

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 7, 2022

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 Laboratory Assistant II-Allied Health classification will be added to the classified bargaining unit. This classification will be placed at Range 42 of the CSEA Salary Schedule.

The Laboratory Assistant II-Allied Health will be added to the 2017-2020 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 LRR



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Laboratory Assistant II – Allied Health

Classified Range: 42

Pending Board Approval: 07/14/22 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

Provides laboratory and program assistance to students and faculty within the Allied Health programs.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations and simulations.
2. Practices and demonstrates the safe and effective use and operation of a variety of equipment and tools used in the Allied Health programs.
3. Assists with simulation labs by utilizing computers and audiovisual equipment in simulation scenarios using human patient simulators.
4. Issues supplies, materials, and equipment used for skills lab sessions; maintains records and facilitates the return of supplies and equipment checked out to students.
6. Operates, adjusts and makes minor repairs on equipment used in simulation and skills labs; schedules maintenance for equipment as necessary.
8. Keeps stockroom and work areas orderly and clean; coordinates lab laundry services for pickup and delivery.
9. Maintains inventory records of supplies, material and equipment and prepares inventory reports and requisitions; maintains expenditure records and provides data for budget estimates.
10. Places orders to vendors, receives, and stocks materials, supplies, and equipment for the use of Allied Health programs.
11. Assists in maintaining security of laboratories, laboratory equipment, supplies, and materials; coordinates pick up for removal of sharps containers.
12. Performs other duties related to the primary job duties.



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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:

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**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

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

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

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**

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**

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



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- 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 **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- 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 - *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

An Associate's Degree or sixty (60) semester units from an accredited institution in nursing or a health-related field.

Experience:

Two (2) years of experience in a hospital, clinic, or other healthcare setting that includes providing direct patient care or utilizing medical equipment or medical supplies.

License or Certificate:

Valid Vocational Nurse (LVN) License.

Preferred Education and/or Experience:

A valid Registered Nurse License is preferred.



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Equivalency Provision:

In the absence of an Associate's Degree or sixty (60) semester units in nursing or a health-related field, equivalent to the completion of high school and a Valid Vocational Nurse License and three (3) years of experience in a hospital, clinic, or other healthcare setting that includes providing direct patient care or utilizing medical equipment or medical supplies 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 classroom/laboratory setting; exposure to noise, smoke, fumes, heat, electrical energy, grease, oils; extensive handling of food.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory 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 heavy amounts of weight up to 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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