



Human Resources



tHRive

October 2014

114 S. Del Rosa Drive

San Bernardino, CA 92408

EMPLOYMENT SERVICES



ADMINISTRATIVE POSITIONS

- Director, Facilities Planning & Construction (District)
Closes 10/20/14
- Vice Chancellor, Human Resources & Employee Relations (District)
Open until filled; first application review 12/1/14

CLASSIFIED POSITIONS

- Child Development Assistant (CHC) Part-Time
Closes 11/10/14
- College Security Officer (District)
Closes 6/30/15

CONFIDENTIAL POSITIONS

- NONE

FACULTY POSITIONS

- NONE

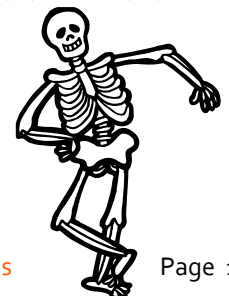
FOR ADDITIONAL POSTINGS SUCH AS:

- Short-Term
- Substitutes
- Professional Experts
- Part-Time Faculty
- Federal Work Study

VISIT www.sbccdjobs.com

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HAPPY HALLOWEEN!



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Additions to Our SBCCD Team



Administrators:

Thang (Joseph) Nguyen, Interim Director, Student Life, SBVC

Classified:

Kristina Heilgeist, Administrative Secretary, CHC
Cheryl Alexander, Traffic Coordinator, KVCR / FNX
Amanda Moody, Secretary II, Student Life, SBVC
Zayne Peraza, Library Technical Assistant II, CHC

Confidential:

NONE

Academic:

Kim DuBois-Eastman, Nursing Instructor, SBVC
Belinda Lowry, Nursing Instructor, SBVC
Hannah Sandy, Coordinator, Health Services, CHC (Temporary)

We are committed to the development and implementation of HR programs that will assist or enable employees to better serve the greater learning community of SBCCD.

Dr. Jack Miyamoto, HR Consultant..... 909-382-4041
Susann BeDell, Administrative Assistant 909-382-4042
Amalia Perez, HR Analyst..... 909-382-4047
Catalina Trasporte, Administrative Secretary ... 909-382-4048
Maria Torres, Clerical Assistant II..... 909-382-4043
Julia Sanchez, HR Generalist (SBVC) 909-382-4016
Karla Trujillo, HR Generalist 909-382-4044
(CHC, District Office, Police, EDCT, TESS, ATPC, KVCR)
Deneatrice Lewis, HR Recruitment Specialist ... 909-382-4014
Cory Elmore, HR Technician..... 909-382-4027
Julio Rios, HR Recruiter 909-382-4046
Karen Childers, HR Intern 909-382-4064

Congratulations on your PROMOTION:

Margaret Cox, Child Development Assistant, full time (SBVC)

Did You Know?

SBCCD Recruitment and Hiring

Recruitment and selection procedures are established by the SBCCD Board of Trustees using criteria that includes, but is not limited to:

- California Education Code
- Title 5 of the California Code of Regulations
- Chapter 7 of SBCCD Board Policies and Procedures
- Federal, state, and District Equal Employment Opportunity codes and policies

What is HR's role?

The SBCCD Office of Human Resources assists with recruitment of academic, classified and administrative employees, employee benefits, employee/labor relations, collective bargaining, classification and pay, personnel records maintenance, professional development and training, grievance resolutions, unlawful discrimination complaints, and employee discipline.

The role of HR in recruitment and hiring includes:

- Initial screening for minimum qualifications
- Arrangement of applicant testing
- Scheduling meetings of the selection committee
- Serving as a nonvoting member and the EEO representative on the selection committee
- Communication with applicants, committee members, and the hiring manager during the selection process
- Conducting reference checks and preparing offer letters for selected candidates.

Main Number 909-382-4040

Fax 909-382-7239

Employee Training and Workshops

To register for the workshops below, please contact Amalia Perez at (909) 382-4047 or amperez@sbccd.cc.ca.us.



CalSTRS Retirement Check-up

Thursday, November 6, 2014
3:00 – 5:00 p.m.
ATTC Room 120
Open to all CalSTRS members

CalSTRS Group Counseling Sessions

Wednesday, November 12, 2014,
OR Wednesday, November 19, 2014
9:00 – 11:00 a.m. or 2:00 – 4:00 p.m.

Open to CalSTRS members eligible to retire

- Groups are limited to 10 people. Please RSVP to Amalia Perez. Seats will be reserved on a first come, first served basis.

Online @ Keenan Safe Colleges
(www.sbccd.keenan.safecolleges.com)

All employees must complete Keenan safety training required by their position. [Log in today](#) to complete your training.



SBCCD Employee Health Fair

Mark your calendar now! The Employee Health Fair will take place **Wednesday, November 5, 2014 from 11:30 a.m. to 1:30 p.m.** at San Bernardino Valley College. The fair is open to all SBCCD employees and will feature:

- health-related booths
- Health information presentations
- Giveaways
- Opportunity drawings

Watch your email for additional information!



WELLNESS FAIR

WEDNESDAY
NOV. 5
11:30 AM – 1:30 PM



Location: San Bernardino Valley College
701 S. Mt. Vernon Ave., San Bernardino, CA 92410

Health and Wellness

Ebola Awareness

With the ongoing concern of an Ebola outbreak in the United States, specifically California, the [San Bernardino County Department of Public Health](#) has provided the information in the attached bulletin. To date, no known cases of Ebola have been reported in California. The state health department and local county health services have enacted their pandemic plans for identifying and screening potential patients.

As we move into the flu season, many false cases will be reported because the symptoms of the flu mimic those of Ebola. **Know your facts and don't panic.** Your best offense is a good defense. By following good hygiene procedures and washing your hands regularly, you may be able to avoid a serious illness this season.

What is Ebola?

[Ebola](#) is a virus that has caused recent disease outbreaks in West Africa. A [Person Under Investigation \(PUI\)](#) has consistent symptoms and risk factors as follows:

- Fever greater than 101.5 degrees Fahrenheit, and additional symptoms such as severe headache, muscle pain, vomiting, diarrhea, abdominal pain, or unexplained hemorrhage

AND

- Risk factors within the past 21 days before the onset of symptoms, such as contact with blood or other body fluids or human remains of a patient known to have or suspected to have Ebola; residence in—or travel to—an area where Ebola transmission is active; or direct handling of bats or non-human primates from disease-endemic areas.

Ebola Information

- [Frequently Asked Questions about Ebola](#)
- Latest Ebola News
[Centers for Disease Control and Prevention](#)
[World Health Organization](#)
- [How to discuss Ebola with your children](#)



Even if you risk provoking an eye-roll or two from trick-or-treaters, these alternative Halloween treats are creative ways to celebrate the holiday without adding to the sugar rush.

For parties:

- Veggie Jack-o-Lantern (photo on p. 1)
- Strawberry ghosts (photo on p. 1)
- Jello Jack-o-Lanterns (photo on p. 3)

For trick-or-treat bags:

- Granola bars
- Snack-sized trail mix
- Miniature toys
- Temporary tattoos
- Cute pencils, erasers, note pads, or other school supplies

EMPLOYEE CORNER



Employees eligible for healthcare coverage under the Affordable Care Act ("Obamacare") can enroll during open enrollment through Covered California. **Open enrollment begins November 15, 2014, and ends February 15, 2015.** Consumers can enroll for health coverage online, by phone or in person with [free assistance](#).

- For more information contact Covered California
 - ✓ Call 1-888-975-1142
 - ✓ Visit www.coveredca.com