

## CIVIL SERVICE BOARD CALENDAR

<b>01/10/17</b>	<b>BOARD MEETING</b>	<b>9:00 AM</b>
<b>01/24/17</b>	<b>BOARD MEETING</b>	<b>9:00 AM</b>
<b>02/14/17</b>	<b>BOARD MEETING</b>	<b>9:00 AM</b>
<b>02/28/17</b>	<b>BOARD MEETING</b>	<b>9:00 AM</b>
<b>03/14/17</b>	<b>BOARD MEETING</b>	<b>9:00 AM</b>
<b>03/28/17</b>	<b>BOARD MEETING</b>	<b>9:00 AM</b>

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

**THE CIVIL SERVICE BOARD MEETS IN THE CONFERENCE ROOM A, 4<sup>th</sup> FLOOR, CITY HALL 2<sup>ND</sup> AND 4<sup>TH</sup> TUESDAY OF EACH MONTH** Holiday Observed

**BOARD MEETING FOLLOWED BY HEARING**

**Hearing Dates:**

**NOTE: ALL MEETINGS/HEARINGS ARE IN CONFERENCE ROOM A (4<sup>th</sup> FLOOR, CITY HALL) UNLESS OTHERWISE NOTED**

**CIVIL SERVICE DEPARTMENT  
AGENDA  
CIVIL SERVICE BOARD MEETING FOR JANUARY 10, 2017  
9:00 A.M.  
CONFERENCE ROOM A, 4<sup>th</sup> FLOOR  
CITY HALL  
300 NORTH "D" STREET, SAN BERNARDINO, CALIFORNIA**

**The City of San Bernardino recognizes its obligation to provide equal access to public services to those individuals with disabilities. Please contact Facilities Management (384-5244) two working days prior to the meeting for any requests for reasonable accommodations, to include interpreters.**

**CALL TO ORDER:** \_\_\_\_\_

**PLEDGE**

**ROLL CALL**

CHAIRMAN	Dennis Reichardt	_____
VICE-CHAIR	Curtis Stout	_____
COMMISSIONER	Dan Carlone	_____
COMMISSIONER	Evelyn Alexander	_____
COMMISSIONER	Jeanette Avila	_____

**ABSENT EXCUSED:** \_\_\_\_\_

**ALSO PRESENT:** \_\_\_\_\_

**A-A PUBLIC COMMENTS**

**PUBLIC COMMENTS ON ITEMS NOT ON AGENDA:** A five minute limitation shall apply to each member of the public who wishes to address the Civil Service Board on a matter not on the agenda. No member of the public shall be permitted to **"share"** his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for further study, research, completion and/or future Civil Service Board Action).

**A-B APPROVE AGENDA ADDITIONS:** Items not listed on the regular Agenda which need immediate action, and the need for such action came to the attention

Any writings or documents provided to a majority of the Civil Service Board regarding any item on the agenda will be made available for public inspection on the City website ([www.sbcity.org](http://www.sbcity.org)) and during normal business hours at the Lobby Counter outside Council Chambers at City Hall located at 300 North "D" Street, San Bernardino, CA.

of the City subsequent to the Agenda posting—requires a 2/3 vote to add such items to the Agenda.

### CONSENT CALENDAR

*All Consent Calendar items listed are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or other interested person so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda. Information concerning Consent Calendar items is available for public review. Are there any Board members who wish to speak to a consent calendar item? If there are other persons present who wish to speak to a consent calendar item, please step up to the podium and identify the number of that consent calendar item.*

**MOTION:** That Consent Calendar Items A-1 through A-5 be adopted except for the following numbered items: \_\_\_\_\_, \_\_\_\_\_.

**A-1 Minutes** (Attached)

That the Minutes of the Regular Meeting of December 13, 2016 be approved as submitted in typewritten form.

**A-2 Police Department Certifications** (Attached)

That Police Department Certifications to Class Code 40631 (Field Training Officer) be approved as submitted via memorandum on the following date, in accordance with Civil Service Rule 415:

- a) December 13, 2016
- b) January 3, 2017

**A-3 Probationary Release** (Attached)

That the Probationary Release of #2016-32, Equipment Service Worker, Public Works Department be approved in accordance with Civil Service Rule 500.2. **A written statement was not submitted to Civil Service.**

**A-4 Probationary Release** (Attached)

That the Probationary Release of #2016-33, Water Utility Supervisor, Water Department be approved in accordance with Civil Service Rule 500.2. **A written statement was not submitted to Civil Service.**

Any writings or documents provided to a majority of the Civil Service Board regarding any item on the agenda will be made available for public inspection on the City website ([www.sbcity.org](http://www.sbcity.org)) and during normal business hours at the Lobby Counter outside Council Chambers at City Hall located at 300 North "D" Street, San Bernardino, CA.

**A-5 Voluntary Demotion (Attached)**

That the voluntary demotion of Alberto Sandoval from Police Officer to Community Service Officer I be approved in accordance with Civil Service Rule 510.

**END OF CONSENT CALENDAR**

**A-6 Request by Director, Community Development Department – Approve Revised Testing Standards for Building Inspector I. (Attached)**

**MOTION:** That the request be approved to revised the testing standards for Building Inspector I to Civil Service Application Review and Civil Service Supplemental Questionnaire Review.

**A-7 Correspondence:** This item is for any correspondence the Chief Examiner has sent or received to bring to the full Board's attention. (Attached)

None

**A-8 Monthly Report from Chief Examiner (Attached)**

**MOTION:** That the Personnel Actions Summary report December 19, 2016 be received and filed.

**A-9 Closed Session**

**MOTION:** That the Civil Service Board recess to Closed Session for the following:

- a) Conference with legal counsel – existing litigation – pursuant to paragraph (1) of subdivision (d) Section 54956.9:
- b) Conference with legal counsel – anticipated litigation – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:
- c) Conference with legal counsel – anticipated litigation – Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
- d) Personnel - pursuant to Section 54957:

Reconvene and report action taken in Closed Session.

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**A-10 Adjournment**

**MOTION:** That the meeting be adjourned to the regularly scheduled meeting of January 24, 2017.

Any writings or documents provided to a majority of the Civil Service Board regarding any item on the agenda will be made available for public inspection on the City website ([www.sbcity.org](http://www.sbcity.org)) and during normal business hours at the Lobby Counter outside Council Chambers at City Hall located at 300 North "D" Street, San Bernardino, CA.

**MINUTES**  
**City of San Bernardino**  
**Civil Service Board**  
**December 13, 2016**

The regular meeting of the Civil Service Board was called to order by Chairman Dennis Reichardt, at 9 A.M., December 13, 2016, in Conference Room A, 4<sup>th</sup> Floor, San Bernardino City Hall, 300 North 'D' Street, San Bernardino, California.

**Pledge of Allegiance**

**Roll Call**

Roll call was taken by the Civil Service Chief Examiner, Rebekah Kramer, with the following present: Chairman Dennis Reichardt, Vice-Chair Curtis Stout, Commissioner Dan Carlone, Commissioner Evelyn Alexander and Commissioner Jeanette Avila. A representative from the Human Resources Department and Deputy City Attorney Steven Graham representing the Civil Service Board were also present.

**A-A Public Comments on items not on the Agenda**

None

**A-B Agenda Additions**

None

**CONSENT CALENDAR**

**A-1 Minutes of the Regular Meeting of November 8, 2016**

Commissioner Jeanette Avila moved to approve the minutes of the regular meeting of November 8, 2016. Vice-Chair Curtis Stout seconded the motion. The minutes were unanimously approved as submitted.

**A-2 Police Department Certifications**

Commissioner Jeanette Avila moved to approve Police Department Certifications to Class Code 40466 (Field Training Officer), as submitted via memorandum on November 29 and December 6, 2016, in accordance with Civil Service Rule 415. Vice-Chair Curtis Stout seconded the motion, which was unanimously approved.

**A-3 Probationary Release**

Commissioner Jeanette Avila moved to approve the Probationary Release of #2016-30, Police Officer, Police Department in accordance with Civil Service Rule 500.2. Vice-Chair Curtis Stout seconded the motion, which was unanimously approved. **A written statement was not submitted to Civil Service.**

**A-4 Voluntary Demotion**

Commissioner Jeanette Avila moved to approve the voluntary demotion of Annemarie Teall from Police Dispatch Supervisor to part-time Police Dispatcher II in accordance with Civil Service Rule 502.1. Vice-Chair Curtis Stout seconded the motion, which was unanimously approved.

**END OF CONSENT CALENDAR**

**A-5 Correspondence:** This item is for any correspondence the Chief Examiner has received to bring to the full Board's attention.

None

**A-6 Monthly Report from Chief Examiner**

The Chief Examiner provided a brief overview of the November 2016 monthly activity report and advised the Board that with the passing of Measure "L", replacing the City Charter, the City Council may adopt changes that will affect operational changes in the Civil Service Department and the functions of the Civil Service Board of Commissioners. The Board requested that staff provide a more detailed briefing regarding the impact the new Charter will have on the Civil Service Board of Commissioners and the Civil Service Rules in late January or early February. After general discussion, Vice-Chair Curtis Stout moved to receive and file the activity report for November 2016 and the Personnel Action Summary reports for November 7, November 21 and December 5, 2016. Commissioner Dan Carlone seconded the motion, which was unanimously approved.

**A-7 Closed Session**

None

**A-8 Adjournment**

Vice-Chair Curtis Stout moved and Commissioner Evelyn Alexander seconded the motion that the Board adjourn to the next regularly scheduled meeting of January 10, 2017.


A handwritten signature in black ink, appearing to read 'Rebekah Kramer', is written over a horizontal line. The signature is stylized with a large loop at the end.

Rebekah Kramer  
Chief Examiner & Secretary  
Civil Service



**City of San Bernardino  
San Bernardino Police Department  
Interoffice Memorandum**

To: Rebekah Kramer, Civil Service

From: Eric McBride, Assistant Chief of Police 

Subject: Certification to Class Code 40466

Date: December 13, 2016

Copies: Laura Yavornicky, Rina Sanchez, Finance; SBPD Payroll; 201; Files

I am requesting per Civil Service Rule 415, that the following certification to Class Code 40466 (FTO) occur as follows:

Effective 12/26/16 through 2/5/17

Officer Nick Martin

/mp

THE SBPD IS COMMITTED TO PROVIDING;  
PROGRESSIVE QUALITY POLICE SERVICE;  
A SAFE ENVIRONMENT TO IMPROVE THE QUALITY OF LIFE;  
A REDUCTION IN CRIME THROUGH PROBLEM RECOGNITION AND PROBLEM SOLVING

**City of San Bernardino  
San Bernardino Police Department  
Interoffice Memorandum**

To: Rebekah Kramer, Civil Service  
From: Eric McBride, Assistant Chief of Police *EM*  
Subject: Certification to Class Code 40466  
Date: January 3, 2017  
Copies: Laura Yavornicky, Rina Sanchez, Finance; SBPD Payroll; 201; Files

I am requesting per Civil Service Rule 415, that the following certification to Class Code 40466 (FTO) occur as follows:

Effective 1/9/17 through 2/19/17

Officer Devon Reid

/mp

**NOTICE OF RELEASE OR DISCIPLINARY ACTION  
DURING PROBATIONARY PERIOD (RULE 500.2 AND  
RULE 500.3)**

CSB DATE STAMP

2016 DEC 21 AM 8:08

EMPLOYEE NAME: [REDACTED] 2016-32

CIVIL SERVICE  
CITY OF SAN BERNARDINO

POSITION TITLE: Equipment Service Worker

DEPARTMENT: Public Works - Fleet Division

Pursuant to Rules 500.2 and 500.3 of the San Bernardino Civil Service Rules and Regulations effective on 12/20/2016 you are hereby: (check one)  
(date)

- Released from probationary employment with the City of San Bernardino
- Released from promotional appointment because of failure to meet minimum work standards, and returned to the position from which you were promoted.
- Other: \_\_\_\_\_

A copy of this notice was filed with the Chief Examiner of the Civil Service Board, and this action is therefore effective immediately provided that the approval of a majority of the Civil Service Board is obtained at a subsequent meeting held in the normal course of business. A probationary employee or his/her designated representative may submit in writing a statement within five working days of this notice on his/her behalf, which will be considered by the Civil Service Board prior to taking action.

**I have provided this employee a true copy of this notice by:**

**Personal Service**  
 **Mail**  
**On:** 12/20/2016 *Ron Kain* Ron Kain  
Date Signature Printed Name

I have received a true copy of this notice:

Employee Signature: *[Signature]* Date: 12-20-16

Department Head Signature: *[Signature]* Date: 12/20/16

Witnessed by Signature: *Douglas Schuessler* Date: 12-20-16

Witnessed by (Please Print Name): DOUGLAS SCHUESSLER

Original: Civil Service  
CC: City Manager  
City Attorney  
Human Resources



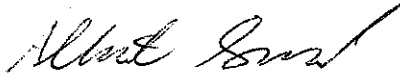
City of San Bernardino  
San Bernardino Police Department  
Interoffice Memorandum

To: Chief Burguan  
From: Alberto Sandoval  
Subject: Voluntary Demotion Request – Civil Service Rule 510  
Date: December 21, 2016

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To whom it may concern, I am requesting a voluntary demotion from Police Officer (P1) to the position of Community Service Officer I as allowed under Civil Service Rule 510.

Sincerely,



Alberto Sandoval

City of San Bernardino  
San Bernardino Police Department  
Interoffice Memorandum

To: Mark Scott, City Manager  
From: Jarrod Burguan, Chief of Police  
Subject: Justification for Personnel Action  
Date: December 20, 2016  
Copies:

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Name of individual proposed for appointment

- Alberto Sandoval

Position/Classification Title

- Community Service Officer I

Classification Number

- 30755

Step # Requested

- Step1, \$2,782 / Per Month

Funding Source

- GL 001-210-0078-5011

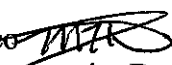
Justification/Reason for Request

The Department recommends that Mr. Sandoval fill one of the eight vacant positions of Community Service Officer I. Mr. Sandoval, during the course of employment as a Law Enforcement Trainee and Police Officer, has demonstrated the skills and abilities needed to fulfill the role of Community Service Officer I.

kt/ Dec' 16

**CITY OF SAN BERNARDINO  
INTEROFFICE MEMORANDUM  
COMMUNITY DEVELOPMENT DEPARTMENT**

**TO:** Rebekah Kramer  
Chief Examiner, Civil Service Department

**FROM:** Mark Persico   
Director, Community Development

**SUBJECT:** Revise Testing Standards – Building Inspector I (Flex)

**DATE:** December 15, 2016

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We are requesting that the Civil Service Board revise the testing standards associated with the Building Inspector I (Flex) classification removing the written exam requirement. We believe that the required work experience will adequately limit the number of qualified candidates. This change will also align the testing standards for the Building Inspector I (Flex) with that of the Building Inspector II and III classifications. With this change, the testing standards would be revised to: Civil Service Application Review and Civil Service Supplemental Questions Review.

**CURRENT TESTING STANDARDS:**

<b>Job Title</b>	<b>Application &amp; Supplemental Questions Review</b>	<b>Performance Test</b>	<b>Written Test</b>
Building Inspector I/II (Flex)	X		X
Building Inspector II	X		
Building Inspector III	X		

**PROPOSED TESTING STANDARDS:**

<b>Job Title</b>	<b>Application &amp; Supplemental Questions Review</b>	<b>Performance Test</b>	<b>Written Test</b>
Building Inspector I/II (Flex)	X		
Building Inspector II	X		
Building Inspector III	X		

File



City of San Bernardino

Class Code: 30072  
M/CC Date Updated: January 24, 2011

Signature: J. Livingston  
Director, Human Resources  
Bargaining Unit: General  
EEOC Job Category: Technicians

Class Specification  
**BUILDING INSPECTOR III (FLEX)**

**JOB SUMMARY**

Under general supervision, performs skilled inspection work in the enforcement of building, ADA accessibility, Title 24 energy standards, zoning, mechanical, plumbing, electrical, housing, and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Building Inspector I is the entry-level and training class in the building inspection class series. An incumbent initially works under general supervision and is responsible for relatively routine building safety functions, such as reviewing permit applications and conducting the more routine building inspections. An incumbent is expected to become increasingly knowledgeable of state and city laws, ordinance, procedures and practices pertaining to building inspection and to carry out assignments with increasing autonomy and accountability.

Building Inspector II is the full journey-level class in the building inspection class series. An incumbent performs the full range of assigned duties in the building inspection function, including identifying and inspecting unsafe or defective construction.

Positions in this classification series are alternately staffed with Building Inspector II's or Building Inspector I's. The II-level is distinguished from the I-level in that incumbents in the former class have demonstrated proficiency in performing the full range of building inspection duties, including inspections for ADA accessibility and Title 24 energy standards.

Building Inspector II is distinguished from Building Inspector III in that the latter performs advanced journey-level inspection work in a specialized area or discipline.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Reviews permit applications for compliance with applicable codes and regulations.
2. Conducts building inspections and construction job-site inspections of structures and facilities requiring permits to determine compliance and enforce building, zoning, mechanical, plumbing, electrical, mechanical and related codes and regulations; inspects sites and buildings before construction or alteration to determine practicability of plans, compliance with regulations and validity of permits and licenses; performs periodic and systematic inspections during the various phases of construction, from foundation grading through final construction approval, for compliance with standards of



- building and related codes and regulations; inspects construction remodeling and repair work to ensure use of authorized materials and proper construction methods; orders corrections if work is in violation of codes/standards; identifies and inspects suspected unsafe or defective construction in response to complaints or observations.
3. Assists in or reads blueprints/construction plans, interprets detailed codes and regulations, explains required inspections and construction requirements to owners, architects, engineers, contractors, lending institutions, realtors and the public; advises property owners and contractors on matters relevant to building permits, construction methods, materials, types of construction and occupancies; issues correction notices, notices of violation, stop-work orders and other citations.
  4. Investigates and resolves complaints and problems, as assigned; investigates complaints concerning new construction or work involving permits; assists in or reviews grant deeds and parcel maps to determine property ownership.
  5. Prepares a variety of correspondence and reports; completes and maintains records and files of inspections made; calculates fees and issues permits as assigned; files and logs permit information.
  6. Conducts special investigations regarding noncompliant building construction; documents investigative results.

### **GENERAL QUALIFICATIONS**

#### *Knowledge of:*

1. Methods and practices used in various building construction craft areas, including plumbing, electrical, mechanical, ventilation and structural framing.
2. Laws, ordinances and codes regulating building construction, zoning, seismic requirements and ADA.
3. Appropriate safety and fire prevention methods in construction.
4. Customer relations practices and etiquette.

#### *Ability to:*

1. Review blueprints, plans and specifications for building and related construction and determine compliance of plans with regulations and validity of permits.
2. Inspect building sites during construction, alteration or repair and interpret and enforce a wide range of building, zoning and related codes and regulations; enforce code/permit requirements with finesse and tact.
3. Detect and locate defective and unsafe construction.
4. Perform building inspection activities with minimum supervision.
5. Follow oral and written directions.
6. Communicate clearly and effectively, both orally and in writing.
7. Resolve job-related problems with property owners and contractors, architects, tenants, engineers, realtors and representatives of city and outside organizations and firms.
8. Maintain accurate records and prepare clear and concise reports and documentation.
9. Make sound judgments within established codes, procedures and guidelines.
10. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
11. Establish and maintain effective working relationships with property owners, contractors, architects, engineers, utility companies and others encountered in the course of work.

### **MINIMUM QUALIFICATIONS**

#### *Education, Training and Experience:*

A typical way of obtaining the knowledge, skills and abilities outlined above for Building Inspector I is graduation from high school or G.E.D equivalent; and two years of experience

in engineering, architecture, or a skilled craft in the construction industry; or an equivalent combination of training and experience.

A Building Inspector I may be considered for advancement to Building Inspector II after demonstrating proficiency to perform the full range of duties of the more experienced inspection class. Proficiency criteria and the process for demonstrating performance at the levels established in the criteria are established jointly by hiring authorities and the Director of Human Resources, and are described in a separate document.

Typically, a Building Inspector I is expected to be capable of meeting the proficiency criteria within a two-year period, depending on an individual's education, prior experience and progression in performing a full range of Building Inspector II duties as described in the established performance criteria.

*Licenses; Certificates; Special Requirements:*

A valid California state driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Certification as a Building Inspector by the International Code Council is required for Building Inspector I within one year of date of employment.

Certification as a Combination Building Inspector by the International Code Council is required prior to advancement to Building Inspector II.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; bend, grasp, stoop, kneel, crouch, twist, climb ladders or inclines, or crawl. The employee must frequently lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, is exposed to wet and/or humid conditions and vibration, and works in confined or high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, dust and soil, slippery and uneven surfaces, risk of electrical shock and moving traffic. The noise level in the work environment is frequently loud. Employees may be required to work weekends and holidays.

**Personnel Actions Summary  
Council Agenda – December 19, 2016**

The Chief Examiner certified that the classified personnel actions listed below conform with all personnel policies adopted by the Mayor and Common Council and with all administrative regulations of the City of San Bernardino. These items were approved during the Council meeting of December 19, 2016:

<b>Type of Action</b>	<b>Department</b>	<b>Classification</b>
Appointment	<b>Police Department</b>	Law Enforcement Trainee 1. Alvarez, Robert 2. Alexander, Ashtyn 3. Davila, Jennifer 4. Del Guidice, Peter 5. Klohn, Douglas 6. Montero, Matthew
Promotion	<b>Police Department</b>	Police Dispatch Supervisor 7. Goff, Daniel Police Records Technician II 8. Gonzalez, Miguel 9. Methvin, Patsy