

**CIVIL SERVICE DEPARTMENT
AGENDA
CIVIL SERVICE BOARD MEETING FOR JANUARY 24, 2017
9:00 A.M.
CONFERENCE ROOM A, 4th 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) 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-3 be adopted except for the following numbered items: _____, _____.

A-1 Minutes (Attached)

That the Minutes of the Regular Meeting of January 10, 2017 be approved as submitted in typewritten form.

A-2 Minutes (Attached)

That the corrected Minutes of the Regular Meeting of December 13, 2016 (Item A-4), be approved as submitted in typewritten form.

A-3 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) January 9, 2017
- b) January 17, 2017

END OF CONSENT CALENDAR

A-4 Request by Director, Public Works Department – Approve Revised Testing Standards for Equipment Mechanic I (Flex) and Equipment Mechanic II. (Attached)

MOTION: That the request be approved to revise testing standards for Equipment Mechanic I (Flex) and Equipment Mechanic II to Civil

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Service Application Review and Civil Service Supplemental
Questionnaire Review.

A-5 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-6 Monthly Report from Chief Examiner (Attached)

MOTION: That the activity report for December 2016 and the Personnel Actions Summary report for January 9, 2017 be received and filed.

A-7 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.

A-8 Adjournment

MOTION: That the meeting be adjourned to the regularly scheduled meeting of February 14, 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) 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
January 10, 2017

The regular meeting of the Civil Service Board was called to order by Chairman Dennis Reichardt, at 9:00 A.M., January 10, 2017, in Conference Room A, 4th 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 and Commissioner Evelyn Alexander. Deputy City Attorney Steven Graham representing the Civil Service Board and a representative from the Human Resources Department were also present. Commissioner Dan Carlone and Commissioner Jeanette Avila were absent excused.

A-A Public Comments on items not on the Agenda

Commissioner Evelyn Alexander read a letter received from former Commissioner, Lloyd Roberts.

A-B Agenda Additions

None

CONSENT CALENDAR

A-1 Minutes of the Regular Meeting of December 13, 2016

Commissioner Evelyn Alexander moved to approve the minutes of the regular meeting of December 13, 2016. Vice-Chair Curtis Stout seconded the motion. The minutes were unanimously approved as submitted.

A-2 Police Department Certifications

Commissioner Evelyn Alexander moved to approve Police Department Certifications to Class Code 40466 (Field Training Officer), as submitted via memorandum on December 13, 2016 and January 3, 2017, in accordance with Civil Service Rule 415. Vice-Chair Curtis Stout seconded the motion, which was unanimously approved.

A-3 Probationary Release

Commissioner Evelyn Alexander moved to approve the Probationary Release of #2016-32, Equipment Service Worker, Public Works 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 Probationary Release

Commissioner Evelyn Alexander moved to approve the Probationary Release of #2016-33, Water Utility Supervisor, Water 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-6 Voluntary Demotion

Commissioner Evelyn Alexander pulled the item for discussion, expressing continued concern with allowing employees to take a demotion under Civil Service Rule 510 – Voluntary Demotion without having held the position and/or participating in a competitive recruitment/testing process for the position. After general discussion, Commissioner Evelyn Alexander moved to approve the voluntary demotion of Alberto Sandoval from Police Officer to Community Service Officer in accordance with Civil Service Rule 510. Vice-Chair Curtis Stout seconded the motion, which was unanimously approved.

END OF CONSENT CALENDAR

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

Commissioner Evelyn Alexander moved to approve revised testing standards for Building Inspector I to include Civil Service Application Review and Civil Service Supplemental Questionnaire Review. Vice-Chair Curtis Stout seconded the motion, which was unanimously approved.

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

None

A-8 Monthly Report from Chief Examiner

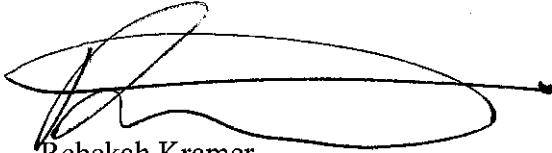
The Chief Examiner provided a brief update regarding the action plan associated with the adoption of the new City Charter. After general discussion, Commissioner Evelyn Alexander moved to receive and file the Personnel Action Summary report for December 19, 2016. Vice-Chair Curtis Stout seconded the motion, which was unanimously approved.

A-9 Closed Session

None

A-10 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 24, 2017.



Rebekah Kramer
Chief Examiner & Secretary
Civil Service

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, 4th 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~~ 510. 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

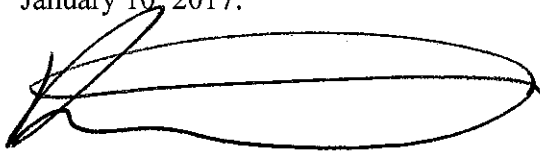
The Chief Examiner provided a brief overview of the November 2016 monthly activity report and advised the Board that with the passing of Measure "L", replacing the City Charter, the City Council may adopt changes that will affect operational changes in the Civil Service Department and the functions of 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 be 'Rebekah Kramer', written over a horizontal line.

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 *EM*
Subject: Certification to Class Code 40466
Date: January 9, 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 1/16/17 through 2/19/17

Officer Melissa Flint

/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

A-3

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

To: Rebekah Kramer, Civil Service
From: Eric McBride, Assistant Chief of Police *W*
Subject: Certifications to Class Code 40466
Date: January 17, 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 1/30/17 through 2/5/17

Officer Christopher Johnson

Effective 2/20/17 through 2/26/17

Officer Melissa Flint

/mp

**CITY OF SAN BERNARDINO
INTEROFFICE MEMORANDUM
PUBLIC WORKS DEPARTMENT**

TO: Rebekah Kramer
Chief Examiner, Civil Service Department

FROM: Christopher H. Alanis *CHA*
Interim Director, Public Works Department

SUBJECT: Revise Testing Standards – Equipment Mechanic I/II

DATE: January 9, 2017

We are requesting that the Civil Service Board revise the testing standards associated with the Equipment Mechanic I/II classifications removing the written exam requirement. We believe that the work experience, certification and licensure requirements will adequately limit the number of qualified candidates. With this change, the testing standards would be revised to: Civil Service Application Review and Civil Service Supplemental Review.

CURRENT TESTING STANDARDS:

Job Title	Application & Supplemental Questions Review	Performance Test	Written Test
Equipment Mechanic I (Flex)	X		X
Equipment Mechanic II	X		X

PROPOSED TESTING STANDARDS:

Job Title	Application & Supplemental Questions Review	Performance Test	Written Test
Equipment Mechanic I (Flex)	X		
Equipment Mechanic II	X		



City of San Bernardino

Class Code: 30921

M/CC Date Adopted: _____

Signature: _____

Director, Human Resources

Bargaining Unit: General

EEOC Job Category: Skilled Workers

Class Specification
EQUIPMENT MECHANIC I/II (FLEX)

JOB SUMMARY

Under general supervision, diagnoses, maintains, repairs and overhauls a wide variety of diesel, gasoline and LNG-powered automotive, integrated waste collection, construction equipment and police vehicles; performs preventive maintenance duties, operates a variety of hand, power and shop tools; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Equipment Mechanic I is the entry-level class in the Equipment Mechanic class series. Initially under direct supervision, incumbents learn and perform a variety of semi-skilled and skilled duties in the maintenance and repair of a wide variety of vehicles and equipment. This class is alternately staffed with Equipment Mechanic, and incumbents may advance to the higher level after training experience and demonstrating proficiency that meet the qualifications for the higher level class.

Equipment Mechanic II is the skilled, journey-level class in this series. Under general supervision, incumbents perform the full range of assigned duties. This class differs from Equipment Mechanic I in the skill level required and the complexity of assigned projects based on knowledge of the City's equipment, standards and procedures.

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. Inspects, diagnoses and repairs mechanical defects or malfunctions in gasoline, diesel and LNG-powered vehicles and construction equipment, such as automobiles, police vehicles, buses, motorcycles, all types of integrated waste trucks, tractors, power shovels, graders, street sweepers, cranes, bulldozers and other power-driven mechanical equipment.
2. Inspects motorized and mechanical equipment; diagnoses problems and determines extent of necessary repairs; performs routine preventive maintenance.
3. Operates automotive test equipment, such as oscilloscopes, compression gauges, electrical testers, micrometers, exhaust analyzers and other testing equipment.
4. Troubleshoots, tears down, rebuilds, replaces or adjusts major assemblies and complex components, such as transmission and clutch assemblies, automatic transmissions, differentials, power steering mechanisms, front and rear axle assemblies, electrical/hydraulic systems and other mechanical accessories.
5. Grinds and adjusts valves; tunes engines; inserts cylinder sleeves, measures crankshafts and fits crankshafts into main bearings; fits pistons and rings into cylinders; fits connecting rods to crankshaft; aligns camshaft to drive mechanism.

6. Repairs, adjusts and replaces brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, and hydraulic and air brakes.
7. Diagnoses, maintains and repairs electrical system components, including ignition systems, alternators, starters and batteries.
8. Cleans upholstery and headlining; repairs and replaces door handles, window handles, door hinges, seat guides, decals, push bars, cages, emblems, shock absorbers, fan belts and windshield wipers.
9. Repairs fuel facility pumps and plumbing following all applicable environmental and safety regulations.
10. As assigned, installs, maintains and repairs emergency warning systems both audio and visual and communication systems.
11. Performs necessary acetylene, electric and wire feed welding in the cutting, repair and fabrication of components.
12. Requisitions supplies and parts; draws supplies and parts from stock; maintains labor and material records.
13. Maintains and repairs shop equipment; cleans and maintains assigned work area; disposes of hazardous materials according to established policies.
14. Test drives and performs safety inspections on all City vehicles and ensures all repairs have been completed.
15. Maintains and keeps a written work history on each vehicle.
16. Performs emergency repairs out of shop as necessary; may be placed on-call to respond to after-hours emergency repair needs.

GENERAL QUALIFICATIONS

Knowledge of:

1. Methods, materials, tools and techniques used in the overhaul, maintenance and repair of gasoline, diesel and LNG-powered automotive and heavy equipment.
2. Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
3. Safe work methods and safety regulations pertaining to work.
4. Basic use and operation of oxyacetylene and electric arc welding equipment and materials in shop and field settings, including welding properties of various metals and alloys.
5. Shop mathematics.
6. Lubrication systems, including oil and greases used in servicing and maintaining vehicles and equipment.
7. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

Ability to:

1. Diagnose and repair gasoline, diesel and LNG-powered automotive, construction and specialized equipment, including electrical, mechanical, hydraulic, transmission, brake and drive systems and air conditioning.
2. Operate and maintain a wide variety of hand, power and shop tools and equipment used in the work.
3. Estimate necessary materials and equipment to complete assignments.
4. Exercise independent judgment and initiative without close supervision.
5. Prepare basic records and reports.
6. Use shop mathematics to make calculations.
7. Fabricate and repair a wide variety of metal parts, equipment and tools.

8. Follow and apply safe work methods and safety regulations pertaining to the work.
9. Lead the work of helpers.
10. Read, understand and apply technical manuals, schematic diagrams, specifications and parts lists.
11. Understand and carry out oral and written instructions
12. Communicate clearly and effectively both orally and in writing.
13. Establish and maintain effective relationships with supervisors, co-workers and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

The following are typical ways of obtaining the knowledge, skills and ability outlined above:

Equipment Mechanic I – Two years of journey-level experience in the maintenance and repair of vehicles or construction equipment.

Equipment Mechanic I may be considered for advancement to Equipment Mechanic II after demonstrating proficiency to perform the full range of duties of the latter class. Proficiency criteria and the process for demonstrating performance at the levels established in the criteria are established in a separate document.

Typically, an Equipment Mechanic I is expected to be capable of meeting the proficiency criteria within a 12-24 month period, depending on an individual's prior experience and progression in performing the full range of Equipment Mechanic II duties as described in the established performance criteria.

Licenses; Certificates; Special Requirements:

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

A valid Class "B" California Driver's License with appropriate Passenger and/or Tank and/or Hazmat endorsement(s) will be required prior to completion of probationary period.

Three current Automotive Service Excellence (ASE) Certifications in any combination (truck and/or automotive).

ASE Heavy Duty Truck Technician Certification is highly desirable.

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 frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, walk and sit. The employee is regularly required to talk and hear conversations, equipment operating and warning sounds and varying sounds made while performing equipment diagnostics. The employee must frequently lift and/or move up to 50 pounds and occasionally over 100 pounds.

Specific vision abilities required by this job include close vision, color vision 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 works in typical shop conditions and the noise level is usually loud. The employee works near moving mechanical parts and is exposed to fumes, particles and toxic or caustic chemicals. The employee frequently works in outside weather conditions and is exposed to wet, hot and/or humid conditions.



City of San Bernardino

Class Code: 30902

M/CC Date Adopted: _____

Signature: _____

Director, Human Resources

Bargaining Unit: General

EEOC Job Category: Skilled Workers

Class Specification
EQUIPMENT MECHANIC II/I (FLEX)

JOB SUMMARY

Under general supervision, diagnoses, maintains, repairs and overhauls a wide variety of diesel, gasoline and LNG-powered automotive, integrated waste collection, construction equipment and police vehicles; performs preventive maintenance duties, operates a variety of hand, power and shop tools; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Equipment Mechanic I is the entry-level class in the Equipment Mechanic class series. Initially under direct supervision, incumbents learn and perform a variety of semi-skilled and skilled duties in the maintenance and repair of a wide variety of vehicles and equipment. This class is alternately staffed with Equipment Mechanic, and incumbents may advance to the higher level after training experience and demonstrating proficiency that meet the qualifications for the higher level class.

Equipment Mechanic II is the skilled, journey-level class in this series. Under general supervision, incumbents perform the full range of assigned duties. This class differs from Equipment Mechanic I in the skill level required and the complexity of assigned projects based on knowledge of the City's equipment, standards and procedures.

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. Inspects, diagnoses and repairs mechanical defects or malfunctions in gasoline, diesel and LNG-powered vehicles and construction equipment, such as automobiles, police vehicles, buses, motorcycles, all types of integrated waste trucks, tractors, power shovels, graders, street sweepers, cranes, bulldozers and other power-driven mechanical equipment.
2. Inspects motorized and mechanical equipment; diagnoses problems and determines extent of necessary repairs; performs routine preventive maintenance.
3. Operates automotive test equipment, such as oscilloscopes, compression gauges, electrical testers, micrometers, exhaust analyzers and other testing equipment.
4. Troubleshoots, tears down, rebuilds, replaces or adjusts major assemblies and complex components, such as transmission and clutch assemblies, automatic transmissions, differentials, power steering mechanisms, front and rear axle assemblies, electrical/hydraulic systems and other mechanical accessories.
5. Grinds and adjusts valves; tunes engines; inserts cylinder sleeves, measures crankshafts and fits crankshafts into main bearings; fits pistons and rings into cylinders; fits connecting rods to crankshaft; aligns camshaft to drive mechanism.

6. Repairs, adjusts and replaces brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, and hydraulic and air brakes.
7. Diagnoses, maintains and repairs electrical system components, including ignition systems, alternators, starters and batteries.
8. Cleans upholstery and headlining; repairs and replaces door handles, window handles, door hinges, seat guides, decals, push bars, cages, emblems, shock absorbers, fan belts and windshield wipers.
9. Repairs fuel facility pumps and plumbing following all applicable environmental and safety regulations.
10. As assigned, installs, maintains and repairs emergency warning systems both audio and visual and communication systems.
11. Performs necessary acetylene, electric and wire feed welding in the cutting, repair and fabrication of components.
12. Requisitions supplies and parts; draws supplies and parts from stock; maintains labor and material records.
13. Maintains and repairs shop equipment; cleans and maintains assigned work area; disposes of hazardous materials according to established policies.
14. Test drives and performs safety inspections on all City vehicles and ensures all repairs have been completed.
15. Maintains and keeps a written work history on each vehicle.
16. Performs emergency repairs out of shop as necessary; may be placed on-call to respond to after-hours emergency repair needs.

GENERAL QUALIFICATIONS

Knowledge of:

1. Methods, materials, tools and techniques used in the overhaul, maintenance and repair of gasoline, diesel and LNG-powered automotive and heavy equipment.
2. Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
3. Safe work methods and safety regulations pertaining to work.
4. Basic use and operation of oxyacetylene and electric arc welding equipment and materials in shop and field settings, including welding properties of various metals and alloys.
5. Shop mathematics.
6. Lubrication systems, including oil and greases used in servicing and maintaining vehicles and equipment.
7. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

Ability to:

1. Diagnose and repair gasoline, diesel and LNG-powered automotive, construction and specialized equipment, including electrical, mechanical, hydraulic, transmission, brake and drive systems and air conditioning.
2. Operate and maintain a wide variety of hand, power and shop tools and equipment used in the work.
3. Estimate necessary materials and equipment to complete assignments.
4. Exercise independent judgment and initiative without close supervision.
5. Prepare basic records and reports.
6. Use shop mathematics to make calculations.
7. Fabricate and repair a wide variety of metal parts, equipment and tools.

8. Follow and apply safe work methods and safety regulations pertaining to the work.
9. Lead the work of helpers.
10. Read, understand and apply technical manuals, schematic diagrams, specifications and parts lists.
11. Understand and carry out oral and written instructions
12. Communicate clearly and effectively both orally and in writing.
13. Establish and maintain effective relationships with supervisors, co-workers and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

The following are typical ways of obtaining the knowledge, skills and ability outlined above:
Equipment Mechanic I – Two years of journey-level experience in the maintenance and repair of vehicles or construction equipment.

Equipment Mechanic I may be considered for advancement to Equipment Mechanic II after demonstrating proficiency to perform the full range of duties of the latter class. Proficiency criteria and the process for demonstrating performance at the levels established in the criteria are established in a separate document.

Typically, a Equipment Mechanic I is expected to be capable of meeting the proficiency criteria within a 12-24 month period, depending on an individual's prior experience and progression in performing the full range of Equipment Mechanic II duties as described in the established performance criteria.

Licenses; Certificates; Special Requirements:

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

A valid Class "B" California Driver's License with appropriate Passenger and/or Tank and/or Hazmat endorsement(s) will be required prior to completion of probationary period.

Three current Automotive Service Excellence (ASE) Certifications in any combination (truck and/or automotive).

ASE Heavy Duty Truck Technician Certification is highly desirable.

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.

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Specific vision abilities required by this job include close vision, color vision 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 works in typical shop conditions and the noise level is usually loud. The employee works near moving mechanical parts and is exposed to fumes, particles and toxic or caustic chemicals. The employee frequently works in outside weather conditions and is exposed to wet, hot and/or humid conditions.

**CITY OF SAN BERNARDINO
CIVIL SERVICE DEPARTMENT
MEMORANDUM**

TO: Civil Service Board
FROM: Rebekah Kramer, Chief Examiner
SUBJECT: Monthly Report – **December 2016**
DATE: January 10, 2017
COPIES: File

The attached report includes the **December 2016** summary as well as workload activity statistics for the Civil Service Department for this fiscal year.

It is the goal of Civil Service to complete all testing/selection steps and to provide a list of eligible candidates to the requesting Department within 30 working days of the date recruitment closes, exclusive of any delays outside the control of Civil Service.

BUDGET/FISCAL

Nothing significant to report.

POLICY/LEGAL CONSIDERATIONS

Nothing significant to report.

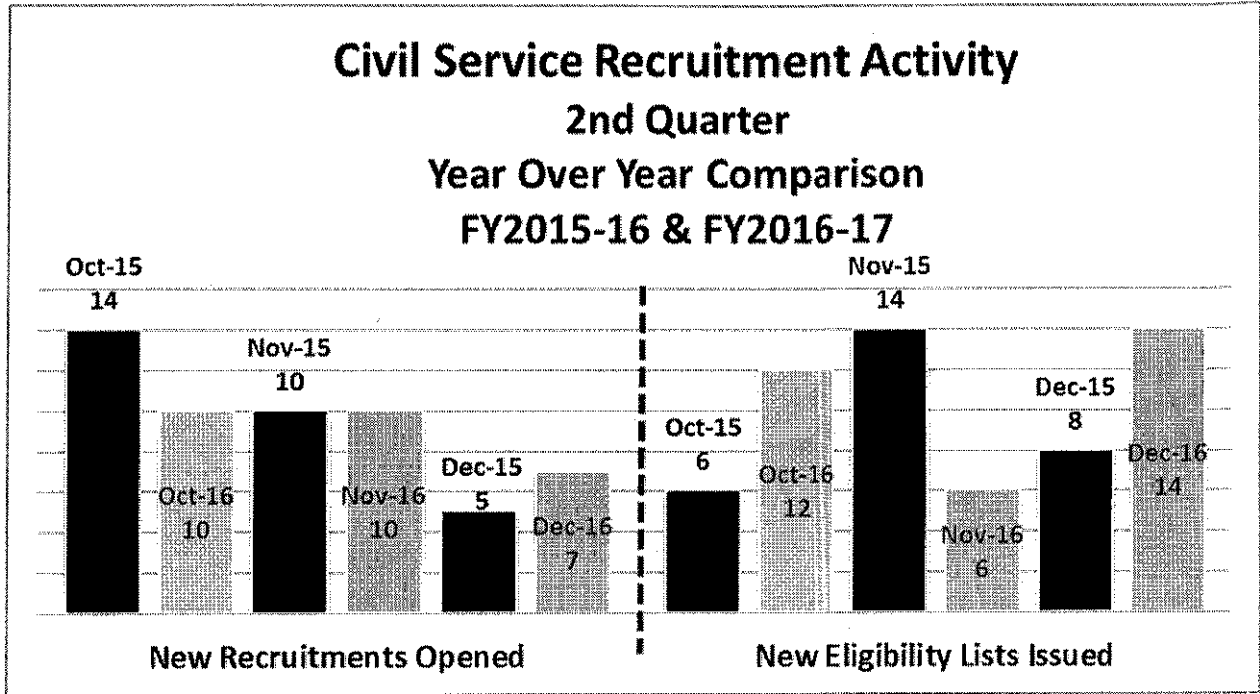
OPERATIONS

Fourteen (14) eligibility lists, certifying 200 candidates, were issued to the following departments during the month of December 2016:

- Community Development (1 Eligibility List)
- Finance Department (3 Eligibility Lists)
- Police Department (8 Eligibility Lists)
- Public Works Department (1 Eligibility List)
- Water Department (1 Eligibility List)

All recruitments were completed within the 30 day processing goal, and the “average-days-in-Civil Service” totaled eight (8) working days. There were twelve (12) recruitments that remained in progress at month end.

December marked the end of the second quarter of Fiscal Year 2016-17. Table 1:1 Illustrates a comparison of recruitment activity between the second quarters of FY2015-16 and FY2016-17.



CIVIL SERVICE MONTHLY ACTIVITY REPORT

FISCAL YEAR 2016-2017

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	YTD
RECRUITMENT																			
New Recruitments Opened	17	10	10	10	10	10	7												64
Recruitments in Progress	14	17	10	10	12	18	12												
New Eligibility Lists Issued	13	20	18	12	6	14													83
Eligibility Lists Updated/Reissued	2	4	4	0	2	2													14
Average Days in Civil Service																			
Recruitment Posting Closed to Delivery of Eligibility List	8	7	7	4	4	8													6
Recruitments Exceeding 30 Days in CS	0	0	0	0	0	0													0
HIRING & SELECTION																			
Applications Screened	597	1,019	875	505	302	1,027													4,325
Performance Tests Completed (Candidates)	176	134	247	231	50	329													1,167
Written Tests Completed (Candidates)	139	163	132	192	56	293													975
Applicant Notifications/Responses	713	1,050	1,004	661	400	1,276													5,104
Candidates Certified	123	260	250	142	56	200													1,031
ADMINISTRATIVE & DISCIPLINARY ACTIONS																			
Administrative & Disciplinary Actions Received	3	0	1	0	3	2													9
Administrative & Disciplinary Action Appeals	0	0	0	0	0	0													0
Administrative & Disciplinary Action Hearings Completed	0	0	0	0	0	0													0
Administrative & Disciplinary Action Hearing Days	0	0	0	0	0	0													0
Administrative Subpoenas Issued	0	0	0	0	0	0													0
REDUCTION IN FORCE/ADMINISTRATIVE ACTIONS																			
Priority Issues/Research	0	0	36	2	0	0													38
Woff/Demotion Notices Issued	0	0	0	0	0	0													0
Woff/Demotion Notices Implemented	0	0	0	0	0	0													0
Woffs Implemented	0	0	0	0	0	0													0
Complaints/Inquiries Addressed	1	0	1	0	0	0													2

Personnel Actions Summary
Council Agenda – January 9, 2017

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 January 9, 2017:

Type of Action	Department	Classification
Appointment	Community Development Department	Development Services Technician 1. Lestina, Deanna
Appointment	Finance Department	Administrative Analyst 2. Lopez, Maya
Appointment	Police Department	Police Personnel & Training Technician 3. Flores, Berenice
Reinstatement	Police Department	Forensic Specialist II 4. Dollins, Sharla