



Human Resources



tHRive

September
2014

114 S. Del Rosa Drive

San Bernardino, CA 92408

EMPLOYMENT SERVICES

IN THIS ISSUE



Recruiting. Screening. Hiring.

ADMINISTRATIVE POSITIONS

- College President (SBVC)
Closes 10/15/14
- Director, DSPS (SBVC)
Closes 10/16/14
- Director, EOPS & CARE (SBVC)
Closes 10/16/14

CLASSIFIED POSITIONS

- Child Development Assistant (CHC) Part-Time
Closes 11/10/14
- Payroll Accountant (District Office)
Closes 9/26/14

CONFIDENTIAL POSITIONS

- NONE

FACULTY POSITIONS

- NONE

FOR ADDITIONAL POSTINGS SUCH AS:

- Short-Term, Substitute and Professional Experts
- Part-Time Faculty
- Federal Work Study

VISIT www.sbccdjobs.com



Upcoming Training & Workshops Page #3

Health and Wellness Page #4

Did You Know? EAP Page #5



Additions to Our SBCCD Team



Administrators:

Johnny Conley, Interim Director, First Year Experience, SBVC
 April Dale-Carter, Director, Admissions and Records, SBVC
 Robert Jenkins, Director, Facilities, Operations, and Maintenance, SBVC
 Mark Snowwhite, Interim Dean, Math, English, Reading, and Instructional Support, CHC

Classified:

Luisa Martinez-Guzman, Custodian I, SBVC
 Victoria Rodriguez, Custodian I, SBVC
 Reginald Bass Jr., Custodian I, SBVC
 Joshua Orosco, Custodian I, SBVC
 Daniel Johnson, Custodian I, CHC
 Laurens Dekoekkoek, Grounds Caretaker, SBVC
 Herberth Jaco, Lab Technician – Physics / Astronomy, CHC
 Naomi Lara, Secretary II, CHC
 Joan Corbertt, Project Analyst, District

Confidential:

NONE

Academic:

Richard Fleishman, Business Instructor (Temporary), CHC
 Emily Spencer, Chemistry Instructor (Temporary), CHC
 Daniel O’Hare, Alternative Learning Strategies Coordinator (Temporary), CHC

Congratulations on the following PROMOTIONS:

Mary Smith, Secretary II, SBVC
 Karol Pasillas, Administrative Coordinator, SBVC
 Gloria Pinon, Child Development Assistant, SBVC
 Rebecca Orta, Senior Student Services Technician, CHC

SBCCD HR

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

Contact HR for...

... 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.

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.



CalPERS Retirement Workshop

Wednesday, October 29, 2014
2:00 – 4:30 p.m.
ATTC Room 120
Open to all CalPERS members

CalSTRS Retirement Check-up

Thursday, November 6, 2014
3:30 – 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.

EMPLOYEE CORNER

BEST NET Employee Self Service

As of July 1, 2014, paper paycheck stubs became a thing of the past. ALL employees must register to access the Employee Self Service for payroll data. Employees can view, print or save their latest pay stub or annual W-2 tax form.

Click on the link below to begin your registration.

<https://employeeelfservice.sbcss.k12.ca.us>

*NOTE: When registering, you will need your **NET PAY** from your most recent earnings statement.*

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:

- 40 health-related booths
- Health information presentations
- Giveaways
- Raffle drawings

Please see the next page and watch your email for additional information.

Classification & Compensation

The Classification & Compensation Study will encompass a review of all SBCCD full-time contract classified, management and faculty roles.

Phase I	Questionnaire Submittals January - February
Phase II	Job Analysis and Evaluation March - June
Phase III	Compensation July - September

Employees can refer to the District HR website for additional information

http://www.sbccd.org/Human_Resources-Jobs/ccstudy

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.

Health and Wellness



Employees eligible for healthcare coverage under the Affordable Care Act ("Obamacare") can enroll during open enrollment for 2015 health insurance plans through Covered California. Open enrollment begins November 15, 2014, and ends February 15, 2015. Covered California also offers a [special-enrollment option](#) for those who experience a life-changing event (such as getting married, having a child or moving) and need to enroll outside of open enrollment. [Medi-Cal](#) enrollment for those with qualifying incomes is available year-round. 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



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

TB Awareness

TB Requirement?

California Education Code, Section 87408.6, states *no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past 60 days to determine that he or she is free of active tuberculosis by a physician and surgeon or a physician assistance. Employees are required to undergo the examination at least once every four (4) years.*

Do you have a current TB clearance?

Current SBCCD employees who have an expired TB clearance will receive a notification on their respective check stubs. To ensure compliance with the California Education Code requirement, the District has contracted with two (2) medical facilities to administer either intradermal tuberculin test or X-ray of the lungs.

TB Testing Facility

Fox Occupational Medical Center – 1375 Camino Real, Ste #130, San Bernardino, CA 92408 909-884-1500

HealthPointe – 290 N. 10th St. Ste#100, Colton, CA 92324 909-264-2500

EMPLOYEES GOING TO THE FACILITY MUST CONTACT HR FOR AUTHORIZATION VOUCHER.

Quitting Smoking: John's Story

When John Peterson is behind the wheel of his race car, he's doing more than just trying to win a race. With every lap, he's passing on a message to racing fans about not smoking.



John is a race car driver, and his team is Smoke-Free 83. With each lap, fans see John's car covered with information about quitting tobacco, including a nationwide 1-800 number they can call.

Off the track, John travels with his car and talks to fifth graders about why they shouldn't start using tobacco. The kids hear his message, sit in the race car, and even sign their names on the car.

John knows firsthand how hard it is to quit after you start using tobacco. He smoked and chewed tobacco for 16 years before he was able to quit for good.

Lessons to learn

In the quit-smoking class, John learned about the destructive path that tobacco and nicotine took while traveling through his body to his brain. "I used to think tobacco only affected my lungs and my lips. I didn't realize that all of those chemicals are flowing through the rest of your body to reach your brain."

Strength from others

Hearing other peoples' success stories encouraged him. His classmates told him that before they took the class, they never thought they'd quit either. Hearing their stories gave John the confidence and strength to go for his goal to quit smoking.

All the effort John put into getting ready to quit helped him stay focused on his goal and not give in to the temptation to smoke. "The way I look at it is that it took all of this effort," John says. "If I blow it by taking a cigarette because of a craving, I'd have to start all over again. It was a big incentive to not light up."

For more information, see the topic [Quitting Smoking](#).

Did You Know?

Employee Assistance Program

For all Benefit Eligible employees, the District pays for an Employee Assistance Program (EAP). Simply call ACI EAP at (800) 932-0034 to speak with a professional service provider. Find out more at http://www.sbccd.org/Human_Resources-Jobs/Wellness_Program

What kind of concerns are covered?

The EAP is designed to help with any concern or problem affecting your behavioral health, well-being, or even job performance. Typical concerns may include, but are not limited to:

- Family, Relationship and Marital Issues
- Legal and Financial Resources or Referrals
- Parenting issues
- Bankruptcy, Credit problems and Foreclosure
- Conflict Resolution
- Emotional Well-being
- Workplace Challenges
- Depression
- Managing Stress and Change
- Coping with Grief
- Addictive Disorders
- Balancing work/life
- Time management

