



## Agenda Item Details

Meeting	Apr 18, 2023 - Regular Meeting of the San Bernardino City Unified School District Board of Education
Category	5. *8:00 pm: Public Hearings
Subject	5.1 Acceptance and Adoption of the MOU (New and Updated Job Descriptions) between the San Bernardino City Unified School District and California School Employees Association Chapter 183
Access	Public
Type	Action
Preferred Date	Apr 18, 2023
Absolute Date	Apr 18, 2023
Recommended Action	Accept the MOU (New and Updated Job Descriptions) between SBCUSD and CSEA Chapter 183.

## Public Content

A Public Hearing will be held to consider the adoption of the Memorandum of Understanding between the California School Employees Association (CSEA), Chapter 183, and the San Bernardino City Unified School District.

On February 22, 2023, the District and CSEA agreed to the Memorandum of Understanding for the New and Updated Job Descriptions: Assistant Buyer, Network Engineer, Nutrition Center Lead Delivery-Warehouse Worker, Purchasing Clerk, and Senior Budget Analyst.

On March 31, 2023, CSEA ratified the proposed Memorandum of Understanding to the collective bargaining agreement.

### **It is appropriate at this time to conduct a public hearing.**

BE IT RESOLVED the Board of Education accepts and adopts the Memorandum of Understanding for the New and Updated Job Descriptions (Assistant Buyer, Network Engineer, Nutrition Center Lead Delivery-Warehouse Worker, Purchasing Clerk, and Senior Budget Analyst) between the San Bernardino City Unified School District and California School Employees Association (CSEA) Chapter 183.

[MOU Job Description\\_NE,AB,SBA,PC,LDDWW 2-22-23.pdf \(112 KB\)](#)

[New and Updated Job Description.pdf \(355 KB\)](#)

## Administrative Content

## Motion & Voting

Accept the MOU (New and Updated Job Descriptions) between SBCUSD and CSEA Chapter 183.

Motion by Danny Tillman, second by Felicia Alexander.

Final Resolution: Motion Carries

Yea: Scott Wyatt, Abigail Rosales-Medina, Danny Tillman, Mayra Ceballos, Mary Ellen Grande, Mikki Cichocki, Felicia Alexander

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CALIFORNIA EMPLOYEES' ASSOCIATION  
AND ITS SAN BERNARDINO CHAPTER 183  
AND  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

**Job Descriptions**  
February 22, 2023

This Memorandum of Understanding (MOU) is between the California school Employees Association and its Chapter 183 (CSEA) and the San Bernardino City Unified School District (District).

On January 13, <sup>2023 M</sup>~~2022~~, the District and CSEA met and agreed to the following. All job descriptions are attached, and members will be provided a copy of their new job descriptions.

**New Job Descriptions**

**Assistant Buyer and Network Engineer**

1. In accordance with Article, I Recognition of the Collective Bargaining Agreement (CBA) between CSEA and the District the attached newly created job classifications of Assistant Buyer and Network Engineer will be included in the classified bargaining unit.
2. Appendix A of CBA shall be revised to include the newly created job description or Assistant Buyer and Network Engineer.
3. The newly created job classification of Assistant Buyer shall be paid at range 41 on Appendix A of the CBA.
  - a. The District will reclassify a total five (5) ~~our current~~ <sup>M</sup> Purchasing Clerk and Senior Purchasing Clerk positions to Assistant Buyer.
  - b. The Assistant Buyer position is 12 months, 8 hours, and scheduled shift hours are Monday to Friday from 8:00 a.m. to 4:30 p.m.
4. The newly created job classification of Network Engineer shall be paid at range 55A of Appendix A of the CBA.
  - a. The District will establish one (1) Network Engineer position.
  - b. The position is 12 months, 8 hours, and scheduled shift hours are Monday to Friday from 7:30 a.m. to 4:00 p.m.

## Updated Job Descriptions

### Nutrition Center Lead Delivery Driver-Warehouse Worker

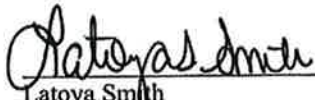
- a. The job description of the Nutrition Center Lead Delivery Driver-Warehouse Worker was updated to reflect the job's essential duties accurately.
- b. Nutrition Center Lead Delivery Driver-Warehouse Worker title is now changed to Lead Delivery Driver-Warehouse Worker effective from the ratification of this MOU.
- c. Appendix A of CBA shall be updated to include the new the title of Lead Delivery Driver-Warehouse Worker.
- d. For seniority purposes classified bargaining unit members currently in the Lead Delivery Driver-Warehouse Worker position shall retain their current seniority date from their previous classification of Nutrition Center Lead Delivery Driver-Warehouse position.


### Purchasing Clerk and Senior Budget Analyst

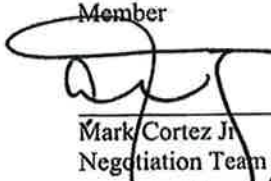
- a. The job descriptions of Purchasing Clerk and Senior Budget Analyst were updated to reflect the job's essential duties accurately.

This MOU is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process.

California School Employees  
Association (CSEA), Chapter 183

 2/22/23  
\_\_\_\_\_  
Latoya Smith Date  
Chief Union Steward, Chief Negotiator

 2/22/23  
\_\_\_\_\_  
Oni Jimenez Date  
Chapter President, Negotiation Team  
Member

 2/22/23  
\_\_\_\_\_  
Mark Cortez Jr. Date  
Negotiation Team Member

 2/22/23  
\_\_\_\_\_  
Monica L. Contreras Date  
Labor Relations Representative

San Bernardino City Unified School District

 2/22/23  
\_\_\_\_\_  
Luis Chavez-Andere Date  
Director of Employee Relations

 2-22-23  
\_\_\_\_\_  
Irma Garcia Date  
Personnel Director



# Assistant Buyer

Class Code: 0000  
Salary Range: 41

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION  
Established Date: 00/00/2022

Bargaining Unit: CSEA

## JOB SUMMARY:

Performs routine purchasing duties in support of the Purchasing department related to purchasing, pricing and ordering of various office/school supplies, materials, and equipment, including blanket orders. Serves as a liaison between the District and outside suppliers.

## SUPERVISION:

Receives general supervision from the Purchasing Director or designee.  
Exercises no supervision.

## ESSENTIAL JOB FUNCTIONS:

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

- Process purchase orders and places orders for routine purchases of miscellaneous goods and services that fall below the bid threshold, covered under contract or non-biddable per Ed Code.
- Checks all items on quotes for accuracy prior to creation of the purchase orders.
- Determines where products may be obtained and secures price quotations and compares prices.
- Verifies product numbers, quantities, warranties and prices of items requested.
- Coordinates deliveries with warehouse staff; verifies accuracy and completeness of orders received.
- Communicates with warehouse and vendors regarding supply/invoice discrepancies and damaged shipments.
- Contacts school staff to discuss price increases and order changes; verifies items requested and offer alternative in cases of cancellations and substitutions.
- Contacts suppliers to resolve disputes over shortages, errors, billing, availability of materials, and to place confirming orders.
- Composes correspondence to suppliers.
- Maintains detailed files for purchase orders and correspondence.
- Maintains files of suppliers and commodities handled on supplies and equipment.
- Communicates with Accounts Payable staff and Supplier to resolve invoice discrepancies.
- May compile and tabulate a large variety of purchasing and budgetary information.
- Ensures compliance with applicable laws, rules and regulations.
- May assist in the bid process.
- Performs a variety of clerical work such as telephone reception, typing of letters, purchase orders and reports, sorting, routing and responding to mail.
- Performs job related duties as assigned.

## DISTINGUISHING CHARACTERISTICS:

An Assistant Buyer performs routine purchases of miscellaneous goods and services that fall below the bid threshold, covered under contract or non-biddable per Ed Code.

A Buyer performs advance bid/RFP functions, negotiations, and prepares Board Agenda items.

## **EMPLOYMENT STANDARDS**

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

- Knowledge of financial record keeping and advanced clerical purchasing procedures.
- Knowledge of applicable laws, policies, rules, and regulations.
- Knowledge of general practices in buying materials for a school district.
- Knowledge of computer software applications (i.e. Microsoft Word, Excel, PowerPoint, etc.)
- Knowledge of types and sources of books, materials and periodicals commonly used in a school district.
- Knowledge of basic mathematic principles.
- Knowledge of interpersonal skills using tact, patience, and courtesy.
- Knowledge of principles and procedures of basic record keeping.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of modern office practices, procedures, methods and equipment.
- Ability to learn, interpret and apply legal mandates, policies, rules, regulations and operational procedures.
- Ability to make extensive mathematic calculations with speed and accuracy.
- Ability to make independent judgment on purchases.
- Ability to obtain and purchase a wide variety of equipment and materials at the lowest possible price.
- Ability to apply appropriate aspects of the Education Code relating to purchasing in a school district.
- Ability to establish and maintain comprehensive and accurate and complete records.
- Ability to prepare concise and complete reports as required.
- Ability to understand and carry out oral and written directions.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively in the absence of supervision.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to operate computers and other office equipment and programs to fulfill necessary functions of duties.

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

Three (3) years of responsible public procurement experience.

AND

Graduation from high school, or equivalent.

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

An appropriate, valid California driver's license and auto liability insurance.

### **WORKING ENVIRONMENT:**

Indoor working environment.

### **PHYSICAL LEVEL 1: MINIMAL**

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 25 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

### **AMERICANS WITH DISABILITIES ACT:**

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

**SPECIAL REQUIREMENTS:**

Personal transportation for job-related travel.

**APPOINTMENT:**

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





# Network Engineer

Class Code: 0000  
Salary Range: 55A

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION  
Established Date: 00/00/2022

Bargaining Unit: CSEA

## JOB SUMMARY:

Performs a variety of highly responsible and complex professional and technical tasks in planning, designing, implementing, maintaining, analyzing, and securing the operations of the District's network infrastructure systems including all aspects of the local and wide area networks (LAN/WAN). Assist in the development, implementation, and maintenance of department objectives, goals, policies, rules, guidelines, and operating procedures.

## SUPERVISION:

Supervised by the Director of Information Technology, or designee.  
Exercises technical and functional direction over network related positions.

## ESSENTIAL JOB FUNCTIONS:

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

- Prepares and presents a variety of technical reports and materials.
- Leads in the planning, build, and implementations of the network infrastructure systems including routers, switches, firewalls, load balancers, wireless access points, and other network equipment or software.
- Monitor, install, maintain, and improve the security of a variety of complex network services including routing protocols, firewall, VPN, intrusion prevention, access/filter policies, IP video surveillance, voice over IP, servers, databases, and web/proxy services.
- Assists in the preparation of cost estimates for budget recommendations.
- Assists in the management and maintenance of data centers, disaster recovery facilities, and services hosted in the cloud across multiple locations.
- Works collaboratively with service desk and other teams in resolving network, security, and system related issues.
- Monitors and reports on the performance of network components and takes preemptive measures to minimize interruptions.
- Leads in the development and maintains network and telecommunications documentation such as network diagrams for support, audit, compliance, and disaster recovery purposes.
- Assists in the development, planning, implementation, monitoring, and testing of the backup and recovery process and procedures
- Assist in the establishment and management of a Risk Assessment program to define, classify, and secure critical assets, assess threats and vulnerabilities to those assets, and implement appropriate safeguards.
- Analyzes network security events by participating in and supporting audit processes, penetration testing, and reviewing log reports from network systems, security information event management (SIEM), and other systems for actionable items and remediation.
- Performs network systems tuning and makes recommendations for improving the overall network health, effectiveness, and efficiency.



- Maintains effective communication with administrators, support staff, end users, and vendors to effectively plan, deploy, and manage technology-based solutions.
- Leads in the maintenance, updates, and patching of network systems, software, firmware, and applications.
- Assists in the development of Request for Proposals, Scope of Work, and technical documentation.
- Serves as a liaison between technical teams to coordinate activities, provide guidance, conduct trainings, and exchange information.
- Assist with developing, documenting, and maintaining security configuration baselines for broad range of IT assets that support District operations and identifies any unsecure deviations requiring mitigation.
- Adjust normal working schedules to perform duties when required
- Performs job related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

A Network Specialist performs a variety of duties in the design, installation, configuration, maintenance, and operation of Local Area Networks, Wide Area Networks, systems and related equipment.

A Network Engineer participates in the identification of department/unit technical goals and objectives, confer on major procedural changes, and is expected to exercise autonomous judgement in establishing priorities, resolving problems, modifying procedures for positive results and recommending courses of action to achieve desired results.

#### **EMPLOYMENT STANDARDS:**

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

- Knowledge of principles of project planning, project management, time management, and problem solving
- Knowledge of routers, switches, wireless access points, firewalls, and network management software.
- Knowledge WAN and LAN network design and installation including multiprotocol routing.
- Knowledge of current laws, guidelines, codes, regulations, and rules related to educational technology use and security practices.
- Knowledge of concepts, procedures, and techniques relating to information security frameworks, vulnerability databases, access control, identity management, and encryption tools.
- Knowledge of Perl, HTML, JavaScript, Visual Basics, PowerShell, and other similar software languages.
- Knowledge of vulnerability scanning tools including but not limited to Nessus, Nmap, and WebInspect.
- Knowledge of advanced networking concepts and services such as DNS, Active Directory, LDAP, DNS, SMTP, HTTP, and HTTPS.
- Knowledge of various cloud applications, security, and best practices.
- Knowledge of network hardware, network operating system, and network access control.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to work under stressful situations and manage multiple projects and deadlines.
- Ability to perform root cause, performance, and trend analysis.
- Ability to understand and carry out oral and written direction.
- Ability to communicate effectively, both orally and in writing.
- Ability to participate in after-hours upgrades, troubleshooting, and/or during a declared emergency.
- Ability to formulate and express ideas on complex technical concepts in a clear and effective manner.
- Ability to learn technical materials and develop solutions to complex technical problems.
- Ability to apply new developments in the field of networking, wireless, security, and hosted applications.
- Ability to keep and maintain complete and accurate records and prepare concise reports.
- Ability to maintain confidentiality of sensitive and privileged information.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

**QUALIFICATIONS:**

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

Three (3) years of recent (within the last six (6) years) of fulltime paid experience in network engineering and network operations supporting a large enterprise organization.

-AND-

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

Cisco Certified Network Associate/Professional (CCNA/CCNP), CompTIA Network+, Security+, or Systems Security Certified Practitioner (SSCP) certifications are desirable. Previous experience with E-rate RFP process, rules, and regulations is desirable.

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

An appropriate, valid California driver's license and auto liability insurance.

**WORKING ENVIRONMENT:**

Indoor office environment and outdoor office environment; subject to constant interruptions.  
Driving vehicle to conduct work.

**PHYSICAL LEVEL 2: MODERATE**

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

Stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects or students from one location to another; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

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

**SPECIAL REQUIREMENTS:**

Personal transportation for travel throughout the District.  
Ability to handle periodic on-call duty.

**APPOINTMENT:**

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



# **Nutrition Center**

## **Lead Delivery Driver/Warehouse Worker**

Class Code: 0541  
Salary Range: 40A

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

Established Date: 07/28/1993

Revised: 01/14/2020; 00/00/2022

Bargaining Unit: CSEA

### **JOB SUMMARY:**

Under direction, provide training and participate in the work providing a wide variety of services involving ~~nutrition services~~ warehouse and delivery activities at Nutrition Services or Warehouse Department.

### **SUPERVISION:**

Receives general supervision from a ~~Nutrition Services Supervisor or higher level designated~~ manager. Exercises technical and functional supervision over ~~Nutrition Center~~ Delivery Driver/Warehouse Workers.

### **~~EXAMPLES OF DUTIES~~ ESSENTIAL JOB FUNCTIONS:**

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

- Guides, trains and corrects the work of Delivery Driver/Warehouse Workers to ensure safe work practices, food sanitation, timely deliveries and effective use of time.
- To guide, instruct and correct the work of Delivery Driver/Warehouse Workers assigned to the District Child Nutrition Center or the Warehouse Department; to load delivery vehicles with food carts, boxes, bags and other containers for delivery to schools; to follow an established route in delivery and pickup; to unload trucks; and to perform vehicle safety checks; and to assist in varied warehousing work.
- Plans, coordinates, and participates in the shipping, receiving, storage, order processing and delivery of District supplies, furniture, equipment, mail, and salvage equipment and materials.
- Assists in inventory or stock item research.
- Demonstrates vehicle loading and unloading procedures at the Nutrition Center or Warehouse Department and delivery sites.
- Trains drivers on routes.
- Receives work assignments, distributes and participates fully in the work and ensures that scheduled work is completed and meets departmental standards.
- Reports performance problems to supervisor.
- Brings workload, routing and scheduling problems to the attention of supervisor.
- Maintains and updates delivery routes.
- Completes routine reports of work, time and materials.
- Advises supervisor of material and equipment needs.
- Tests new equipment and materials.
- Works closely with supervisor in the development of work methods and standards.
- Performs daily vehicle inspections, fuels vehicles, and cleans vehicles.
- Performs varied warehousing work such as record keeping, receiving, pulling orders, storing goods, and operating warehousing equipment.
- Delivers vehicles to the automotive repair shop, advises mechanics of mechanical problems and servicing needs and test drives vehicles following repair and servicing.
- Reports vehicle mechanical problems to the supervisor.
- Performs the full range of duties of the Driver/Warehouse Worker class as required.

- Performs job related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

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

### **EMPLOYMENT STANDARDS:**

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

- Knowledge of proper methods of loading and unloading transport vehicles for delivery of foodstuffs and supplies.
- Knowledge of sanitation standards relative to the delivery of foodstuffs.
- Knowledge of storekeeping and warehouse procedures.
- Knowledge of applicable safe work practices.
- Ability to operate a delivery truck and specialized materials handling equipment.
- Ability to perform duties involving heavy manual labor and meet the physical requirements involved in delivery driver/warehousing work.
- Ability to follow and enforce strict safety, sanitation and cleanliness standards.
- Ability to perform basic arithmetic calculations.
- Ability to maintain accurate records and prepare written reports.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to learn policies, practices and procedures.

### **QUALIFICATIONS:**

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

Two years of experience driving trucks and vans to deliver a variety of items or performing various warehouse-related functions. ~~-AND-~~  
High school graduation or the equivalent.

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

An appropriate, valid California driver's license

### **WORKING ENVIRONMENT:**

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

### **PHYSICAL LEVEL 3: SUBSTANTIAL:**

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

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

**SPECIAL REQUIREMENTS:**

There are no special requirements for this classification.

**APPOINTMENT:**

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





# Purchasing Clerk

Class Code: 0389  
Salary Range: 36A

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION  
Established Date: 8/1996  
Revised Date: 05/07/2014; 00/00/2022

Bargaining Unit: CSEA

## JOB SUMMARY:

To perform routine clerical purchasing duties involving the review and request of quotes, order follow-up, maintenance of vendor records, and performing vendor outreach. ~~processing of requisitions and purchase orders, preparation of bid forms, pricing and ordering of school supplies and equipment, and pricing and ordering of routine capital outlay equipment.~~

## SUPERVISION:

Supervised by Purchasing Director, Purchasing Manager, or ~~designated manager designee~~.  
Exercises no supervision.

## ESSENTIAL JOB FUNCTIONS:

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

- ~~• Receives requisitions, checking for completeness of data, accuracy of extensions and for appropriate signature or authorization of purchase.~~
- ~~• Supports purchasing staff with routine purchasing clerical functions.~~
- Contacts school district personnel or vendors to obtain needed information for completion of purchase ~~orders~~requisitions. ~~Determines where products may be obtained and secures price quotations and compares prices.~~
- ~~• Types purchase orders and places order for routine purchases.~~
- Communicates with warehouse and vendors regarding supply discrepancies and damaged shipments.
- Locates and retains legal ads from newspaper for proof of publication.
- ~~• Checks all items on bid form for correctness and rectifies any errors before purchase orders are written.~~
- ~~• Prepares purchase orders and sends to proper vendor.~~
- Confers with staff of accounting department to resolve invoice discrepancies.
- Maintains files of firms and commodities handled and ~~of catalogs and pamphlets on supplies and equipment~~vendor information updates.
- ~~• Expedites bid packages and purchase orders.~~
- May compile and tabulate a large variety of purchasing and budgetary information.
- May assist purchasing staff with obtaining and securing price quotations and price comparisons.
- Assists and maintains functions as they relate to District auctions.
- ~~• Maintains reports and spreadsheets (i.e. CUPCCAA, vendor contact information, stores, Laserfiche, etc.)~~
- ~~• May code and audit budget sheets for data processing computerized purchase orders.~~
- ~~• Coordinates requests for payment with Fiscal Services staff.~~
- Performs job related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Purchasing Clerk series. Positions in this class are involved with routine clerical purchasing procedures ~~duties for typical supplies and equipment, and assists in preparing some of the more routine bid packages and appropriate forms.~~ Ability to apply District purchasing rules and regulations. Duties assigned to this class can be distinguished from higher level purchasing classes by an emphasis on the more routine clerical purchasing of standard materials, supplies and equipment.

## **EMPLOYMENT STANDARDS**

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

- Knowledge of basic financial record keeping and routine purchasing procedures.
- Knowledge of general purchasing practices.
- Knowledge of basic mathematic principles.
- Knowledge of business telephone etiquette.
- Knowledge of principles and procedures of basic record keeping.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of modern office practices, procedures, methods and equipment.
- Ability to make ~~extensive~~ mathematic calculations with speed and accuracy.
- Ability to learn to obtain and purchase a wide variety of equipment and materials.
- Ability to learn and apply appropriate aspects of the Education Code regarding purchasing.
- Ability to prepare and maintain accurate and complete records.
- Ability to learn, interpret and apply administrative and departmental policies, laws and regulations.
- Ability to understand and carry out oral and written directions.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively in the absence of supervision.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to use Word, Excel, Google Suites, and other procurement functions.
- Ability to operate calculator.

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

Some general purchasing clerical experience is highly desirable.

High school graduation or the equivalent.

### **WORKING ENVIRONMENT:**

Indoor working environment.

### **PHYSICAL LEVEL 1: MINIMAL**

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 25 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

### **AMERICANS WITH DISABILITIES ACT:**

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

### **APPOINTMENT:**



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



# Senior Budget Analyst

Class Code: 0752  
Salary Range: 49

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION  
Established Date: 10/1999  
Revised Date: 01/14/2015; 00/00/2022

Bargaining Unit: CSEA

## JOB SUMMARY:

Performs a wide variety of professional budgeting and lead analyst duties in support of the budget development and control function of the District Business Services Division; and provide complex technical staff assistance to the department Director, staff and other departments.

## SUPERVISION:

Receives general supervision from the Fiscal Services Director, or designee.  
Provides work instruction to and coordination of technical and related staff.

## ESSENTIAL JOB FUNCTIONS:

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

- Serves as lead analyst relative to a small unit of budget analysts and related technical staff performing budget development and control activities.
- Oversees daily operations and coordinates work activities of members of work unit.
- Assists in the preparation of the district's budget.
- Controls expenditures to budgeted allotments.
- Assists in preparing complex and specialized financial reports.
- Reviews and audits reports prepared by staff and departments.
- Performs a variety of research and other analytical methods in assisting departments implement various programs.
- Maintains the integrity of the Standardized Account Code Structure (SACS).
- Uses personal transportation for incidental travel related to job duties.
- Performs related duties as assigned.

## EMPLOYMENT STANDARDS

### KNOWLEGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of techniques, practices, and principles of governmental accounting and budgeting.
- Knowledge of principles and techniques of auditing.
- Knowledge of basic financial analysis and research procedures.
- Knowledge of applicable federal, state and local laws, regulations and procedures.
- Ability to Establish and maintain fiscal records and procedures.
- Ability to understand and apply the principles, laws and procedures related to accounting and budgeting.
- Ability to serve as lead technical worker in a small work unit.
- Ability to prepare clear and concise statistical, fiscal, and narrative reports.
- Ability to establish and meet deadlines.
- Ability to perform complex work with speed and accuracy.
- Ability to perform compile and maintain accurate records and reports.

- Ability to collect, analyze, organize, and interpret complex data.
- Ability to use computers and computer software in job performance.
- Ability to communicate effectively orally and in writing.
- Ability to interact with others with courtesy and respect; understand and follow oral and written instruction, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.

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

Three years full-time paid work experience performing budgeting, accounting, or auditing, preferably in the public sector.

AND

Sixty (60) or more semester units of college coursework which includes (a) at least thirty (30) semester units of accounting or closely related business or public administration coursework or (b) an Accounting Certificate earned at a two- or four-year college.

AND

High school graduation or the equivalent.

(Substitutions: [1] An associate degree which includes the coursework specified above shall satisfy the education requirement. Two (2) years of experience in excess of the required three (3) years performing budgeting, accounting, or auditing, preferably in the public sector, may be substituted for the required college coursework units.)

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

An appropriate, valid California driver license and auto liability insurance.

Must be presented and available upon offer of employment and maintained throughout employment in this position.

**WORKING ENVIRONMENT:**

Indoor working environment.

**PHYSICAL LEVEL 1: MINIMAL**

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 25 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

**AMERICANS WITH DISABILITIES ACT:**

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

**SPECIAL REQUIREMENTS:**

Personal transportation for incidental travel related to job duties.

~~\*Must be presented/\*\*available upon offer of employment and maintained throughout employment in this position.~~

**APPOINTMENT:**

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