other consultants as part of their primary duties; and
  - iv. Require specialized equipment, supplies, or materials available only at the worksite.
4. Permanent unit members may not request an RWS in lieu of taking personal leave, sick leave, or annual leave.
5. RWS is not a substitute for dependent care. While performing work duties remotely, permanent unit members are expected to have dependent care arrangements in place.
6. If a permanent unit member is to work remotely as an accommodation for medical or disability reasons, the immediate supervisor will consult with the Office of Human Resources prior to initiating the request and before terminating the remote work agreement.
7. Permanent unit members must have a work history that demonstrates efficient work without close supervision, maintain regular communication, and collaborate effectively in a remote work environment; in addition, the unit member must have received, at minimum, a satisfactory in all evaluation measures on the unit member's last performance evaluation.
8. Permanent unit members shall be available for communication and contact during remote work as they normally would be if working at their regularly assigned place of employment. Permanent unit members and their immediate supervisors shall agree on how their communications shall be handled. During the agreed upon work schedule, it is expected that the participating permanent unit member shall be available for contact by phone and/or e-mail, and may be asked to report to their regularly assigned place of employment on an arranged schedule.
9. After an RWS agreement is approved, the immediate supervisor shall use their best efforts to provide the appropriate technology, equipment, office supplies, and other assistance for the employee to perform their job successfully through remote work. Permanent unit members who take District equipment to their remote location will be required to sign a form acknowledging receipt of the equipment and agreeing to maintain the equipment in working condition.
10. Permanent unit members can discontinue RWS at any time and return on-site.
11. The immediate supervisor may permanently rescind RWS for an on-site work schedule, upon three (3) calendar days' notice to account for a change in staffing levels, for failure to abide by any of the terms of the individual RWS agreement, or based on the operational needs of the department. On any given day, a permanent unit member may be temporarily called into the physical work location if operational needs require their presence and if provided reasonable advance notice as described in the department's written communication plan (unit members will be provided with no less than three (3) hours notice).

12. The District will provide the Association with the current RWS list including names, worksite location, and shift times worked at the beginning of the approved RWS.

This MOU will sunset on 30 June 2025 and shall be reevaluated and subject to negotiations at any time.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

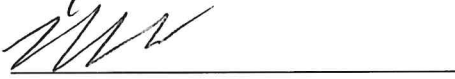


Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

For CSEA



Ernest Guillen, President CSEA #291



Noah Snyder, CSEA LRR



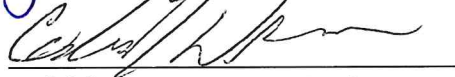
Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member



**Remote Work Schedule Request Form/Agreement**

|  |                   |                                 |                    |
|--|-------------------|---------------------------------|--------------------|
| Employee Name:                                   |                   |                                 |                    |
| Site/Department:                                 |                   |                                 |                    |
| Primary Phone:                                   |                   |                                 |                    |
| Remote Work Address:                             |                   |                                 |                    |
| Remote Work Schedule Start Date:                 |                   | Remote Work Schedule End Date*: |                    |
| <b>Requested Remote Work Hours per Day/Week:</b> |                   |                                 |                    |
| M-F Remote Hours:                                |                   |                                 |                    |
|  | <b>Start Time</b> | <b>End Time</b>                 | <b>Total Hours</b> |
| <b>Monday</b>                                    | :                 | :                               |                    |
| <b>Tuesday</b>                                   | :                 | :                               |                    |
| <b>Wednesday</b>                                 | :                 | :                               |                    |
| <b>Thursday</b>                                  | :                 | :                               |                    |
| <b>Friday</b>                                    | :                 | :                               |                    |
| M-F Location Hours:                              |                   |                                 |                    |
|  | <b>Start Time</b> | <b>End Time</b>                 | <b>Location</b>    |
| <b>Monday</b>                                    | :                 | :                               | Choose an item.    |
| <b>Tuesday</b>                                   | :                 | :                               | Choose an item.    |
| <b>Wednesday</b>                                 | :                 | :                               | Choose an item.    |
| <b>Thursday</b>                                  | :                 | :                               | Choose an item.    |
| <b>Friday</b>                                    | :                 | :                               | Choose an item.    |

**Remote Work Schedule (“RWS”) arrangements are appropriate for positions with job-specific duties that allow for remote work, and when certain factors coexist to create a reasonable certainty that the RWS work arrangement will be successful. Management will not deny a request for an RWS arrangement for arbitrary or capricious reasons.**

**If my request is accepted, I agree to the following concerning my remote work location:**

- I will provide the address of my remote work location from which I will be conducting the remote work to my immediate supervisor. Remote work from any other location than that provided to the immediate supervisor is strictly prohibited.
- The remote work location must be located within a two (2) hour drive of my physical work location.
- I will ensure that my remote work location is private (non-public) and free from distraction.
- If safety or ergonomic issues arise, I agree to provide access to my remote work location to Risk Management, upon forty-eight (48) hours of notice.
- I will maintain a safe and hazard-free workspace in my remote work location.



- I agree to maintain a homeowner or renter insurance policy prior to commencing remote work and will continue to maintain the policy in good standing in an amount equal to or greater than \$100,000.
- I will not leave District work, materials, information, etc., in a format that would be available or visible to others.

**If my request is accepted, I further agree to the following conditions:**

- On any given day, I may be temporarily called into the physical work location if provided reasonable advance notice as described in the department's written communication plan (notice shall be no less than three (3) hours).
- Any equipment such as ergonomic equipment, laptops, etc., that is provided to me to perform my normal work duties, remains the property of the District and is to be returned upon request. Additionally, I agree to properly secure the equipment and maintain the equipment in working order. The District is not responsible for reimbursing me for any costs associated with working from home if the resource is available at the physical work location (e.g., telephone, internet service.)
- All work done during a remote work period remains the property, both intellectual and otherwise, of the District.
- I will submit requests for leave in accordance with the Collective Bargaining Agreement, board policies, and administrative regulations in the same manner as if I were absent from the District's physical work location. In the event that I will not be available during normal work hours on a normal workday, I must notify District, in accordance with the Collective Bargaining Agreement.
- I am expected to abide by all District policies and Work Rules while working remotely.
- While working remotely, I am expected to maintain the volume and quality of work expected of my classification working at a District physical site.
- I will adhere to work hours and lunch and break times in accordance with the Collective Bargaining Agreement. Any changes to break and lunch times require prior supervisor approval.
- Overtime is subject to prior supervisor approval. Any employee who works overtime without prior supervisor approval may be subject to discipline.
- I will provide a copy of my driver's license and car insurance information to the District as I may need to transport equipment between the remote work location and the District's physical work location.
- I understand that I may not request an RWS in lieu of taking personal leave, sick leave, or annual leave.
- I will be available for communication and contact during remote work as if I normally would be if working at my regularly assigned place of employment. Additionally, I understand that it is expected that I will be available for contact by phone and/or e-mail, and may be asked to report to my regularly assigned place of employment on an arranged schedule.
- I understand that RWS is not a substitute for dependent care; therefore, while performing work duties remotely, I am expected to have dependent care arrangements in place.

**Remote work agreement:**

I have read, understand, and agree to abide by this Remote Work Agreement.

I further understand and agree that this Agreement may be terminated by the District upon three (3) calendar days' notice to account for a change in staffing levels, for failure to abide by any of the terms of this agreement, or based on the operational needs of the department.

I agree that this Agreement will expire no later than June 30, 2025.

By signing below, I further acknowledge and certify that I have an ergonomically safe and efficient work environment in the approved remote work location.

EPG  
JA

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**[This section is to be completed by the immediate supervisor]**

Approved:  Denied:  Modified:

Reason for denial/modification:  
\_\_\_\_\_  
\_\_\_\_\_

Modified Remote Work Hours per Day/Week:

M-F Remote Hours:

|           | Start Time | End Time | Total Hours |
|-----------|------------|----------|-------------|
| Monday    | :          | :        |             |
| Tuesday   | :          | :        |             |
| Wednesday | :          | :        |             |
| Thursday  | :          | :        |             |
| Friday    | :          | :        |             |

M-F Location Hours:

|           | Start Time | End Time | Location        |
|-----------|------------|----------|-----------------|
| Monday    | :          | :        | Choose an item. |
| Tuesday   | :          | :        | Choose an item. |
| Wednesday | :          | :        | Choose an item. |
| Thursday  | :          | :        | Choose an item. |
| Friday    | :          | :        | Choose an item. |

\_\_\_\_\_  
Site/Department Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

**District Equipment to be Used at the Remote Worksite:**

| Description | Asset Number |
|-------------|--------------|
|             |              |
|             |              |

Cc: Personnel File

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**April 16, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".


The Parties agree to approve the interim Out-of-Class assignment for Raquel Villa, Admissions and Records Technician, to the Admissions and Records Specialist, San Bernardino Valley College, under the following stipulations:

1. The length of the assignment will be April 2, 2024, through June 30, 2024, or until the Employee or management makes a decision to end the assignment. The Employee began working out of class on October 2, 2023, as an Admissions and Records Specialist.
2. The Employee will be compensated at Range 38, Step E. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as an Admissions and Records Technician.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Admissions and Records Technician will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.


This Memorandum of Understanding constitutes the full and complete Agreement regarding the Out-of-Class assignment of Raquel Villa.


This Agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

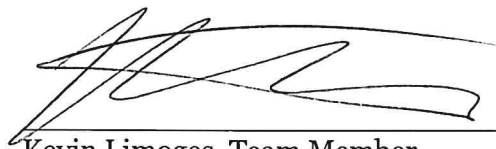
For CSEA

  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

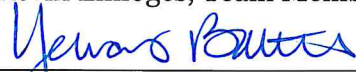
  
\_\_\_\_\_  
Diana Vaichis, Team Member





---

Kevin Limoges, Team Member



---

Yendis Battle, Team Member



---

Cedrick Wrenn, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**April 16, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

**Schedule Change: Krista Ornelas-Mora, Senior Student Services Technician-CHC**


In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that Krista Ornelas-Mora permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Monday, April 22, 2024.

**FROM:** Monday and Wednesday 9:00 a.m. to 6:00 p.m.  
Tuesday, Thursday and Friday 8:00 a.m to 5:00 p.m.


**TO:** Monday, Wednesday and Friday 8:00 a.m. to 5:00 p.m.  
Tuesday and Thursday 9:00 a.m to 6:00 p.m.

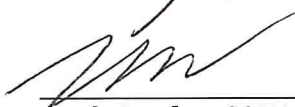
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

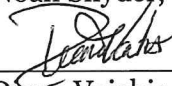
For the District


  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services


For CSEA

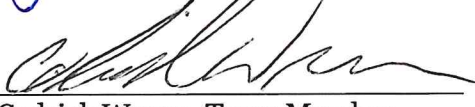
  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

  
\_\_\_\_\_  
Diana Vaichis, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
Cedrick Wrenn, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**April 16, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

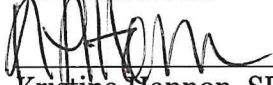
**Schedule Change: Weldon Babino, Maintenance Technician- SBVC**

In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that Weldon Babino's permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Monday, April 22, 2024.

|              |                       |                        |
|--------------|-----------------------|------------------------|
| <b>FROM:</b> | Monday through Friday | 7:00 a.m. to 3:30 p.m. |
| <b>TO:</b>   | Monday through Friday | 6:00 a.m. to 2:30 p.m. |

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

For CSEA



Ernest Guillen, President CSEA #291



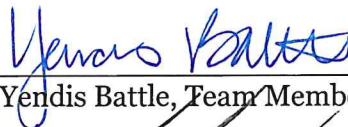
Noah Snyder, CSEA LRR



Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**April 16, 2024**

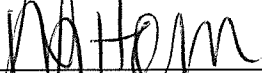
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

The Parties agree to the following regarding the 4/10 Summer Alternative Work Schedule ("AWS") for the period of Sunday, June 2, 2024, through Saturday, July 27, 2024.


1. All bargaining unit members will participate in the 4/10 Summer AWS except for those employed in the following departments:
  - Child Development Center (SBVC)
  - Aquatic Center (CHC)
  - Police Department (DIST)
  - KVCR (DIST)
2. The 4/10 workweek will be Monday through Thursday, except for those departments with alternative workweek MOUs on file.
3. During the week of July 1, 2024, full-time unit members on the 4/10 Summer AWS will receive ten (10) hours of holiday pay for Independence Day, which will be observed on Thursday, July 4, 2024, and will be required to work ten (10) hour days on Monday, Tuesday, and Wednesday of the workweek.
4. Individual unit members may opt to work four (4) eight (8) hour workdays and use two (2) hours of vacation per workday, consistent with Article 19.11.
5. The 4/10 Summer AWS start and end times shall be based on the existing work schedule by adding two (2) hours; the existing work schedule can be adjusted by no more than two (2) hours before or after start and end times.
6. Unit members will not acquire or lose shift differential during the 4/10 Summer AWS.

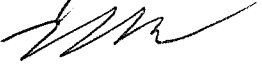
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

For CSEA

  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR



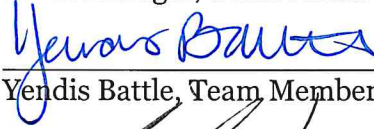
---

Diana Vaichis, Team Member



---

Kevin Limoges, Team Member



---

Yendis Battle, Team Member



---

Cedrick Wrenn, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**March 12, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

**Bilingual and Bi-Literate Stipend: Article 7.3.2.1 and Article 7.3.3.1**

The Parties mutually agree that effective April 1, 2024, all unit members listed shall be compensated at the rate of \$50.00 per month for their **Bilingual** services and will be added to the eligibility pool list.

- Patricia Serrano
- J Manuel Villegas
- Juan Nevares
- Allison Molina
- George Mora
- Yesenia Arellano
- Evelyn Linares
- Fabiola Treto
- Pablo Treto
- Blanco Cortez-Roman

The Parties mutually agree that effective April 1, 2024, all unit members listed shall be compensated at the rate of \$50.00 per month for their **Bi-Literate** services and will be added to the eligibility pool list.

- Yesenia Arellano
- Evelyn Linares
- Angelica Lopez
- Fabiola Treto
- George Mora
- Jazmin Navarro
- Pablo Treto
- J Manuel Villegas
- Blanco Cortez-Roman

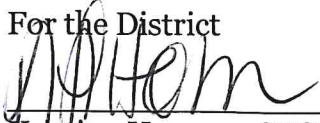
In accordance with Article 7.3.2.1, the Parties mutually agreed that sixty (60) eligible unit members will receive the bilingual stipend. In the event that the eligibility pool exceeds this number, the Parties will use the criteria outlined in Article 7.3.2.2 to review eligibility; therefore, the Parties mutually agree that the following unit members will be removed and no longer receive a stipend for their **Bilingual** services, effective April 1, 2024.

- Jose Alvarez
- Geno Vargas
- Yvonne Rose Powers
- Carmen Sanchez
- Elizabeth Lopez
- Osman Parada

Attached is a list of the unit members who are approved to receive the Bilingual/Bi-literate stipend in accordance with Article 7.3.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

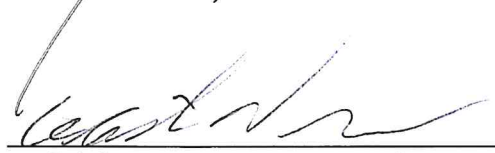


Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services


For CSEA




Ernest Guillen, President CSEA #291



Cedrick Wrenn, Team Member



Yendis Battle, Team Member



Diana Vaichis, Team Member



Kevin Limoges, Team Member



Noah Snyder, CSEA LRR

| #  | Bilingual Stipend List |                        |      |
|----|------------------------|------------------------|------|
|    | Name                   | Department             | Site |
| 1  | Bojorquez, Ana         | DSP&S                  | SBVC |
| 2  | Davila, Maria          | Bookstore              | CHC  |
| 3  | Ramirez, Fermin        | Financial Aid          | SBVC |
| 4  | Rodriguez, Natividad   | EOPS/CARE              | CHC  |
| 5  | Romo, Maria Silvia     | Admissions/Records     | SBVC |
| 6  | Frausto, Jeanette      | Financial Aid          | SBVC |
| 7  | Garcia, Gabriela       | Financial Aid          | SBVC |
| 8  | Peraza, Zayne          | Library                | CHC  |
| 9  | Campos, Norma          | Vocational Education   | SBVC |
| 10 | Martinez, Anabel       | CBO                    | SBVC |
| 11 | Moreno, Juana          | CDC                    | SBVC |
| 12 | Perez-Ponce, Blanca    | CDC                    | SBVC |
| 13 | Rojas, George          | CDC                    | SBVC |
| 14 | Serna, Marina          | Student Services       | SBVC |
| 15 | Williams, Sophia       | CDC                    | SBVC |
| 16 | Portillo, Maritza      | Student Activities     | SBVC |
| 17 | Rosales Jr., Manuel    | Technology Services    | SBVC |
| 18 | Treacy-Abarca, Blanca  | CDC                    | SBVC |
| 19 | Morales, Martha        | CDC                    | SBVC |
| 20 | Lagrima, Luna          | Student Services       | SBVC |
| 21 | Alatorre, Yesica       | KVCR                   | DIST |
| 22 | Arteaga, Lorena        | Food Services          | SBVC |
| 23 | Gomez, Tanya           | Food Services          | SBVC |
| 24 | Navarrete, Belinda     | Admissions & Records   | CHC  |
| 25 | Hayton, Claudia        | Financial Aid          | CHC  |
| 26 | Gil, Aida              | STAR Program           | SBVC |
| 27 | Vasquez, Nancy         | CDC                    | SBVC |
| 28 | Castaneda, Lupita      | Office of Instruction  | SBVC |
| 29 | Ramirez Jazmin, Lucia  | CDC                    | SBVC |
| 30 | Acosta, Priscilla      | CDC                    | SBVC |
| 31 | Abeyta, Rebecca        | Counseling             | CHC  |
| 32 | Lopez, Angelica        | CDC                    | SBVC |
| 33 | De Loera, Priscilla    | Financial Aid          | SBVC |
| 34 | Bulgarelli, Nancy      | Counseling             | SBVC |
| 35 | Garcia, Raquel         | Social Science/CDC     | SBVC |
| 36 | Molina, Liliana        | Business Office        | SBVC |
| 37 | Green, Nancy A         | Payroll                | DIST |
| 38 | Elizalde, Noemi        | Fiscal Services        | DIST |
| 39 | Salas, Nancy           | Social Science/CDC     | SBVC |
| 40 | Delgado, Rocio         | Financial Aid          | SBVC |
| 41 | Rojas, Cesar M         | Maintenance Operations | SBVC |
| 42 | Blanquet, Frank        | KVCR                   | DIST |
| 43 | Rivera, Raquel         | Facilities             | CHC  |
| 44 | Chavez, Maria          | Humanities             | SBVC |
| 45 | Rodriguez, Oscar       | Counseling             | SBVC |
| 46 | Martinez-Guzman, Luisa | Facilities             | DIST |
| 47 | Sanchez, Alvaro        | Facilities             | CHC  |
| 48 | Perez, Jeanette        | Payroll                | DIST |
| 49 | Bernal, Cynthia        | Student Services       | SBVC |
| 50 | Soto, Jacqueline       | CDC                    | SBVC |
| 51 | Serrano, Patricia      | CDC                    | SBVC |
| 52 | Villegas, J Manuel     | Financial Aid          | CHC  |
| 53 | Nevares, Juan          | TESS                   | DIST |

|    |                      |                                     |      |
|----|----------------------|-------------------------------------|------|
| 54 | Molina, Allison      | Admissions & Records                | SBVC |
| 55 | Mora, George         | EOPS                                | CHC  |
| 56 | Arellano, Yesenia    | CDC                                 | SBVC |
| 57 | Cortez-Roman, Blanca | CDC                                 | SBVC |
| 58 | Linares, Evelyn      | Outreach & Educational Partnerships | CHC  |
| 59 | Treto, Fabiola       | Counseling                          | SBVC |
| 60 | Treto, Pablo         | EDCT                                | DIST |

| #  | Bi-literate Stipend List |                            |      |
|----|--------------------------|----------------------------|------|
|    | Name                     | Department                 | Site |
| 1  | Bojorquez, Ana           | DSP&S                      | SBVC |
| 2  | Delgado, Rocio           | Financial Aid              | SBVC |
| 3  | Elizalde, Noemi          | Fiscal Services            | DIST |
| 4  | Frausto, Jeanette        | Financial Aid              | SBVC |
| 5  | Green, Nancy A           | Payroll                    | DIST |
| 6  | Lopez, Elizabeth         | Instruction                | CHC  |
| 7  | Molina, Liliana          | Business Office            | SBVC |
| 8  | Garcia, Gabriela         | Financial Aid              | SBVC |
| 9  | Peraza, Zayne            | Library                    | CHC  |
| 10 | Ramirez, Fermin          | Financial Aid              | SBVC |
| 11 | Rodriguez, Natividad     | EOPS/CARE                  | CHC  |
| 12 | Salas, Nancy             | Social Science/CDC         | SBVC |
| 13 | Campos, Norma            | Student Services           | SBVC |
| 14 | Davila, Maria            | Bookstore                  | CHC  |
| 15 | Parada, Osman            | Computing Services         | DIST |
| 16 | Rojas, Cesar M           | Maintenance Operations     | SBVC |
| 17 | Martinez, Anabel         | CBO                        | SBVC |
| 18 | Moreno, Juana            | CDC                        | SBVC |
| 19 | Perez-Ponce, Blanca      | CDC                        | SBVC |
| 20 | Rojas, George            | CDC                        | SBVC |
| 21 | Romo, Maria Silvia       | Admissions/Records         | SBVC |
| 22 | Serna, Marina            | Student Services           | SBVC |
| 23 | Portillo, Maritza        | Student Activities         | SBVC |
| 24 | Alvarez, Jose            | Grounds                    | SBVC |
| 25 | Lagrima, Luna            | Culinary Arts              | SBVC |
| 26 | Alatorre, Yesica         | KVCR                       | DIST |
| 27 | Sanchez, Carmen          | Print Shop                 | CHC  |
| 28 | Arteaga, Lorena          | Food Services              | SBVC |
| 29 | Gomez, Tanya             | Food Services              | SBVC |
| 30 | Navarrete, Belinda       | Admissions & Records       | CHC  |
| 31 | Hayton, Claudia          | Financial Aid              | CHC  |
| 32 | Morales, Martha Celia    | CDC                        | SBVC |
| 33 | Vasquez, Nancy           | CDC                        | SBVC |
| 34 | Rosales, Manuel          | Campus Technology Services | SBVC |
| 35 | Acosta, Priscilla        | CDC                        | SBVC |
| 36 | De Loera, Priscilla      | Financial Aid              | SBVC |
| 37 | Bulgarelli, Nancy        | Counseling                 | SBVC |
| 38 | Ramirez Jazmin, Lucia    | CDC                        | SBVC |
| 39 | Rose Powers, Yvonne      | KVCR                       | DIST |
| 40 | Blanquet, Frank          | KVCR                       | DIST |
| 41 | Sanchez, Alvaro          | Facilities                 | CHC  |
| 42 | Perez, Jeanette          | Payroll                    | DIST |
| 43 | Chavez, Maria            | Humanities                 | SBVC |

|    |                      |                                     |      |
|----|----------------------|-------------------------------------|------|
| 44 | Rivera, Raquel       | Facilities                          | CHC  |
| 45 | Soto, Jacqueline     | CDC                                 | SBVC |
| 46 | Arellano, Yesenia    | CDC                                 | SBVC |
| 47 | Cortez-Roman, Blanca | CDC                                 | SBVC |
| 48 | Linares, Evelyn      | Outreach & Educational Partnerships | CHC  |
| 49 | Lopez, Angelica      | CDC                                 | SBVC |
| 50 | Mora, George         | EOPS                                | CHC  |
| 51 | Navarro, Jazmin      | CDC                                 | CHC  |
| 52 | Treto, Fabiola       | Counseling                          | SBVC |
| 53 | Treto, Pablo         | EDCT                                | SBVC |
| 54 | Villegas, J Manuel   | Financial Aid                       | CHC  |

| # | ASL Estipend List |            |      |
|---|-------------------|------------|------|
|   | Name              | Department | Site |
| 1 | Sullivan, Laurie  | DSP&S      | SBVC |



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**March 12, 2024**

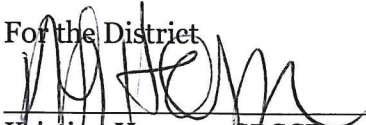
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

Kathryn Fellenz is assigned as an Aquatic Center Pool Attendant at Crafton Hills College. She currently works 17.5 hours per work week, and her work schedule is as follows: Monday- Friday, 7:00 a.m. – 10:30 a.m. As such, Ms. Fellenz has agreed to serve an out-of-class assignment as the Aquatics Director at Crafton Hills College, under the following stipulations:

1. The length of the assignment will be April 15, 2024, through June 30, 2024, or until a decision is made by the Employee or management to end the assignment.
2. Employee will continue to work her regular shift as an Aquatic Center Pool Attendant for 17.5 hours per work week. After completing her shift as an Aquatic Center Pool Attendant, the Employee will spend the remaining time, up to an 8-hour day, as the Aquatic Director. The out-of-class Assignment shall not exceed 22.5 hours per work week.
3. The Employee will be compensated from the Management Salary Schedule at Range 10, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
4. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
5. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Aquatics Director or be evaluated during this Out-of-Class service.
6. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Aquatic Center Pool Attendant.
7. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Aquatic Center Pool Attendant will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
8. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Kathryn Fellenz.

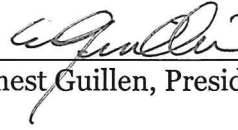
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

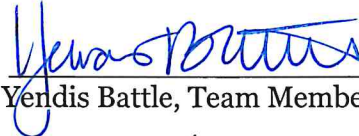
For CSEA



Ernest Guillen, President CSEA #291



Cedrick Wrenn, Team Member



Yendis Battle, Team Member



Diana Vaichis, Team Member



Kevin Limoges, Team Member



Noah Snyder, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**March 12, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".


**Schedule Change: Leilani Piernas, Financial Aid Specialist- SBVC**

In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that Leilani Piernas's permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Monday, March 18, 2024.

|              |                                 |                         |
|--------------|---------------------------------|-------------------------|
| <b>FROM:</b> | Monday through Thursday         | 8:00 a.m. to 5:00 p.m.  |
|              | Friday                          | 8:00 a.m. to 4:30 p.m.  |
| <b>TO:</b>   | Monday, Wednesday, and Thursday | 8:00 a.m. to 5:00 p.m.  |
|              | Tuesday                         | 10:00 a.m. to 7:00 p.m. |
|              | Friday                          | 8:00 a.m. to 4:30 p.m.  |

This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District


  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

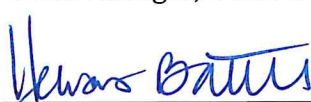
For CSEA

  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

  
\_\_\_\_\_  
Diana Vaichis, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
Cedrick Wrenn, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**February 20, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

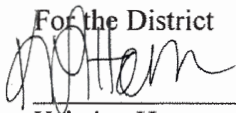
The Parties have met in reference to the increase in full-time equivalent ("FTE") hours for (4) four occupied Child Development Assistant positions at San Bernardino Valley College and agreed to the following.

1. It is agreed and understood that the District would increase FTE hours for (4) four occupied Child Development Assistant positions (**PCN: C114249, C147205, C147207, and C147210**).
2. The increase in FTE hours is based on the department's operational needs.
3. The (4) four occupied Child Development Assistant positions will be increased to 1.0 FTE from .475 FTE to 40 hours per workweek from 19 hours per workweek, working 239 days per year.
  - a. Incumbent, Patricia Serrano-Garcia's work schedule will be changed as follows:  
From: Monday – Thursday; 12:00 p.m. to 3:30 p.m., and Friday, 11:00 a.m. to 4:00 p.m.  
To: Monday – Friday, 7:30 a.m. to 4:00 p.m.
  - b. Incumbent, Carolina Jaime's work schedule will be changed as follows:  
From: Monday – Thursday, 8:00 a.m. to 12:00 p.m., and Friday, 8:00 a.m. to 11:00 a.m.  
To: Monday – Friday, 7:30 a.m. to 4:00 p.m.
  - c. Incumbent, Vanessa Rodriguez's work schedule will be changed as follows:  
From: Monday – Thursday, 8:00 a.m. to 12:00 p.m., and Friday, 8:00 a.m. to 11:00 a.m.  
To: Monday – Friday, 7:30 a.m. to 4:00 p.m.
  - d. Incumbent, Stephanie Vargas' work schedule will be changed as follows:  
From: Monday – Thursday, 8:00 a.m. to 12:00 p.m., and Friday, 8:00 a.m. to 11:00 a.m.  
To: Monday – Friday, 7:30 a.m. to 4:00 p.m.

4. The Parties agree that the abovementioned changes will be effective Monday, February 26, 2024.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hamon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

For CSEA



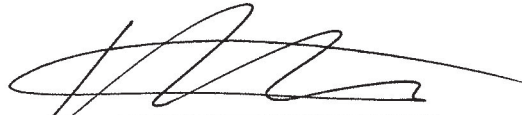
Ernest Guillen, President CSEA #291



Noah Snyder, CSEA LRR



Diana Vaichis, Team Member



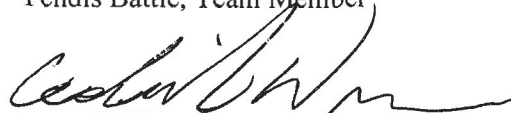
---

Kevin Limoges, Team Member

*Yendis Battle*

---

Yendis Battle, Team Member



---

Cedrick Wrenn, Team Member



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**January 16, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

It is Hereby Agreed:

There will be changes to the Lead Custodian job description (attached herein), which include placement at Range 35 from Range 31 of the CSEA Salary Schedule.

The Lead Custodian will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

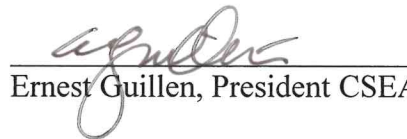
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

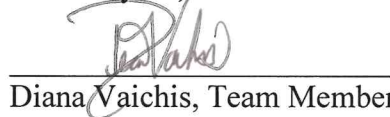
For CSEA



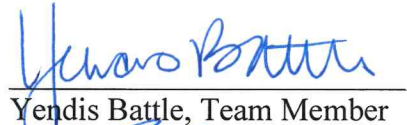
Ernest Guillen, President CSEA #291



Noah Snyder, CSEA LRR



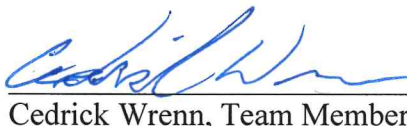
Diana Vaichis, Team Member



Yendis Battle, Team Member



Kevin Limoges, Team Member



Cedrick Wrenn, Team Member





## Lead Custodian

Classified Range: ~~34~~ 35

Board Approved: 11/18/21 P. 1|5

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

Performs the more difficult and responsible types of work in addition to routine custodial duties at assigned site; provides oversight and coordinates assignments for assigned staff.

### DISTINGUISHING CHARACTERISTICS

The Lead Custodian classification is distinguished from the Custodian classification by the level of responsibility assumed and additional duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series **such as inspecting safety equipment as well as** including the provision of lead support for assigned staff.

### SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

### REPRESENTATIVE DUTIES

*The following duties are typical for this classification.*

1. Oversees and participates in the more difficult work of custodial staff; oversees and coordinates assignments for assigned custodial staff; maintains buildings and furniture in a clean, sanitary, safe, and secure condition during an assigned shift; cleans and performs minor maintenance repairs on assigned equipment.
2. Leads, plans, trains, and reviews the work of assigned custodial staff; inspects completed work; assures that work is performed in compliance with instructions, meeting quality standards.
3. Oversees the use, care, and operation of assigned equipment including carpet cleaners and floor buffers.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
5. Sweeps, scrubs, and mops rooms, halls, stairway, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs and carpets; operates custodial equipment including buffers, floor scrubbers, carpet extractors, and vacuum cleaners.
6. Empties, cleans, moves, and sanitizes waste receptacles and ashtrays; picks up papers and other debris; empties pencil sharpeners as necessary.
7. Dusts, cleans, and polishes furniture, woodwork, fixtures and equipment; remove cob webs; clean desks and countertops.
8. May change light bulbs and fluorescent tubes.



## Lead Custodian

Classified Range: ~~34~~ 35

Board Approved: 11/18/21 P. 2|5

9. Cleans whiteboards, trays, and erasers; arranges classroom furniture and equipment; restocks classrooms with necessary supplies.
10. Cleans and disinfects rest rooms, floor mats, doors, drinking fountains and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform minor pest control tasks in buildings.
11. Washes walls; removes markings on walls, rest room stalls, countertops, and desks; washes windows, mirrors, and blinds; cleans filters and kitchen hoods.
12. Moves furniture, equipment, or other heavy objects on request or for set-up of campus functions, meetings, and special events, utilizing pallet jacks, hand trucks, or similar equipment; makes minor repairs and adjustments to building fixtures and equipment.
13. Perform the opening and closing of campus by unlocking and locking building entry points; external restroom doors and turn-on elevators.
14. Secures internal and external entry and exit doors at the close of the workday or after evening classes, ensuring that windows and lights are locked and off in assigned area; maintain the security of assigned areas; turn the alarm system on and off.
15. Reports fire, sanitary, safety, or security hazards in buildings; reports needed maintenance or repair to the appropriate authority.
16. Check fire extinguishers for full charge and sign off tags monthly, inspect Automatic External Defibrillator devices monthly; provide reports on monthly inspections, including reports on maintenance or replacement as needed.
17. Operates campus vehicles, including forklifts, as required.
18. Serves as liaison between custodial staff and supervisor.
19. Performs other duties related to the primary job duties.

### **MINIMUM 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.*

#### **CORE COMPETENCIES:**

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

##### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards



## Lead Custodian

Classified Range: ~~31~~ 35

Board Approved: 11/18/21 P. 3|5

- Maintains high level of conscientious safety practice

### General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

### Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### Informing

- Proactively obtaining and sharing information

### Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*





## Lead Custodian

Classified Range: ~~34~~ 35

Board Approved: 11/18/21 P. 4|5

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

#### Experience:

Three (3) years of custodial experience that includes minor building and equipment maintenance.

#### License or Certificate:

Possession of a valid driver's license.

Possession of, or ability to obtain a valid forklift certification.

### 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 in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift,



## Lead Custodian

Classified Range: ~~34~~ 35

Board Approved: 11/18/21 P. 5|5

carry, push, and/or pull heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

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

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

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**January 16, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

**RECITALS**

In or about April 2018, the Parties made and entered into a Memorandum of Understanding (attached herein), which the Parties considered a "contract" per Article 8.1.1 of the agreement between the Contractor (Follett) and the District, in addition to the Parties' collective bargaining agreement and any other applicable agreements or MOUs between the Parties. Therefore, the Parties agreed to the following in part:

**Existing Bookstore Employees**

1. The Parties, effective April 2018 and thereafter, have agreed that each existing bookstore unit member retains the right to remain indefinitely in his/her existing position at the bookstore, whether under the District or Contractor (Follett).
2. In addition, effective April 2018 and thereafter, each existing bookstore unit member may explore alternative placement within the District, which would be facilitated by the Office of Human Resources. In return, any existing bookstore unit members who accept a transition plan and change classification shall not be subject to any additional probationary period as a result of the transition.
3. In the event, that an existing bookstore unit member accepts an alternative placement with the District, a training plan shall be developed to provide the existing bookstore unit member the understanding of the responsibilities and the knowledge and skills to do the new classification.

**TERMS**

Therefore, in accordance with the terms and conditions of the Memorandum of Understanding dated April 2018, the District and the Association agree to transition the following bookstore unit members:


1. **Maria Davila**, Bookstore Assistant, Range 27 Step F, 8 hours/260-day work year in the Bookstore Department at Crafton Hill College, will be transitioned into the classification of Student Services Technician II, Range 34 Step C, 8 hours/260-day work year in the Student Accessibility Services Department at Crafton Hill College, **effective January 8, 2024.**
2. **Noel Arciero**, Bookstore Customer Service Assistant, Range 19 Step F, 3.8 hours/260-day work year in the Bookstore Department at San Bernardino Valley College, will be transitioned into the classification of Administrative Assistant II, Range 37 Step A, 8 hours/260-day work year in the President Department at San Bernardino Valley College, **effective January 2, 2024.**
3. **Marvellee Diaz**, Bookstore Assistant, Range 27 Step F, 8 hours/260-day work year in the Bookstore Department at San Bernardino Valley College, will be transitioned into the classification of Administrative Assistant II, Range 37 Step A, 8 hours/260-day work year in the Marketing Department at San Bernardino Valley College, **effective January 2, 2024.**



This MOU constitutes the full and express agreement between the Parties with respect to the subject matter hereof and is the final, complete, and exclusive of the terms and conditions of this MOU. There exists no other agreements, promises, inducements, or understandings other than those provided herein.

This is a tentative agreement pending ratification per the CSEA 610 Policy and the District's approval process(es).

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA



Ernest Guillen, President CSEA #291



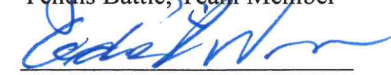
Kevin Limoges, Team Member



Diana Vaichis, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member



Noah Snyder, CSEA LRR

MEMORANDUM OF UNDERSTANDING  
By And Between  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (DISTRICT)  
And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO  
COMMUNITY COLLEGE DISTRICT and its CHAPTER #291 (CSEA)

**REGARDING BOOKSTORE EMPLOYEES**

**April 12, 2018**

This Memorandum of Understanding (MOU) is made and entered into June 1, 2017, between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties"). This MOU shall be considered a "contract" per 8.1.1 of the agreement between the Contractor (Follett) and the District, in addition to the parties' collective bargaining agreement and any other applicable agreements or MOUs between the parties.

1. Existing Employees

- a) For existing Bookstore employees in the CSEA bargaining unit, the District will offer employees over the age of 55, regardless of service years, an early retirement incentive of one (1) year of salary plus retiree health benefits per Article 20.1 of the collective bargaining agreement in exchange for the employee agreeing to retire from District employment; however, they are not prohibited from becoming an employee of the Contractor.
- b) Disbursement of the one (1) year salary shall occur in two separate payments as follows: July 15, 2018 and January 31, 2019.
- c) Any Unit members wishing to retire shall receive the Long Service Recognition stipend according to Article 11.2 at a prorated rate to the date of retirement.
- d) For those employees that do not take the early retirement incentive, the District will require that the selected Bookstore Contractor keep existing employees on at the Bookstore as employees of the District as follows:
  - i. All CSEA unit members may elect to remain on indefinitely as District Bookstore employees until he/she leaves his/her current position with the Bookstore. For existing employees in the CSEA bargaining unit, the terms and conditions of the current collective bargaining agreement between the District and CSEA will remain in effect and the employee will be subject to the same personnel policies and procedures as any other District employee in the CSEA bargaining unit.
  - ii. CSEA unit members that remain on as District Bookstore employees shall be evaluated by their designated District supervisor under the same evaluation policies and procedures as any other District employee within the CSEA bargaining unit. For purposes of employee evaluations the evaluating manager shall be the designated District supervisor. The designated District supervisor shall perform employee evaluations. The same designated District supervisor shall be responsible for any discipline matters in accordance with Article 17 of the collective bargaining agreement. The designated District supervisor shall be a management level employee of the District.

- iii. The District shall require that any management/supervisory employee(s) employed/hired by the Contractor abide by all of the terms and conditions of the current collective bargaining agreement between the District and CSEA.
- iv. For the duration that the Bookstore is contracted by the District, the below Classification titles and their respective job descriptions shall remain within the CSEA bargaining unit and shall be maintained.
  - i. Bookstore Customer Service Assistant
  - ii. Bookstore Assistant I
  - iii. Bookstore Assistant II
  - iv. Assistant Bookstore Manager
  - v. Book Buyer
- v. Each CSEA Bookstore unit member retains the right to remain indefinitely in his or her existing position at the Bookstore whether under District or Contractor operation. Should any Bookstore employee choose to explore alternative placement within the District, the District's Human Resources Department will work with each District Bookstore employee to create a mutually agreed upon transition plan for the employee to transfer to a different position within the District; this shall not be misconstrued to circumvent the provisions provided within Article 1.2.3 of the CSEA collective bargaining agreement. The plan will include identifying potential positions the employee is qualified for, identifying training and/or education that may be needed in order to qualify for positions when the employee would be a good match for a position but does not meet all minimum qualifications, and develop a training and/or education plan and provide training and/or education if feasible in order for the employee to meet minimum qualifications in accordance with Article 9.4 of the CSEA collective bargaining agreement. All costs related to the provisions of this agreement relating to CSEA bargaining unit members shall be borne on to the District. Any permanent part time District Bookstore employees shall have the option of accepting a full time position that is part of the voluntary transition planning made available. If any member chooses to participate in the above process the effects shall be negotiated with CSEA in a separate MOU. The District agrees it shall not involuntarily transfer CSEA Bookstore unit members.
- vi. Any District Bookstore employee that accepts a mutually agreed upon transition plan and changes classification shall not be subjected to any additional probationary period as a result of the transition. In the event that there is not a successor outsourcing contract of the District Bookstores or there is an unfulfilled RFP all employees shall have the right of return if the operations of the Bookstores are returned to the District.

## 2. Vacancies

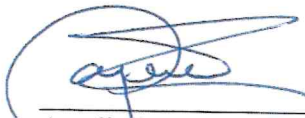
- a) If a unit member employed in the District Bookstore leaves his or her employment with the Bookstore after commencement of the agreement with the Contractor (whether by promotion, transfer to a different District position, or retirement, or resignation), the vacated bargaining unit position in the District Bookstore may be placed on administrative hold by the District and shall not abolish any existing classification title.
  - i. Any vacancies due to promotions are subject to the promotional language in Article 15 of the Classified CBA.
- b) During the term of the agreement to outsource the Bookstore, the Contractor may hire individuals to perform the duties and functions of any such vacant District Bookstore positions (resulting from

unit members leaving their positions) and such New Employees shall be employees of the Contractor, not of the District.

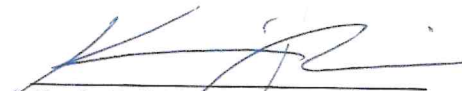
- c) All New Employees of the Contractor shall be approved by the District, shall be subject to the District's standards of conduct for District employees, and shall be subject to the same background, security and Live Scan requirements as District employees. The District will reserve the right to reject any New Employee who, in the judgment of the District, is not qualified to perform the work or is otherwise unsuitable to work on the District's premises. The District will also require Contractor to comply with all state and federal employment requirements.
- d) If the District decides to terminate the contract with the Contractor, the District agrees to negotiate any proposed changes to bargaining unit positions in the Bookstore upon termination of the contract to outsource the Bookstore and reversion of Bookstore operations to the District. The District shall notify the Association of termination of contract with the Contractor within five (5) business days of termination.


This Agreement is subject to CSEA and the District approval and ratification processes.

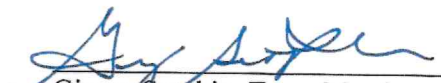
For the District:

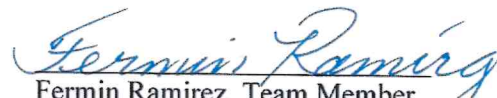
  
\_\_\_\_\_  
Amalia Perez  
Director Human Resources


For CSEA Chapter 291:


  
\_\_\_\_\_  
Kevin Palkki, Chief Negotiator

  
\_\_\_\_\_  
Myesha Kennedy, CSEA LRR

  
\_\_\_\_\_  
Ginger Sutphin, Team Member

  
\_\_\_\_\_  
Fermin Ramirez, Team Member

  
\_\_\_\_\_  
Stacy Garcia, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**December 12, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

In accordance with **Article 16: PERSONNEL**, specifically subsection 16.6: Classification and Compensation Study Process, the District will conduct a districtwide Classification and Compensation study to review and revise the District's classified job descriptions and to conduct a comparison of salary and benefits within the comparison market: Chabot-Las Positas CCD, Coast CCD, Contra CCD, Foothill-De Anza CCD, Grossmont-Cuyamaca CCD, Kern CCD, Los Angeles CCD, Los Rios CCD, North Orange County CCD, Peralta CCD, Rancho Santiago CCD, Riverside CCD, San Diego CCD, San Jose/ Evergreen CCD, San Mateo CCD, South Orange County CCD, State Center CCD, Ventura County CCD, West Hills CCD, West Valley-Mission CCD, Yosemite CCD, and Yuba CCD.

The Classification and Compensation Study implementation plan is to improve internal alignment, clearly define career ladders, and bring classifications whose pay range medians are behind the median of similar positions in the comparison of salary as close as feasible to median. All bargaining unit positions and job families will be reviewed in the classification and compensation study. All recommendations are negotiable by the negotiating teams (salary adjustments, job description changes, etc.). Unit members who receive an increase in range due to the Classification and Compensation study shall not suffer a decrease in compensation, and shall retain their step placement on the salary schedule.

The Classification and Compensation Study process shall include a comprehensive job description review by the Ad Hoc Committee, Position Description Questionnaire (PDQ), and the draft preparation and review. The committee makeup of the AD HOC Committee shall be mutually agreed upon between the District and the Association. The District shall provide reasonable-release time for the Association members for all meetings of the Ad Hoc Committee, and workgroup time therein. The District shall collect and analyze data regarding compensation for all classifications, and forward this data to the Ad Hoc Committee. The Ad Hoc Committee shall review the PDQs and data collected and send forth their recommendations to the Negotiation Teams for negotiating the completion and implementation of the Classification and Compensation Study per Article 16.6.

The Classification and Compensation Study process will be conducted in three (3) phases, with start and end dates subject to change due to completion of preceding phase and negotiations, as follows:

Phase 1 (January 2024 – March 2024)

- Administrative/Clerical Support
- Instructional Support

Phase 2 (April 2024 – July 2024)

- Student Services
- Business/Fiscal Services

Phase 3 (August 2024 – October 2024)

- Maintenance and Operations/Administrative Services
- Technology Services
- Child Development

The Parties shall mutually attempt to complete the Classification and Compensation Study within (1) year of the date of ratification.

The Parties mutually agree that all reclassification requests shall be placed on hold and will be processed at the completion of the Classification and Compensation Study or within one (1) year from submission.

All negotiated effects to Classification and Compensation shall be effective at the end of each phase, with retroactive pay to the date of PDQ deadline for each phase and implemented within two (2) pay cycles after completion of the CSEA 610 policy and Board of Trustees' approval.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District




Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

For CSEA

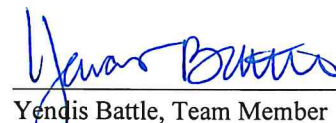


Ernest Guillen, President CSEA #291

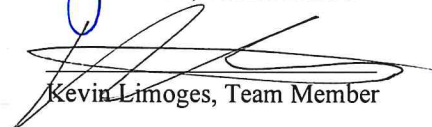


Noah Snyder, CSEA LRR

*Diana Vaichis*  
Diana Vaichis, Team Member



Yendis Battle, Team Member



Kevin Limoges, Team Member



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**December 12, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

It is Hereby Agreed:

There will be changes to the Lead Maintenance Technician job description (attached herein), which include a title change to Senior Maintenance Technician and placement at Range 49 from Range 47 of the CSEA Salary Schedule.

The Senior Maintenance Technician will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

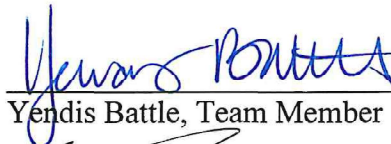


Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

For CSEA

  
Ernest Guillen, President CSEA #291  
Noah Snyder, CSEA LRR

*Diana Vaichis*  
Diana Vaichis, Team Member

  
Yendis Battle, Team Member  
Kevin Limoges, Team Member



# Lead Senior Maintenance Technician

Classified Range: 47-49

Board Approved: 11/18/21 P. 1|4; Revised: TBD

*Handwritten initials: KAA*

*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**

Performs administrative services, inspections, and repairs in addition to performing skilled work in ~~one-a~~ **specific multiple** fields such as electrical, carpentry, painting, locksmithing, HVAC/R, and/or plumbing. Provides oversight and ~~may~~ **coordinates** assignments for ~~assigned~~ **lower-level** staff.

## **DISTINGUISHING CHARACTERISTICS**

The **Lead Senior** Maintenance Technician classification is distinguished from other classes within the series by the level of responsibility assumed and the **ability to perform skilled work in multiple fields** ~~additional duties assigned~~. **Lead Senior** Maintenance Technicians perform the most difficult and responsible types of duties assigned to classes within this series including the provision of lead support for ~~assigned~~ **lower-level** staff.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

## **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. **Performs skilled work in multiple trades in the areas of electrical, carpentry, painting, locksmithing, plumbing; observes and complies with federal, state, and local codes, laws, and regulations.**
2. **Leads, plans, trains, and reviews the work of maintenance staff; observes and complies with federal, state, and local codes, laws, and regulations; participates in performing the most complex work of the unit including organizing and assigning work, setting priorities, and following up to ensure coordination and completion of assigned work.**
3. **Utilizes computers in the processing of work requests, campus/district communication, and material and/or information searches; estimates materials, and equipment required for jobs assigned; submits requisitions for required materials; maintains a variety of reports and records; may assist in estimating time required to complete jobs.**
4. **Performs administrative services, inspections, and repairs in addition to routine skilled maintenance duties within ~~the specific hired trade such as~~ electrical, carpentry, painting, locksmithing, HVAC/R, or plumbing trades; performs general unskilled and semi-skilled maintenance work and ~~may~~ **assists** in other trades.**
5. **Oversees the use, care, and operation of maintenance equipment including power and hand tools, and maintenance vehicles.**
6. **Oversees, assists, and verifies the work of ~~lower-level~~ **maintenance** staff for accuracy, proper work methods, techniques, and compliance with applicable standards, and specifications; ensures adherence to safe work practices and procedures.**



## Lead Senior Maintenance Technician

Classified Range: 47 49

Board Approved: 11/18/21 P. 2|4; Revised: TBD

7. Operates a variety of maintenance related equipment including power and hand tools, soldering, and brazing equipment; performs preventive maintenance and light repairs on equipment and tools.
8. Operates the energy management system (EMS) and building automation system (BAS) in order to control room temperatures, facilities use for events, and facility lighting.
9. Performs other duties related to the primary job duties.

### **MINIMUM 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.*

#### **CORE COMPETENCIES:**

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

##### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

##### **General Physical Ability**

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

##### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*





## Lead Senior Maintenance Technician

Classified Range: 47 49

Board Approved: 11/18/21 P. 3|4; Revised: TBD

JAA

### Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### Informing

- Proactively obtaining and sharing information

### Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

EFG



## Lead Senior Maintenance Technician

Classified Range: 47-49

Board Approved: 11/18/21 P. 4|4; Revised: TBD

KA

### Education and Experience Guidelines

#### Education/Training:

Equivalent to the completion of high school supplemented by specialized training related to the area of assignment.

#### Experience:

Four (4) years of experience that demonstrates journey-level skills in two or more areas assigned-area.

#### License or Certificate:

Possession of a valid driver's license.

Possession of, or ability to obtain a valid forklift certification.

Possession of or ability to obtain a valid EPA Retrieval and Reclamation Certification issued by authorized agency if assigned HVAC/R trade.

### 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 in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, electrical energy and high voltage and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near moving mechanical parts. Incumbents may be required to respond to emergencies during off hours which may include evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds, to occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; 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.

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**December 12, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".


The District is conducting a reorganization in the **Computing Services Department at the District**. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

1. Juan Nevares, Technology Support Specialist, Range 50 Step E, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist I, Range 50 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in the Computing Services Department shall be eliminated.


It is further understood that this agreement is unique and shall not set a precedent for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.


This agreement is subject to all approvals required by the CSEA 610 policy and the District.  
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

For CSEA

  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

  
\_\_\_\_\_  
Diana Vaichis, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**December 12, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The District is conducting a **reorganization in the Technology Services Department at Crafton Hills College**. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

1. Karen Mottl, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist I, Range 50 Step F, 3.8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.
2. Charlie Rahn, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist I, Range 50 Step F, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.
3. Tracy Gray, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist I, Range 50 Step F, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.
4. Shane Veloni, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.

It is further understood that this agreement is unique and shall not set a precedent for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.



This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

For CSEA



Ernest Guillen, President CSEA #291



Noah Snyder, CSEA LRR

*Diana Vaichis*

Diana Vaichis, Team Member



Yendis Battle, Team Member



Kevin Limoges, Team Member



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**December 12, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The District is conducting a reorganization in the **Technology Services Department at the San Bernardino Valley College**. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

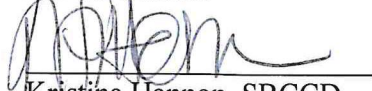
1. John Feist, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.
2. Jonathan Flaa, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.
3. Manuel Rosales Jr, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.
4. Cedrick Wrenn, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.
5. Nathaniel Yearyean, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step

referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.

It is further understood that this agreement is unique and shall not set a precedent for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

For CSEA



Ernest Guillen, President CSEA #291



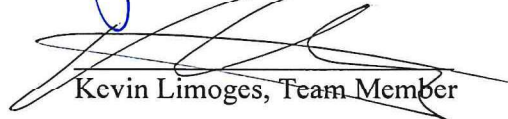
Noah Snyder, CSEA LRR

*Diana Vaichis*

Diana Vaichis, Team Member



Yendis Battle, Team Member



Kevin Limoges, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**October 25, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

1. In accordance with **Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST**, the Association and the District negotiation teams on October 25, 2023, reviewed the reclassification request for Renee Sanford and determined that the reclassification request to Laboratory Technician III-Chemistry be denied; however, the Parties mutually determined that the work being performed is outside the scope of a Laboratory Technician II-Microbiology; therefore the reclassification request will be approved and the District shall provide the Association with an appropriate classification through the Classification and Compensation Study process.

Effective August 14, 2023, bargaining unit member Renee Sanford, Laboratory Technician II-Microbiology, Range 50 Step F, 8 hours/260-day work year in the Biology Department at Crafton Hills College shall receive 5% out-of-class pay while the Parties determine appropriate classification placement.

2. In accordance with **Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST**, the Association and the District negotiation teams on October 25, 2023, reviewed the reclassification request for Amelia Gonzales and determined that the reclassification request be approved and reevaluate the Administrative Assistant III classification as part of the Classification and Compensation Study for further alignment.

Effective August 22, 2023, bargaining unit member Amelia Gonzales, Administrative Assistant II, Range 37 Step F, 8 hours/260-day work year in the Administrative of Justice Department at the San Bernardino Valley College will be reclassified to the classification of Administrative Assistant III, Range 41 Step E, 8 hours/260-day work year.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, express or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

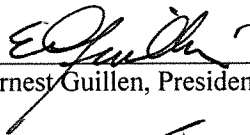
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

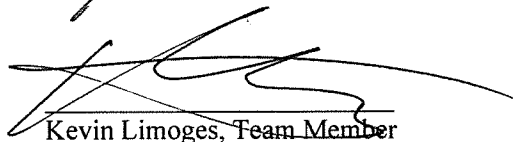
For CSEA



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services



Ernest Guillen, President CSEA #291



Kevin Limoges, Team Member



---

Yendis Battle, Team Member



---

Diana Vaichis, Team Member



---

Noah Snyder, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**October 25, 2023**


**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Miguel Chaure, Lead Maintenance Technician, to the Maintenance and Grounds Supervisor, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be October 23, 2023 - October 27, 2023, and November 6, 2023 - November 17, 2023, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 10, Step C. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Maintenance and Grounds Supervisor or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Lead Maintenance Technician.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Lead Maintenance Technician will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Miguel Chaure.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA

  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member



---

Diana Vaichis, Team Member



---

Noah Snyder, CSEA LRR



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**October 25, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

**Recitals**

- a. On June 29, 2023, Maryum Malika submitted a reclassification request seeking to be reclassified from an Administrative Assistant II to an Administrative Assistant III position.
- b. While the Parties were reviewing the request, the Parties agreed that Maryum Malika would receive an additional 5% for out-of-class pay.
- c. On September 19, 2023, the Parties entered into an MOU denying the reclassification.
- d. Upon further research, the Parties have agreed to grant the reclassification request and reevaluate the Administrative Assistant III classification as part of the Classification and Compensation Study for further alignment.


Accordingly, the Parties agree as follows:

1. **Reclassification:** The Parties agree that in accordance with **Article 16: PERSONNEL**, specifically subsection **16.3.1 RECLASSIFICATION REQUEST**, the Association and the District negotiation teams on August 15, 2023, reviewed the reclassification request for Maryum Malika and determined that the work being performed is outside the scope of an Administrative Assistant II.


Effective June 29, 2023, bargaining unit member Maryum Malika, Administrative Assistant II, Range 37 Step E, 8 hours/260-day work year in the Nursing Department at San Bernardino Valley College will be reclassified to the classification of Administrative Assistant III, Range 41 Step D, 8 hours/260-day work year.


This agreement is subject to all approvals required by the CSEA 610 policy and the District.

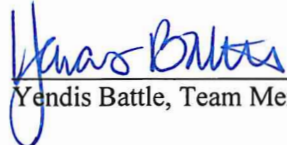
For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA

  
\_\_\_\_\_  
Ernest Guillen, President CSEA #291

  
\_\_\_\_\_  
Kevin Limoges, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member



---

Diana Vaichis, Team Member



---

Noah Snyder, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 19, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

1. In accordance with **Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST**, the Association and the District negotiation teams on August 15, 2023, reviewed the reclassification request for Maryum Malika and determined that the reclassification request to Administrative Assistant III be denied; however, the Parties mutually determined that the work being performed is outside the scope of an Administrative Assistant II; therefore in accordance with subsection 16.3.3.5 the reclassification request will be approved and the District shall provide the Association with an appropriate classification within forty-five (45) days of the date of this memorandum.

Effective June 29, 2023, bargaining unit member Maryum Malika, Administrative Assistant II, Range 37 Step E, 8 hours/260-day work year in the Nursing Department at San Bernardino Valley College shall receive 5% out-of-class pay while the Parties determine appropriate classification placement.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

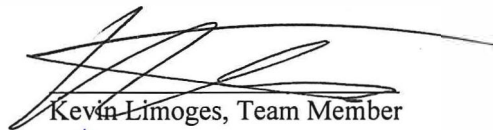


Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

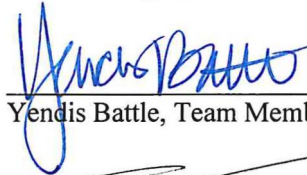
For CSEA



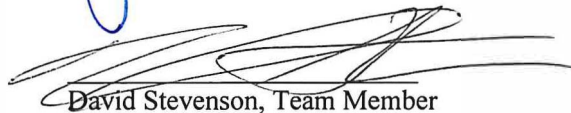
Cassandra Thomas, President CSEA #291



Kevin Limoges, Team Member



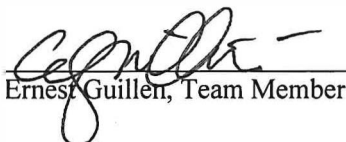
Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR



Ernest Guillen, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 19, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

It is Hereby Agreed:

There will be changes to the Child Development Assistant job description (attached herein); placement on the CSEA Salary Schedule remains unchanged at Range 21.

The Child Development Assistant will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services

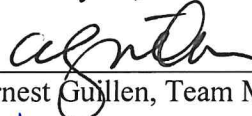
For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



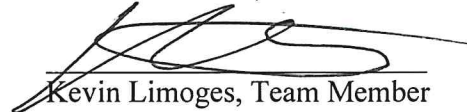
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Kevin Limoges, Team Member

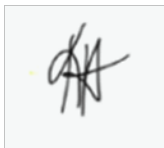




## Child Development Assistant

Classified Range: 21

Board Approved: 10/13/22; rev. TBD P. 1|4



*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**

---

Assists in the instruction, health, and safety of young children 0 to 60 months of age enrolled in the Child Development Center programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with Child Development Teacher or supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Assists in the implementation of developmentally appropriate programs for assigned children that promote development of language, communication, emergent literacy, social, cognitive, play, and creative skills.
2. Assists the Child Development Teacher in supervising indoor and outdoor activities, adhering to all health and safety procedures to ensure a safe and healthy environment; engages with groups of children in a variety of activities.
3. Assists the Child Development Teacher in maintaining a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; **does laundry; performs general housekeeping duties as required.**
4. **Performs general housekeeping duties such as laundry, cleaning snack preparation areas, checks expiration dates on supplies, maintains a list of needed items.**
5. Assists with all daily activities such as toileting, diaper changing, hand washing, health checks, and related classroom transition activities.
6. Assists in supervising and feeding children during all **snack and/or** mealtime activities.
7. **May perform tasks to prepare and distribute a variety of light snacks, such as juice, cereal, toast, and yogurt, to classrooms.**
8. Assists in providing a quiet and peaceful atmosphere for children to sleep.
9. Assists in preparing children to attend and perform at special events.
10. Observes each individual child's growth and development on a continuous basis; assists in the documentation of each child's growth and development through pictures, anecdotal notes, and sample work.
11. Assists in preparing and maintaining accurate and complete records and reports in accordance with program and state requirements.

CT



## Child Development Assistant

Classified Range: 2 I

Board Approved: 10/13/22; rev. TBD P. 2|4



12. Provides feedback regarding observation to Child Development teacher for parent conferences as needed.

13. Performs other duties related to the primary job duties.

### **MINIMUM 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.*

#### **CORE COMPETENCIES:**

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

##### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

##### **General Physical Ability**

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

##### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems





## Child Development Assistant

Classified Range: 21

Board Approved: 10/13/22; rev. TBD P. 3|4

- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### Informing

- Proactively obtaining and sharing information

### Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

Equivalent to the completion of high school supplemented six (6) units of college level course work in early childhood education or child development.

CT



## Child Development Assistant

Classified Range: 2 I

Board Approved: 10/13/22; rev. TBD P. 4|4



### Experience:

Six (6) months of experience working in a licensed child development program assisting in the teaching of infants or preschoolers.

### License or Certificate:

Possession of or eligibility to obtain and maintain a Child Development Assistant Permit issued by the California Commission on Teaching Credentialing.

Possession of or ability to obtain and maintain a pediatric C.P.R. Certificate and First Aid Certificate.

Possession of or ability to obtain and maintain a Mandated Child Abuse Reporter Certificate.

Possession of or ability to obtain a Food Handlers permit if required.

### Equivalency Provision:

In the absence of six (6) months of experience, possession of or eligibility to obtain and maintain a Child Development Associate Teacher Permit issued by the California Commission on Teaching Credentialing.

## 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 in a child development center; exposure to bodily fluids and communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight up to 40 pounds, with or without assistance; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

**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.

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 19, 2023**

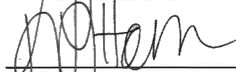
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

The Parties have met in reference to the increase in full-time equivalent ("FTE") hours for (1) one occupied Technology Support Specialist position at Crafton Hills College and agreed to the following.

1. It is agreed and understood that the District would increase FTE hours for (1) one occupied Technology Support Specialist position (**PCN: C242301**).
2. The increase in FTE hours is based on the department's operational needs and workload.
3. The (1) one occupied Technology Support Specialist position will be increased to 1.0 FTE from .475 FTE to 40 hours per workweek from 19 hours per workweek, working 260 days per year.
  - a. Incumbent, Karen Mottl's work schedule will be changed as follows:  
From: Wednesday, 7:00 a.m. to 1:00 p.m., and Thursday-Friday, 7:00 a.m. to 3:00 p.m.  
To: Monday – Thursday, 10:30 a.m. to 7:30 p.m., and Friday, 7:00 a.m. to 4:00 p.m.
4. The Parties agree that the note above will be effective Monday, September 25, 2023.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources  
& Police Services

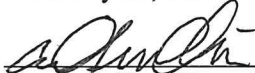
For CSEA



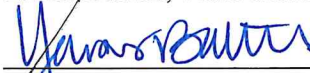
Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



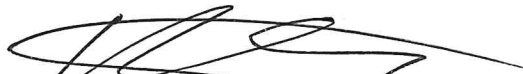
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Kevin Limoges, Team Member



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 19, 2023**


**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

The Parties have met in reference to the increase in full-time equivalent ("FTE") hours for (1) one vacant Technology Support Specialist II position at Crafton Hills College and agreed to the following.

1. It is agreed and understood that the District would increase FTE hours for (1) one vacant Technology Support Specialist II position (PCN: C242302).
2. The increase in FTE hours is based on the department's operational needs and workload.
3. The (1) one vacant Technology Support Specialist II position will be increased to 1.0 FTE from .475 FTE to 40 hours per workweek from 19 hours per workweek, working 260 days per year.
  - a. The work schedule will be changed as follows:  
From: Monday – Tuesday, 7:00 a.m. to 3:00 p.m., and Wednesday, 10:00 a.m. to 3:00 p.m.  
To: Monday – Friday, 8:00 a.m. to 5:00 p.m.
4. In filling this vacancy, the District shall follow the process outlined in Article 15: Vacancies, Transfers, Voluntary Demotions, In-House or Promotional Only Recruitments of the CSEA Collective Bargaining Agreement.
5. The Parties agree that the note above will be effective Monday, September 25, 2023.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources  
& Police Services

For CSEA



Cassandra Thomas, President CSEA #291



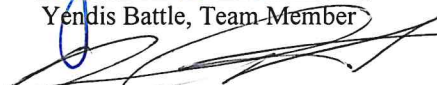
Noah Snyder, CSEA LRR



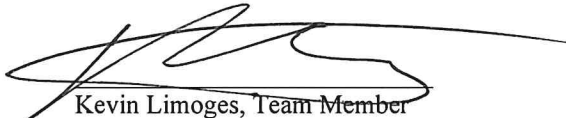
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Kevin Limoges, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 19, 2023**

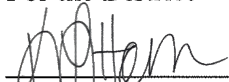
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for David Stevenson, Laboratory Technician III-Chemistry to the Environmental Health & Safety Administrator, District, under the following stipulations:

1. The length of the assignment will be September 25, 2023, through March 25, 2024, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 14, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Environmental Health & Safety Administrator or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Laboratory Technician III-Chemistry.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Laboratory Technician III-Chemistry will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of David Stevenson.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA




Cassandra Thomas, President CSEA #291

  
Ernest Guillen, Team Member

  
Yendis Battle, Team Member

  
Kevin Limoges, Team Member

  
Noah Snyder, CSEA LRR



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 19, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Jeanette Frausto, Financial Aid Technician, to the Financial Aid Specialist, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be September 14, 2023, through March 14, 2024, or until the Employee or management makes a decision to end the assignment. The Employee began working Out-of-Class on March 13, 2023, as the Financial Aid Specialist.
2. The Employee will be compensated at Range 40, Step F. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as a Financial Aid Technician.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Financial Aid Technician will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the Out-of-Class assignment of Jeanette Frausto.

This Agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



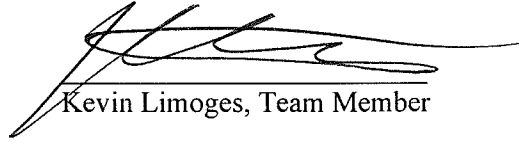
Ernest Guillen, Team Member



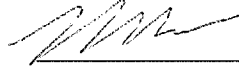
Yendis Battle, Team Member



David Stevenson, Team Member



Kevin Limoges, Team Member



Noah Snyder, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 19, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

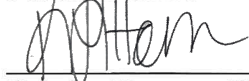
It is Hereby Agreed:

There will be changes to the RF/Microwave Engineer job description (attached herein), which include placement at Range 57 from Range 50 of the CSEA Salary Schedule.

The RF/Microwave Engineer will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services

For CSEA



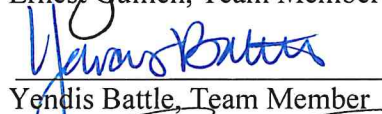
Cassandra Thomas, President CSEA #291



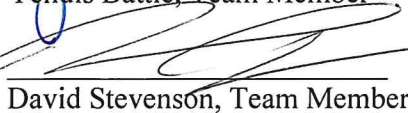
Noah Snyder, CSEA LLR



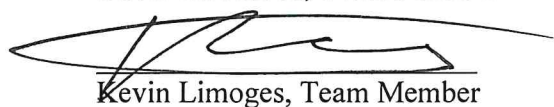
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Kevin Limoges, Team Member

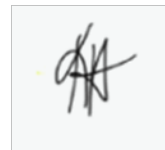
CT



## RF/MICROWAVE ENGINEER

Classified Range: 50 **57**

Board Approved: 01/10/08 Rev. TBD P. 1|5



*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 general supervision,~~ Performs specialized technical duties involving the design, installation, operation, maintenance, and modification of KVCR FM and TV transmitters, translators, microwave systems, satellite up/down links, and other related Radio Frequency (RF) systems; ~~performs related duties as required.~~

### **SUPERVISION RECEIVED AND EXERCISED**

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Perform a variety of complex engineering task to design and develop RF/Microwave systems, including maintaining the district's radio and television equipment, high power transmitters, receivers, microwave systems, satellite system, and related RF equipment.
2. Maintain and upgrade satellite communications and broadcast infrastructure, including antennas and all RF components.
3. Perform maintenance, installations and removals, and alignment of radio and television antenna systems on broadcast towers.
4. Monitor and maintain equipment in conformance with FCC rules and regulations.
5. Evaluate and make recommendations regarding the purchase of new equipment and materials; maintain inventory of equipment and parts.
6. Participate in the set-up and operation of remote broadcasting equipment.
7. Maintain records relating to equipment purchase, maintenance, proof of performance, and FCC compliance.
8. Prepare and maintain reports as necessary.
9. ~~May operate District vehicles.~~
10. ~~Perform other related duties as assigned.~~ Performs other duties related to the primary job duties.



CT



## RF/MICROWAVE ENGINEER

Classified Range: 50 57

Board Approved: 01/10/08 Rev. TBD P. 2|5



### MINIMUM 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:

- ~~Electronic communication design~~
- ~~Uses, operation, and capabilities of radio and television equipment and test equipment~~
- ~~Electronic communication equipment / repair methods~~
- ~~Rules and regulations of the Federal Communications Commission as applied to radio and television operations~~
- ~~Safety practices of work involving high electrical voltage~~
- ~~Computers using DOS or Windows based operating systems~~
- ~~Knowledge and/or familiarity with OSHA tower safety regulations~~

#### Ability to:

- ~~Design, install, setup, operate, and maintain a variety of electronic communications equipment~~
- ~~Operate and repair the district's radio and television transmitter and microwave systems~~
- ~~Maintain reports and records~~
- ~~Follow written and oral directions~~
- ~~Establish and maintain cooperative working relationship~~

#### CORE COMPETENCIES:

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

##### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

##### **General Physical Ability**

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Adaptability**

CT



# RF/MICROWAVE ENGINEER

Classified Range: 50 **57**

Board Approved: 01/10/08 Rev. TBD P. 3|5



- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

## Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

## Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

## Informing

- Proactively obtaining and sharing information

## Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

## Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

## Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

## Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

## Valuing Diversity

- Shows acceptance of individual differences



4



# RF/MICROWAVE ENGINEER

Classified Range: 50 **57**

Board Approved: 01/10/08 Rev. TBD P. 4|5



- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

**\*\*Lead, Advanced or Senior Level Positions**

### Education and Experience Guidelines

- A Bachelor's degree from an accredited college or university with major course work in electronics, broadcast media, telecommunications, or engineering with course work, including electronic system design, high voltage systems, digital systems, microprocessors and computers, transmitters and receivers, and antenna systems.

### Experience:

- ~~Five (5) years experience on high power (30 kw minimum) UHF, liquid cooled, television transmitters, including two (2) years of experience on FM radio transmitters (2 kw minimum)~~
- Three (3) years of experience in maintenance and installation broadcast engineering, particularly with professional studio equipment, including designing equipment needs for a broadcasting studio, translators, and transmitters.
- ~~Three (3) Two (2) years of experience climbing and~~ working on broadcast microwave systems on self-supported broadcast towers.
- ~~Two (2) years experience working with broadcast microwave systems.~~

### Equivalency Provision:

- In the absence of a Bachelor's degree one (1) year of experience in maintenance and installation broadcast engineering, particularly with professional studio equipment, including designing equipment needs for a broadcasting studio, translators, and transmitters; or working broadcast microwave systems on self-supported broadcast towers may substitute for one (1) year of education.

### License or Certificates:

- ~~Must possess FCC General Radiotelephone Operators License or an SBE equivalent.~~
- Possession of an appropriate, valid driver's license.

### SPECIAL REQUIREMENTS

- ~~Possession of a General Class Radio Telephone Operator's License issued by the Federal Communications Commission or an SBE equivalent and ability to obtain a valid California Driver's License.~~

## 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~~ indoor and outdoor environments; occasionally travel from site to site.

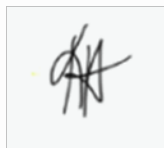
CT



## RF/MICROWAVE ENGINEER

Classified Range: 50 **57**

Board Approved: 01/10/08 Rev. TBD P. 5|5



**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.

Incumbents must be able to perform light manual work requiring finger dexterity and involving contact with high electrical voltage power equipment; **ability to push, pull, lift, and/or carry moderate to heavy amounts of weight lifting requirements of up to 50 pounds; to occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance.** Duties will require work to be performed at various remote transmission sites. Must be able to climb tower of 200 feet or more. ~~May be asked to drive a district vehicle.~~

**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.

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 19, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

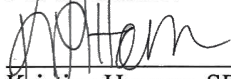
**Schedule Change: Rosemarie Hansen, Laboratory Technician II- Anatomy and Physiology- CHC**

In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that the permanent work schedule for Rosemarie Hansen would change as described below. Accordingly, the first day of the permanent schedule will be Friday, September 22, 2023.

|              |                                   |  |
|--------------|-----------------------------------|--|
| <b>FROM:</b> | Monday through Friday             | 6:30 a.m. to 3:00 p.m.                           |
| <b>TO:</b>   | Monday through Thursday<br>Friday | 6:30 a.m. to 3:00 p.m.<br>7:30 a.m. to 4:00 p.m. |

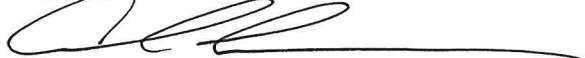
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services

For CSEA



Cassandra Thomas, President CSEA #291



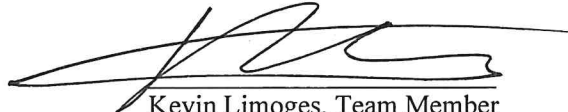
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Kevin Limoges, Team Member



Noah Snyder, CSEA LRR



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 19, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

It is Hereby Agreed:

There will be changes to the Student Activities and Campus Center Specialist job description (attached herein), which include a title change to Student Engagement Specialist and placement remains unchanged at Range 41 of the CSEA Salary Schedule.

The Student Engagement Specialist will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services

For CSEA




Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



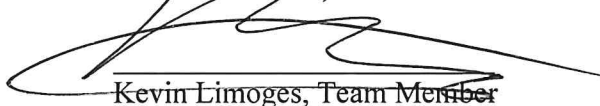
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Kevin Limoges, Team Member

CT



## Student ~~Activities and Campus~~ Center Engagement Specialist

Classified Range: 4I

Board Approved: 11/18/21 Rev. TBD P. 1|5



*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**

---

Oversees the daily functions of a student center and assists with various student activities and services.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Oversees the day-to-day functions of the various student life services, programs, and activities assists in staffing the center with student workers; ensures a safe and welcoming environment; coordinates work requests and maintenance needs.
2. **Plans and hosts activities and presentations to student groups, new student orientations, and classrooms to promote Student Life.**
3. Provides input and assists in the creation, coordination, and assessment of the campus student engagement program; updates resources and opportunities for students to complete their involvement transcript.
4. Coordinates with student organizations and advisors to officially register as an organization; updates and maintains rosters with current information with regards to student leaders, members, and club purpose and activities; updates club handbooks.
5. Plans, facilitates, and hosts virtual and in-person activities; oversees campus student activities including room set-up clean-up, and logistical **needs**.
6. Oversees various aspects of the Inter-Club Council (ICC), Associated Student Government (ASG), and individual clubs; attends various club meetings and assists in the ASG election process; assists club and student leaders in activity and event planning, marketing implementation, and logistical skill development.
7. Ensures club budgets and spending plans are aligned with District policy; adjusts budgets as needed.
8. **May oversees** the issuance of student identification cards; monitors, inventories, and maintains equipment and supplies related to identification card system.
9. Assists with campus and community events, club activities, and service projects as well as in planning campus-wide trainings, retreats, and events for faculty, staff, and students.
10. Schedules the use of a student center assists in developing and publishing student activity calendars.
11. Provides input and assistance in the development and maintenance of College student activities and student center information published on the College's web page; posts all student organization activities on-line; maintains the Student Life social media account.

CT



## Student Activities and Campus Center Engagement Specialist

Classified Range: 4 I

Board Approved: 11/18/21 Rev. TBD P. 2|5



12. Assists in evaluating programs and activities provided by the Office of Student Life; provides input in developing strategic initiatives to enhance programming efforts.
13. Coordinates with the Office of Institutional Research to generate statistical data and reports related to student life programs and activities.
14. **Attends meetings, events, and activities as needed; represents the department on shared governance committees and at a variety of college-wide events.**
15. Performs other duties related to the primary job duties.

### **MINIMUM 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.*

#### **CORE COMPETENCIES:**

##### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

##### **Customer Focus**

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

##### **Reading Comprehension**

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*



CT



## Student **Activities and Campus** **Center Engagement Specialist**

Classified Range: 41

Board Approved: 11/18/21 **Rev. TBD** P. 4|5



- Works within the bounds and limits of what is permissible

### **Professional Integrity and Ethics**

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

### **Valuing Diversity**

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### **Education and Experience Guidelines**

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

A Bachelor's degree from an accredited college or university with major course in business administration, communication, or a related field.

#### **Experience:**

Two (2) years of increasingly responsible student services related experience.

#### **Equivalency Provision:**

In the absence of a Bachelor's degree from an accredited college or university with major coursework in business administration, communication, or a related field, an Associate's Degree or sixty (60) semester units with major coursework in business administration, communication, or a related field and four (4) years of increasingly responsible student services related field is qualifying.

### **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; frequent interruptions and distractions; intermittent exposure to excessive noise; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**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 occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate

CT



## Student **Activities and Campus** **Center Engagement Specialist**

Classified Range: 4 I

Board Approved: 11/18/21 Rev. TBD P. 3|5

A handwritten signature in black ink, appearing to be "AH", is located in the top right corner of the page.

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

### Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*

CT



**Student ~~Activities and Campus~~  
Center Engagement Specialist**

**Classified Range: 4I**

Board Approved: 11/18/21 **Rev. TBD** P. 5|5



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.

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 15, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

**Schedule Change: Kristian Suarez, Maintenance Technician- SBVC**


In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that the permanent work schedule for Kristian Suarez would change as described below. Accordingly, the first day of the permanent schedule will be Wednesday, August 23, 2023.

**FROM:** Monday through Friday 7:00 a.m. to 3:30 p.m.

**TO:** Monday through Friday 9:00 a.m. to 5:30 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services

For CSEA

  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

  
\_\_\_\_\_  
Ernest Guillen, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 15, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Darrell Fisher, Lead Custodian, to the Custodial Supervisor, San Bernardino Valley College, under the following stipulations:

1. The length of the assignment will be August 14, 2023, through January 31, 2024, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 8, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Custodial Supervisor or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Lead Custodian.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Lead Custodian will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Darrell Fisher.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District




Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA




Cassandra Thomas, President CSEA #291




  
Ernest Guillen, Team Member

  
Yendis Battle, Team Member

  
David Stevenson, Team Member

  
Kevin Limoges, Team Member

  
Noah Snyder, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 15, 2023**

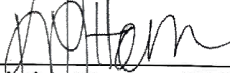
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

Kathryn Fellenz is assigned as an Aquatic Center Pool Attendant at Crafton Hills College. She currently works 17.5 hours per work week, and her work schedule is as follows: Monday- Friday 7:00 a.m. – 10:30 a.m. As such, Ms. Fellenz has agreed to serve an out-of-class assignment as the Aquatics Director at Crafton Hills College, under the following stipulations:


1. The length of the assignment will be September 15, 2023, through November 30, 2023, or until a decision is made by the Employee or management to end the assignment.
2. Employee will continue to work her regular shift as an Aquatic Center Pool Attendant for 17.5 hours per work week. After completing her shift as an Aquatic Center Pool Attendant, Mr. Fellenz will spend the remaining time, up to an 8-hour day, as the Aquatic Director. The out-of-class Assignment shall not exceed 22.5 hours per work week.
3. The Employee will be compensated from the Management Salary Schedule at Range 10, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
4. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
5. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Aquatics Director or be evaluated during this Out-of-Class service.
6. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Aquatic Center Pool Attendant.
7. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Aquatic Center Pool Attendant will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
8. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Kathryn Fellenz.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA


  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

  
\_\_\_\_\_  
Ernest Guillen, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 1, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

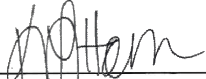
It is Hereby Agreed:

There will be changes to the Development Assistant job description (attached herein); placement on the CSEA Salary Schedule remains unchanged at Range 36.

The Development Assistant will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."


This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services


For CSEA

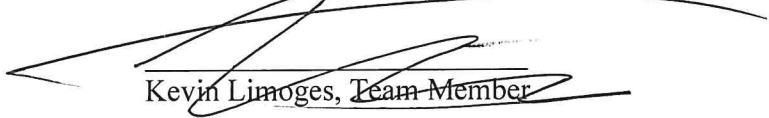
  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LLR

  
\_\_\_\_\_  
Ernest Guillen, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member





AA

## Development Assistant

Classified Range: 36

Board Approved: 11/18/21 P. 1|4

*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**

---

Assists in planning, coordinating, and implementing fund-raising activities including coordination of membership drives, contributions, **stations** publications, special events, computer data input, and grant proposals.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification*

1. Assists with the design, implementation, and coordination of all fund-raising and membership activities from inception to completion.
2. Assists with campaigns to increase annual financial contributions through direct mail, underwriting, promotions, and special events.
3. Serves as point of contact for inquiries related to fund-raising and membership; provides information within the area of assignment.
4. Writes, edits, and produces a variety of correspondence including letters to donors, pledge fulfillment reminders, renewal, and additional gift letters, solicitation letters to new donors, event letters, welcome and thank you acknowledgements, event and program information for guides, mailing inserts, tax letters, and related correspondence.
5. Assists in coordinating and scheduling production of materials for fundraising including ordering, printing, and delivery of materials, tracking inventory, and mailing production.
6. Assists in planning membership campaigns.
7. Provides information and data to assist in developing, writing, and procuring underwriting grants for specified programs or general operations from businesses, foundations, government agencies, and other sources.
8. Assists in the coordination of volunteer activities and volunteer involvement within the assigned area.
9. Assists in planning and organizing special events as necessary.
10. Enters and maintains data related to fund-raising functions; assists in preparation of various forms including bank deposits and specialized reports; sends declined transactions and non-sufficient funds notices as necessary.
11. Stays current with new trends and developments in the field of fundraising; incorporates new developments as appropriate.
12. Performs other duties related to the primary job duties.



CT



# Development Assistant

Classified Range: 36

Board Approved: 11/18/21 P. 2|4

## MINIMUM 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.*

### CORE COMPETENCIES:

#### Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

#### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

#### Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

#### Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

#### Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

#### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products



## Development Assistant

Classified Range: 36

Board Approved: 11/18/21 P. 3|4

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

### Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*



AA

## Development Assistant

Classified Range: 36

Board Approved: 11/18/21 P. 4|4

### Education and Experience Guidelines

#### Education/Training:

Equivalent to the completion of high school supplemented by thirty (30) semester units of business administration, marketing, advertising or a closely related field.

#### Experience:

Two (2) years of experience in development, marketing, fund-raising, or sales.

#### License or Certificate:

Possession of a valid driver's license.

#### Equivalency Provision:

In the absence of thirty (30) semester units of business administration, marketing, advertising or a closely related field, three (3) years of experience in development, marketing, fund-raising, or sales is qualifying.

### 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; occasionally travel from site to site.

**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 occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; may occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; 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.



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 1, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The District is conducting a reorganization in the Computing Services Department at the District. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

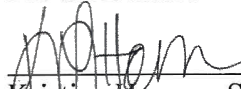
Kevin Limoges, Telecommunications Specialist, Range 52 Step F, 8 hours/260-day work year, will be reorganized into the classification of Senior Technology Support Specialist, Range 63 Step C, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

Effective September 1, 2023, the now vacant Telecommunications Specialist position in Computing Services shall be eliminated.


It is further understood that this agreement is unique and shall not set a precedent for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

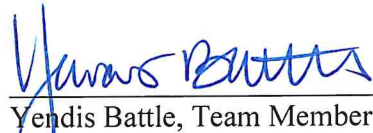
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

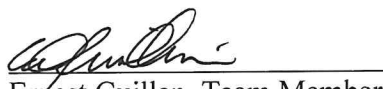
For CSEA

  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

  
\_\_\_\_\_  
Ernest Guillen, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 1, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding a Remote Work Schedule ("RWS") for the period of September 1, 2023, through June 30, 2024.

1. Permanent unit members requesting an RWS, where the employee works from an off-site location, shall submit a request form to their immediate supervisor. The immediate supervisor may accept, reject, or modify the request to work remotely. A modification can include approval of a Hybrid schedule, where the unit member may work from a private off-site location within two (2) hours of the worksite for some of their schedule, but report to their work location at other times. The immediate supervisor shall notify the unit member of their decision to the request within ten (10) days of receipt. Denial of a request for an RWS must include reasons in writing. A denial of a request for an RWS shall be submitted to the Office of Human Resources department, which will ensure the decision is not arbitrary and capricious. The decision to grant or deny an RWS is not subject to the grievance process.
2. A unit member with an approved RWS must sign an individual RWS agreement.
3. The ultimate decision as to whether to approve or deny an RWS rests solely with the immediate supervisor. An RWS schedule shall be considered on an individual basis.
  - a. In general, positions that may be considered for RWS arrangements meet the following criteria:
    - i. Job functions can be performed at a remote site without diminishing the quality of the work or disrupting the productivity or security standards of a department;
    - ii. Does not create an undue burden on efficient daily operations or office staffing needs; and
    - iii. It is incumbent on the immediate supervisor to ensure fairness in the rotation of the RWS and fairness in workload.
  - b. These types of positions are not eligible for 100% remote work.
    - i. Involving any face-to-face customer service as part of their primary duties;
    - ii. Involving any interaction with, and improvement to, campus/site facilities;



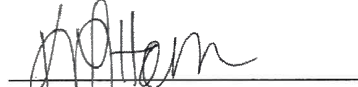
- iii. Involving any face-to-face interaction with or direction of student workers, vendors, professional experts, or any other consultants as part of their primary duties; and
  - iv. Require specialized equipment, supplies, or materials available only at the worksite.
4. Unit members may not request an RWS in lieu of taking personal leave, sick leave, or annual leave.
5. RWS is not a substitute for dependent care. While performing work duties remotely, unit members are expected to have dependent care arrangements in place.
6. If a unit member is to work remotely as an accommodation for medical or disability reasons, the immediate supervisor will consult with the Office of Human Resources prior to initiating the request and before terminating the remote work agreement.
7. Unit members must have a work history that demonstrates efficient work without close supervision, maintain regular communication, and collaborate effectively in a remote work environment; in addition, the unit member must have received, at minimum, a satisfactory in all evaluation measures on the unit member's last performance evaluation.
8. Unit members shall be available for communication and contact during remote work as they normally would be if working at their regularly assigned place of employment. Unit members and their immediate supervisors shall agree on how their communications shall be handled. During the agreed upon work schedule, it is expected that the participating unit member shall be available for contact by phone and/or e-mail, and may be asked to report to their regularly assigned place of employment on an arranged schedule.
9. After an RWS agreement is approved, the immediate supervisor shall use their best efforts to provide the appropriate technology, equipment, office supplies, and other assistance for the employee to perform their job successfully through remote work. Employees who take District equipment to their remote location will be required to sign a form acknowledging receipt of the equipment and agreeing to maintain the equipment in working condition.
10. Unit members can discontinue RWS at any time and return on-site.
11. The immediate supervisor may permanently rescind RWS for an on-site work schedule, upon three (3) calendar days' notice to account for a change in staffing levels, for failure to abide by any of the terms of the individual RWS agreement, or based on the operational needs of the department. On any given day, an employee may be temporarily called into the physical work location if operational needs require their presence and if provided reasonable advance notice as described in the department's written communication plan (unit members will be provided with no less than three (3) hours' notice).

12. The District will provide the Association with the current RWS list including names, worksite location, and shift times worked at the beginning of the approved RWS.

This MOU will sunset on 30 June 2024 and shall be reevaluated and subject to negotiations at any time.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District




Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

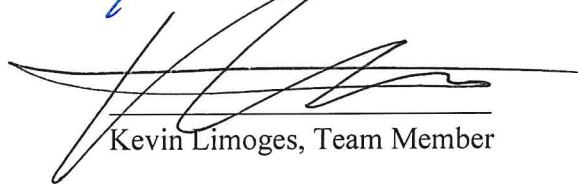
For CSEA



Cassandra Thomas, President CSEA #291



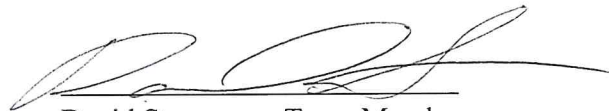
Ernest Guillen, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR



## Remote Work Schedule Request Form/Agreement

|  |                   |                                 |                    |
|--|-------------------|---------------------------------|--------------------|
| Employee Name:                                   |                   |                                 |                    |
| Site/Department:                                 |                   |                                 |                    |
| Primary Phone:                                   |                   |                                 |                    |
| Remote Work Address:                             |                   |                                 |                    |
| Remote Work Schedule Start Date:                 |                   | Remote Work Schedule End Date*: |                    |
| Click or tap to enter a date.                    |                   | Click or tap to enter a date.   |                    |
| <b>Requested Remote Work Hours per Day/Week:</b> |                   |                                 |                    |
| M-F Remote Hours:                                |                   |                                 |                    |
|  | <b>Start Time</b> | <b>End Time</b>                 | <b>Total Hours</b> |
| <b>Monday</b>                                    | :                 | :                               |                    |
| <b>Tuesday</b>                                   | :                 | :                               |                    |
| <b>Wednesday</b>                                 | :                 | :                               |                    |
| <b>Thursday</b>                                  | :                 | :                               |                    |
| <b>Friday</b>                                    | :                 | :                               |                    |
| M-F Location Hours:                              |                   |                                 |                    |
|  | <b>Start Time</b> | <b>End Time</b>                 | <b>Location</b>    |
| <b>Monday</b>                                    | :                 | :                               | Choose an item.    |
| <b>Tuesday</b>                                   | :                 | :                               | Choose an item.    |
| <b>Wednesday</b>                                 | :                 | :                               | Choose an item.    |
| <b>Thursday</b>                                  | :                 | :                               | Choose an item.    |
| <b>Friday</b>                                    | :                 | :                               | Choose an item.    |

Remote Work Schedule (“RWS”) arrangements are appropriate for positions with job-specific duties that allow for remote work, and when certain factors coexist to create a reasonable certainty that the RWS work arrangement will be successful. Management will not deny a request for an RWS arrangement for arbitrary or capricious reasons.

If my request is accepted, I agree to the following concerning my remote work location:

- CT
- AH
- I will provide the address of my remote work location from which I will be conducting the remote work to my immediate supervisor. Remote work from any other location than that provided to the immediate supervisor is strictly prohibited.
  - The remote work location must be located within a two (2) hour drive of my physical work location.
  - I will ensure that my remote work location is private (non-public) and free from distraction.
  - If safety or ergonomic issues arise, I agree to provide access to my remote work location to Risk Management, upon forty-eight (48) hours of notice.
  - I will maintain a safe and hazard-free workspace in my remote work location.
  - I agree to maintain a homeowner or renter insurance policy prior to commencing remote work and will continue to maintain the policy in good standing in an amount equal to or greater than \$100,000.
  - I will not leave District work, materials, information, etc., in a format that would be available or visible to others.

**If my request is accepted, I further agree to the following conditions:**

- On any given day, I may be temporarily called into the physical work location if provided reasonable advance notice as described in the department's written communication plan (notice shall be no less than three (3) hours).
- Any equipment such as ergonomic equipment, laptops, etc., that is provided to me to perform my normal work duties, remains the property of the District and is to be returned upon request. Additionally, I agree to properly secure the equipment and maintain the equipment in working order. The District is not responsible for reimbursing me for any costs associated with working from home if the resource is available at the physical work location (e.g. telephone, internet service.)
- All work done during a remote work period remains the property, both intellectual and otherwise, of the District.
- I will submit requests for leave in accordance with the Collective Bargaining Agreement, board policies, and administrative regulations in the same manner as if I were absent from the District's physical work location. In the event that I will not be available during normal work hours on a normal workday, I must notify District, in accordance with the Collective Bargaining Agreement.
- I am expected to abide by all District policies and Work Rules while working remotely.
- While working remotely, I am expected to maintain the volume and quality of work expected of my classification working at a District physical site.
- I will adhere to work hours and lunch and break times in accordance with the Collective Bargaining Agreement. Any changes to break and lunch times require prior supervisor approval.
- Overtime is subject to prior supervisor approval. Any employee who works overtime without prior supervisor approval may be subject to discipline.
- I will provide a copy of my driver's license and car insurance information to the District as I may need to transport equipment between the remote work location and the District's physical work location.
- I understand that I may not request an RWS in lieu of taking personal leave, sick leave, or annual leave.
- I will be available for communication and contact during remote work as if I normally would be if working at my regularly assigned place of employment. Additionally, I understand that it is expected that I will be available for contact by phone and/or e-mail, and may be asked to report to my regularly assigned place of employment on an arranged schedule.
- I understand that RWS is not a substitute for dependent care; therefore, while performing work duties remotely, I am expected to have dependent care arrangements in place.

**Remote work agreement:**

I have read, understand, and agree to abide by this Remote Work Agreement.

I further understand and agree that this Agreement may be terminated by the District upon three (3) calendar days' notice to account for a change in staffing levels, for failure to abide by any of the terms of this agreement, or based on the operational needs of the department.

I agree that this Agreement will expire no later than June 30, 2024.

CT

By signing below, I further acknowledge and certify that I have an ergonomically safe and efficient work environment in the approved remote work location.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

[This section is to be completed by the immediate supervisor]

Approved:  Denied:  Modified:

Reason for denial/modification:

\_\_\_\_\_  
\_\_\_\_\_

Modified Remote Work Hours per Day/Week:

M-F Remote Hours:

|           | Start Time | End Time | Total Hours |
|-----------|------------|----------|-------------|
| Monday    | :          | :        |             |
| Tuesday   | :          | :        |             |
| Wednesday | :          | :        |             |
| Thursday  | :          | :        |             |
| Friday    | :          | :        |             |

M-F Location Hours:

|           | Start Time | End Time | Location        |
|-----------|------------|----------|-----------------|
| Monday    | :          | :        | Choose an item. |
| Tuesday   | :          | :        | Choose an item. |
| Wednesday | :          | :        | Choose an item. |
| Thursday  | :          | :        | Choose an item. |
| Friday    | :          | :        | Choose an item. |

\_\_\_\_\_  
Site/Department Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date



**District Equipment to be used at the remote worksite:**

| Description | Asset Number |
|-------------|--------------|
|             |              |
|             |              |
|             |              |

Cc: Personnel File

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 1, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

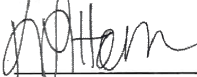
It is Hereby Agreed:

There will be changes to the Senior Technology Support Specialist job description (attached herein); placement on the CSEA Salary Schedule remains unchanged at Range 63.

The Senior Technology Support Specialist will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services

For CSEA



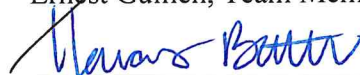
Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



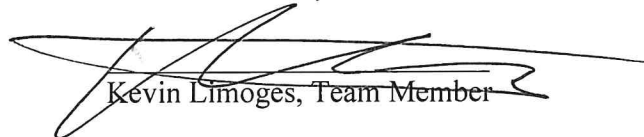
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Kevin Limoges, Team Member



## Senior Technology Support Specialist

Classified Range: 63

Board Approved: 11/18/21 P. 1|5

*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**

---

Performs a variety of duties in support of all aspects of information technology and data/voice infrastructure; provides enterprise and department-level technology support.

### **DISTINGUISHING CHARACTERISTICS:**

The Senior Technology Support Specialist classification is distinguished from the Technology Support Specialist in that employees in this classification provide top level support for end users and design, develop, and research IT infrastructure, as well as providing lead support for assigned staff.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Designs, installs, configures, and maintains software, hardware, network systems, computer labs, and data lines; troubleshoots, repairs, and maintains LAN and telecommunication systems, including computers, servers, routers, switches, VoIP and other peripherals and their related software and accessories.
2. Manage the entire lifecycle of servers, storage and network equipment within the facility. Including receiving, racking, maintenance, and recycling.
3. Identifies and corrects complex network and telecommunication problems; analyzes service requests and develops solutions.
4. Collaborates with District and college IT to ensure compatible interchange of District and campus data; consults with faculty and staff to develop solutions for office and lab technology; provides direction and oversight to vendors to ensure achievement of District and college goals.
5. Maintains enterprise network and telecommunications hardware, operating system software, systems software packages, and applications; maintains and updates network system security.
6. Design, install, configure, and maintain Virtual Infrastructure systems (Citrix, VMWare, Windows Hyper-V) including hypervisor hardware, shared virtualization storage and resources, and individual virtual machines.
7. Research, architect, implement, configure, and maintain Cloud Infrastructure Systems such as but not limited to Amazon Webservices, and Microsoft Azure Cloud.
8. Maintains and communicates implementation schedules for the application of corrective maintenance; to resolve known network problems and maintain network stability and security.
9. Participates in developing, establishing, and documenting procedures for the proper use and support



## Senior Technology Support Specialist

Classified Range: 63

Board Approved: 11/18/21 P. 2|5

of enterprise network hardware and software.

10. Provides technical analysis and advice to users to allow successful planning for network configuration changes.
11. Plans, researches, and recommends changes to the enterprise network hardware and software configuration based upon District needs, technological advances, and cost-effectiveness.
12. Manages district-wide information assets, including data, intellectual property, and licenses; ensures compliance with licensing agreements.
13. Develops bid specifications for the procurement of new hardware, software, or other services.
14. Installs, tests, implements, and maintains enterprise network hardware and software, including network hardware, operating systems, system management software, specialty network management or security-related systems, virtual infrastructure systems, WAN systems, LAN systems and other devices.
15. Monitors network utilization data and implements recommendations to better utilize resources for optimal performance and cost-effectiveness.
16. Stays current on relevant technology changes.
17. Performs duties related to the primary job duties.

### **MINIMUM 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.*

#### **CORE COMPETENCIES:**

##### **Mathematical Facility**

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions\*\*
- Computes and interprets descriptive statistics\*\*

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

##### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality





# Senior Technology Support Specialist

Classified Range: 63

Board Approved: 11/18/21 P. 3|5

- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

## Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

## Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

## Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

## Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

## Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

## Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

## Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*





# Senior Technology Support Specialist

Classified Range: 63

Board Approved: 11/18/21 P. 4|5

## Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization\*\*

## Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

## Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

## Education and Experience Guidelines

### Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science or a related field.

### Experience:

Four (4) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training.

### Certificate/License:

A valid California Driver's License.

### Equivalency Provision:

In the absence of a Bachelor's degree from an accredited college or university with major course work in computer science or a related field, an Associate's degree and six (6) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.

In the absence of an Associate's degree from an accredited college or university with major course work in computer science or a related field, the equivalent of completion of high school and eight (8) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.

CT  
AH



## Senior Technology Support Specialist

Classified Range: 63

Board Approved: 11/18/21 P. 5|5

### **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 indoors with travel to various locations to provide user support and attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to travel to various sites throughout the day; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; may lift, carry, push, and/or pull heavier amounts of weight with or without assistance; 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.

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 1, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."


It is Hereby Agreed:

The Technology Support Specialist I classification will be added to the classified bargaining unit. This classification will be placed at Range 50 of the CSEA Salary Schedule.

The Technology Support Specialist I will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

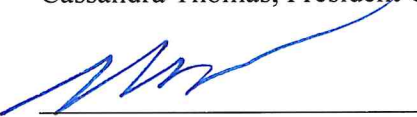
This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services


For CSEA

  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LLR

  
\_\_\_\_\_  
Ernest Guillen, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member.

  
\_\_\_\_\_  
David Stevenson, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member



CT



# Technology Support Specialist I

Classified Range: 50

Board Approved: TBD P. 1|4

AA

*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**

Performs a variety of basic technical support duties in the operation and maintenance of computer network hardware and software systems in support of administrative and instructional users in assigned department(s).

## **DISTINGUISHING CHARACTERISTICS**

The Technology Support Specialist I classification is distinguished from the Technology Support Technician classification in that this classification provides 2<sup>nd</sup> level end user support and troubleshoots basic network systems and software in coordination with higher-level staff.

## **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from appropriate supervisor; checks with supervisor or higher-level staff regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

## **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Installs, configures, troubleshoots, and maintains software, hardware, computer labs, and classroom hardware; troubleshoots, repairs, and maintains computers, printers, projectors, phones, other peripherals and their related software and accessories.
2. Documents, equipment inventories, software inventories, and repairs.
3. Provides end user support in the deployment of server-based data storage and records; trains end users on procedure for access and security of data storage.
4. Assist higher level staff to develop solutions for office and lab technology; Assists with vendors, District, and college personnel to develop and implement security standards.
5. Provides recommendations to the departmental manager concerning enhancements to the hardware and software inventory.
6. Provides training to end users on the proper use of technology equipment and information security.
7. Performs software updates and upgrades to computer systems and classroom software.
8. May assist the departmental manager with the technology budget for computer equipment software acquisitions and support; requests quotes and orders from vendors for equipment and software.
9. Assists administrators and staff with a variety of technical issues.
10. Collaborates with District and college personnel in the implementation of system configurations and software.
11. Participates in the development, documentation, and implementation of technology service management practices; works to develop standards and procedures for the implementation and

CT

TH

# Technology Support Specialist I

Classified Range: 50

Board Approved: TBD P. 2|4

support of hardware and software.

12. Refers more complicated issues to the higher-level staff; works collaboratively and, in a training capacity, assists higher-level staff to complete projects and tasks.
13. May provide guidance, training, and instruction to lower-level technology staff.
14. Stays current on relevant technology changes.
15. Performs other duties related to the primary duties.

## **MINIMUM 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.*

### **CORE COMPETENCIES:**

#### **Mathematical Facility**

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions\*\*
- Computes and interprets descriptive statistics\*\*

#### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

#### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

#### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

#### **Professional Integrity and Ethics**

- Follows a clear-cut set of rules



# Technology Support Specialist I

Classified Range: 50

Board Approved: TBD P. 3|4

- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

## Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

## Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

## Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

## Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

## Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

## Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization\*\*

## Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

## Valuing Diversity

- Shows acceptance of individual differences



# Technology Support Specialist I

Classified Range: 50

Board Approved: TBD P. 4/4

- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

## **Education and Experience Guidelines**

### **Education/Training:**

An Associate's degree with major course work in computer science or a related field.

### **Experience:**

Two (2) years of experience providing end user support consisting of responsibility for hardware, software, application support, and user training.

### **Equivalency Provision:**

In the absence of an Associate's degree with major course work in computer science or a related field, the equivalent to completion of high school and four (4) years of experience providing network administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.

## **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 indoors with travel to various locations to provide user support and attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to travel to various sites throughout the day; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; 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.

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 1, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

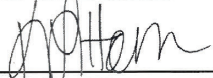
It is Hereby Agreed:

There will be changes to the Technology Support Specialist job description (attached herein), which include a title change to Technology Support Specialist II and placement at Range 54 from Range 50 of the CSEA Salary Schedule.


The Technology Support Specialist II will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

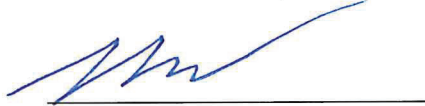
This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services


For CSEA

  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LLR

  
\_\_\_\_\_  
Ernest Guillen, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member

CT  
AH



## Technology Support Specialist II

Classified Range: **50 54**

Board Approved: 11/18/21 P. 1|5

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

Performs a variety of advanced technical support duties in the operation, management, and maintenance of computer network hardware and software systems in support of administrative and instructional users in assigned department(s).

### DISTINGUISHING CHARACTERISTICS

The Technology Support Specialist II classification is distinguished from the Technology Support ~~Technician Specialist I~~ classification in that this classification provides **2<sup>nd</sup> level advanced** end user support and **manages assists in network and telecommunications** systems **administration** and software in coordination with the Senior Technology Support Specialist classification.

### SUPERVISION RECEIVED AND EXERCISED:

Receives **limited general** direction from appropriate supervisor; **refers only unusual decisions to supervisor. checks with supervisor regarding non-routine assignments.** May provide technical and functional direction to assigned student workers.

### REPRESENTATIVE DUTIES

*The following duties are typical for this classification.*

1. Installs, configures, troubleshoots, and maintains software, hardware, network systems, computer labs, and data lines; troubleshoots, repairs, and maintains LAN systems, including computers, servers, routers, switches, and other peripherals and their related software and accessories.
2. Installs, manages, and maintains network servers and server software on multiple platforms; updates and configures switches.
3. **Works with vendors on projects and issues related to telecommunications and computer systems.**
4. Documents networks, equipment inventories, software inventories, and repairs.
5. Maintains and manages data and record storage on servers; assists in controlling access to data by designing and enforcing data security measures.
6. Installs, administers, and troubleshoots telecommunications networks, equipment and IP telephones; **such as maintaining call tree schedules and telecommunication user accounts;** may install wire/cabling in ceilings and walls.
7. Consults with faculty and staff to develop solutions for office and lab technology; consults with vendors, District, and college personnel to develop and implement security standards.
8. Provides recommendations to the departmental manager concerning enhancements to the hardware and software inventory.
9. Provides training to end users on the proper use of technology equipment and information security.



## Technology Support Specialist II

Classified Range: 50 54

Board Approved: 11/18/21 P. 2|5

10. Performs software updates and upgrades.
11. May assist the departmental manager with the technology budget for computer equipment software acquisitions and support; requests quotes and orders from vendors for equipment and software.
12. Assists administrators and staff with a variety of technical issues.
13. Collaborates with District and college personnel in the design and development of system configurations and software.
14. Participates in the development, documentation, and implementation of technology service management practices; works to develop standards and procedures for the implementation and support of hardware and software.
15. Refers more complicated issues to the higher-level staff; works collaboratively and, in a training capacity, assists Senior Technology Support Specialists to complete projects and tasks.
16. May provide guidance, training, and instruction to lower-level technology staff ~~and student assistants~~.
17. Stays current on relevant technology changes.
18. Performs other duties related to the primary duties.

### **MINIMUM 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.*

#### **CORE COMPETENCIES:**

##### **Mathematical Facility**

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions\*\*
- Computes and interprets descriptive statistics\*\*

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

##### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products





## Technology Support Specialist II

Classified Range: 50 54

Board Approved: 11/18/21 P. 3|5

### Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

### Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

### Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

CT

AH



## Technology Support Specialist II

Classified Range: **50 54**

Board Approved: 11/18/21 P. 4|5

- Possess recognized expertise outside of the organization\*\*

### Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

An Associate's degree with major course work in computer science or a related field.

#### Experience:

~~Two (2)~~ **Three (3)** years of experience providing network administration and support consisting of responsibility for hardware, software, application support, and user training.

#### Equivalency Provision:

In the absence of an Associate's degree with major course work in computer science or a related field, the equivalent to completion of high school and ~~four (4)~~ **five (5)** years of experience providing network administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.

### 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 indoors with travel to various locations to provide user support and attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to travel to various sites throughout the day; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

CT



## Technology Support Specialist II

Classified Range: 50 54

Board Approved: 11/18/21 P. 5|5

AA

**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.

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 1, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

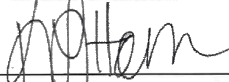
It is Hereby Agreed:

There will be changes to the Technology Support Technician job description (attached herein); placement on the CSEA Salary Schedule remains unchanged at Range 38.

The Technology Support Technician will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

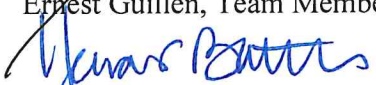
  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services


For CSEA

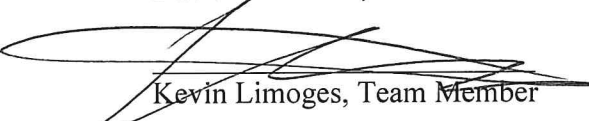
  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LLR

  
\_\_\_\_\_  
Ernest Guillen, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member





# Technology Support Technician

Classified Range: 38

Board Approved: 11/18/21 P. 1|4

*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**

---

Performs a variety of minor technical support duties to assist faculty, staff, and students in operating and troubleshooting a variety of technical equipment including computers, printers, and copy machines in assigned areas.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with **higher-level staff and/or** supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

## **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. **Serves as initial point of contact for technical support; provides first-level support and performs a variety of minor technical support duties in assigned areas to assist faculty, staff, and students with the general use of a variety of computers and other technical equipment in operating and troubleshooting a variety of technical equipment including computers, printers, and copy machines; demonstrates procedures and functionality; assists faculty, staff and students in the creation and triage of helpdesk trouble tickets.**
2. Assists students in accessing email, learning management system accounts, student information system.
3. Troubleshoots, repairs, and maintains computers and other peripheral devices.
4. Performs routine maintenance on computer hardware and copiers.
5. Installs computer software; sets up computer hardware for use in a laboratory environment; cleans and maintains computer related hardware and copiers.
6. Troubleshoots malfunctions and performs repairs to hardware and software; prepares equipment for major repairs.
7. Performs software maintenance on computers.
8. Learns the operation of software in order to inform and assist students and staff.
9. Maintains inventory of computer-related equipment and software; notifies appropriate staff when ordering is necessary.
10. **Refers more complicated issues to the higher-level staff; works collaboratively and, in a training capacity, assists Technology Support Specialists and Senior Technology Support Specialists to complete projects and tasks.**
11. Performs other duties related to the primary job duties.

## **MINIMUM QUALIFICATIONS**

---





# Technology Support Technician

Classified Range: 38

Board Approved: 11/18/21 P. 2|4

*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.*

## **CORE COMPETENCIES:**

### **Mathematical Facility**

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions\*\*
- Computes and interprets descriptive statistics\*\*

### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

### **Professional Integrity and Ethics**

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

### **Legal and Regulatory Navigation**

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

### **Using Technology**

- Working with electronic hardware and software applications

CT

AA



## Technology Support Technician

Classified Range: 38

Board Approved: 11/18/21 P. 3|4

- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization\*\*

### Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

Equivalent to the completion of high school supplemented by twelve (12) units of college level course work in computer science or a related field.

CT



## Technology Support Technician

Classified Range: 38

Board Approved: 11/18/21 P. 4|4

### **Experience:**

Two (2) years of experience in the operation and repair of computer equipment and other office equipment.

### **Equivalency Provision:**

In the absence of (12) units of college level course work in computer science or a related field, the equivalent to completion of high school and three (3) years of experience providing network administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.

### **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 occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; may lift, carry, push, and/or pull heavier amounts of weight with or without assistance; 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.

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 1, 2023**

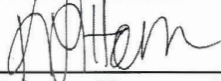
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

It is Hereby Agreed:

The Telecommunications Specialist classification will be abolished from the classified bargaining unit, effective September 1, 2023. Therefore, the Telecommunications Specialist will be removed from the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."


This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

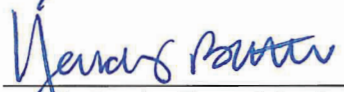
  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services

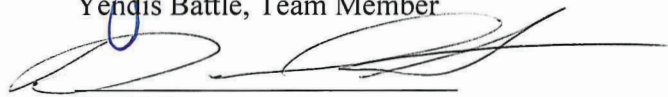
For CSEA

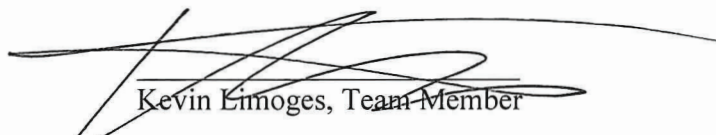
  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LLR

  
\_\_\_\_\_  
Ernest Guillen, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member



CT  
AH



# Abolish Position– duties absorbed in Technology Support Specialist and Sr. Technology Support Specialist

## Telecommunications Specialist

Classified Range: 52

Board Approved: 11/18/21 P. 114

*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

Installs, maintains, and provides technical and service support to District wide voice telecommunications systems.

### SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

### REPRESENTATIVE DUTIES

*The following duties are typical for this classification.*

1. ~~Installs and moves telephones and telephone equipment including Voice Over Internet Protocol (VOIP), analog and digital telephone devices.~~
2. ~~Configures, troubleshoots, and maintains VOIP devices, peripherals, and other calling devices as assigned.~~
3. ~~Manages account administration within all telecommunication systems.~~
4. ~~Creates voicemail accounts; provides telephone system training to users.~~
5. ~~Configures and maintains call center systems District wide.~~
6. ~~Installs voice/data cabling and voice/data circuits; installs and configures VOIP/analog devices, routers, and other telecommunication voice gateway devices as assigned.~~
7. ~~Acts as liaison between telephone service vendors and the District in resolving issues related to the telecommunications systems and lines.~~
8. ~~Provides assistance when needed to the District concerning telephone service billing issues.~~
9. ~~Provides network and help desk support; installs configures, troubleshoots, and maintains software, hardware, network systems, and data lines for the VOIP unified communications environment.~~
10. ~~Provides end user device and software support as it relates to telecommunication systems end user applications.~~
11. ~~Oversees equipment inventory within unified telecommunications systems.~~
12. ~~Prepares and maintains records and reports related to all assigned areas of the telecommunications environment.~~
13. ~~Performs tasks in assigned projects related to design and review of new telecommunications server systems, applications, and hardware.~~
14. ~~Operates a variety of equipment related to assigned activities.~~
15. ~~Stays current with changes and advances in telecommunication technology.~~
16. ~~Performs other duties related to the primary job duties.~~



CT  
AA



## Telecommunications Specialist

Classified Range: 52

Board Approved: 11/18/21 P. 2|4

### MINIMUM 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.*

#### CORE COMPETENCIES:

##### **Mathematical Facility**

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions\*\*
- Computes and interprets descriptive statistics\*\*

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

##### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

##### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

##### **Professional Integrity and Ethics**

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

##### **Legal and Regulatory Navigation**

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible



# Telecommunications Specialist

Classified Range: 52

Board Approved: 11/18/21 P. 3/4

## Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

## Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

## Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

## Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

## Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization\*\*

## Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

## Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

\*\*Lead, Advanced or Senior Level Positions



CT  
AH



## Telecommunications Specialist

Classified Range: 52

Board Approved: 11/18/21 P. 44

### Education and Experience Guidelines

#### Education/Training:

~~A Bachelor's degree from an accredited college or university with major course work in telecommunications, computer science, or a related field.~~

#### Experience:

~~Three (3) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training.~~

#### License/Certification:

~~Possession of a valid driver's license.~~

### EQUIVALENCY PROVISION:

- ~~1. In the absence of a Bachelor's degree from an accredited college or university with major course work in telecommunications, computer science, or a related field, an Associate's degree and five (5) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.~~
- ~~2. In the absence of an Associate's degree from an accredited college or university with major course work in telecommunications, computer science, or a related field, the equivalent of completion of high school and seven (7) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.~~

### 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, with some travel between District sites.

**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 frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; 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.

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**July 13, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties." The Parties do hereby agree:

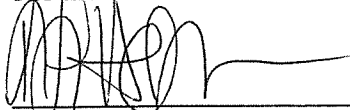
1. **Reclassification:** The Parties agree that in accordance with **Article 16: PERSONNEL**, specifically subsection **16.3.1 RECLASSIFICATION REQUEST**, the Association and the District negotiation teams on March 14, 2023, reviewed the reclassification request for, Bonnie Rodriguez Cruz and determined that the reclassification request be denied.
2. **Out of Class:** The Parties agree that in accordance with **Article 7: PAY and ALLOWANCE**, specifically subsection **7.11: Working Out of Class**, Bonnie Rodriguez Cruz performed work out of their classification for five (5) or more working days within fifteen (15) calendar day period; therefore, Bonnie Rodriguez Cruz shall be compensated at Range 41, Step C effective January 31, 2023, through June 25, 2023, as a Job Developer.
3. **Reorganization:** The District is conducting a reorganization in the Career Center/Cooperative Ed Department. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

Bonnie Rodriguez Cruz, Administrative Assistant I, Range 33 Step F, 8 hours/260-day work year, will be reorganized into the classification of Administrative Assistant II, Range 37 Step E, 8 hours/260-day work year, effective June 26, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective June 26, 2023, the now vacant Administrative Assistant I position in Career Center/Cooperative Ed Department shall be eliminated.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

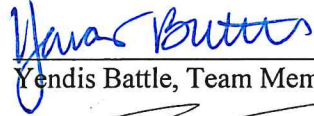
For CSEA



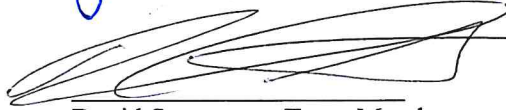
Cassandra Thomas, President CSEA #291



Kevin Limoges, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR



Ernest Guillen, Team Member



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**July 13, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

1. In accordance with **Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST**, the Association and the District negotiation teams on June 20, 2023, reviewed the reclassification request for Sarah Yearean and determined that the reclassification request be denied.

Effective June 30, 2022, bargaining unit member Sarah Yearean, Laboratory Technician II-Microbiology, Range 50 Step F, 8 hours/260-day work year in the Microbiology Department at San Bernardino Valley College shall receive 5% out-of-class pay while the Parties determine appropriate classification placement.

2. In accordance with **Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST**, the Association and the District negotiation teams on June 20, 2023, reviewed the reclassification request for Yvonne Rose Powers and determined that the reclassification request be approved.

Effective March 16, 2020, bargaining unit member Yvonne Rose Powers, Development Assistant, Range 36 Step F, 8 hours/260-day work year in the KVCR Department at the District will be reclassified to the classification of Development Coordinator, Range 45 Step C, 8 hours/260-day work year.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District




Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Kevin Limoges, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



---

Noah Snyder, CSEA LRR



---

Ernest Guillen, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**July 13, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The District is conducting a reorganization in the Student Services Department at San Bernardino Valley College. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

Effective September 18, 2023, bargaining unit member Kristina Heilgeist, Schedule Catalog Data Specialist, Range 42 Step F, 8 hours/260-day work year in the Admissions and Records Department at Crafton Hills College will be reorganized to the classification of Student Services Technology Coordinator, Range 54 Step A, 8 hours/260-day work year and administratively transferred to the Student Service Department at San Bernardino Valley College.

The Parties further agree that this Memorandum of Understanding shall resolve any disputes about bargaining unit member Kristina Heilgeist working outside their classification.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

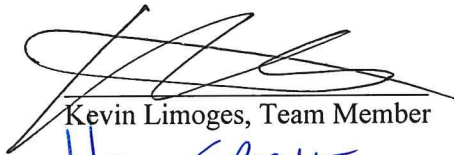


Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

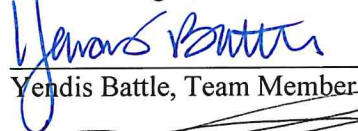
For CSEA



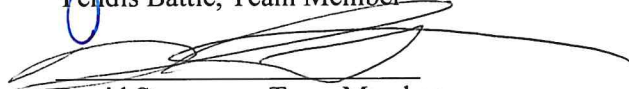
Cassandra Thomas, President CSEA #291



Kevin Limoges, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR



Ernest Guillen, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**July 13, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

In accordance with Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST, it has been determined the following bargaining unit members shall be reclassified.

1. Effective March 29, 2023, bargaining unit member Michelle Crocfer, Senior Student Services Technician, Range 38 Step F, 8 hours/260-day work year in the DSP&S Department at San Bernardino Valley College will be reclassified to the classification of Student Services Coordinator, Range 46 Step C, 8 hours/260-day work year.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

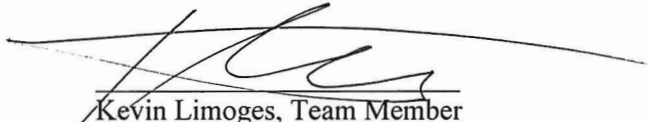


Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

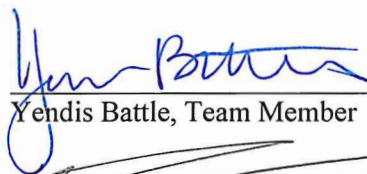
For CSEA



Cassandra Thomas, President CSEA #291



Kevin Limoges, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR



Ernest Guillen, Team Member