



Personnel Committee
October 22, 2026 – 12:00 p.m.
Student Chambers (SUN-3305)
Zoom: <https://csusb.zoom.us/j/85216228318>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. September 17, 2026
4. Open Forum (3 minutes per speaker)
5. Adoption of Agenda

New Business

- PC 04/27 Rancho Mirage Student Center Senior Coordinator Position Reclassification
(Action, Puccinelli and Baeza)
- PC 05/27 Palm Desert Campus Recreation & Wellness Coordinator – New Position
(Action, Puccinelli and Kinnally)

Announcements

Adjournment



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee
September 17, 2026 – 12:00 p.m.
Zoom: <https://csusb.zoom.us/j/89009705795>**

MINUTES

Members Present:	Anjali Bawa, Sebastian Bautista, Dr. Nathaniel Bodell, Sukhpreet Kaur
Members Absent:	Jennifer Puccinelli
Staff Present:	Vilayat Del Rossi, Elizabeth Junker
Call to Order:	The meeting was called to order at 12:06 pm.
Roll Call:	A verbal roll call for members was conducted. Quorum was met.
Approval of Minutes:	<u>M/S Kaur/Bodell</u> ; motion to approve April 9, 2026 and April 24, 2026 minutes. <i>Motion passed.</i>
Open Forum:	There were no speakers for open forum.
Adoption of Agenda:	<u>M/S Bodell/Kaur</u> ; motion to adopt September 17, 2026 agenda as presented. <i>Motion passed.</i>

NEW BUSINESS

PC 01/27 Election of Personnel Committee Chair (Action, Del Rossi)

Interim Executive Director Del Rossi provided an overview of the responsibilities of the Personnel Committee Chair, including working with staff to establish committee priorities, coordinate agenda items, and communicate committee actions to the Board as appropriate. He

noted that students are encouraged to serve in committee leadership roles and opened the floor for nominations. Sukhpreet nominated Anjali to serve as Chair, and Anjali accepted the nomination. With no additional nominations or discussion, the Committee proceeded to a vote.

M/S Kaur/Bodell; motion to open approval of PC 01/27 Election of Personnel Committee Chair.

Roll Call Vote: 3 - In-Favor 0 - Opposed 0 - Abstention

Motion passed.

**PC 02/27 Review of Personnel Committee Charge and 26-27 Priorities
(Discussion, Del Rossi)**

The Personnel Committee reviewed its responsibilities and annual work plan, including reviewing and recommending candidates for Board vacancies; reviewing personnel policies, compensation, benefits, and position descriptions; and addressing Board participation or attendance matters as needed. Del Rossi noted that the Committee’s recruitment work will increase during the spring semester, as several student Board positions are anticipated to become vacant due to graduation. The Committee also discussed strengthening the Board recruitment process by using a strengths-based rubric to identify candidates’ individual strengths and qualifications and provide the Board with greater context when presenting candidate recommendations.

PC 03/27 Staffing and Organizational Structure Update (Informational Del Rossi)

The Committee received an update on SMSU’s ongoing three-year organizational change and strategic planning process, initiated following an external review in summer 2025. Interim Executive Director Del Rossi discussed efforts to improve service delivery, organizational efficiency, long-term sustainability, and succession planning. He noted that staffing structures and responsibilities were adjusted following the loss of funding for three coordinator positions, including the creation of senior coordinator roles and redistribution of responsibilities across the seven student centers. Mr. Del Rossi also discussed efforts to strengthen leadership capacity and succession planning across the organization to support continuity when leadership transitions occur. The Committee was updated on progress made during the first year of the organizational change process and priorities moving into the second year.

Announcements

- Interim Executive Director Del Rossi highlighted the upcoming campus PowWow and SMSU’s role in supporting the annual cultural event. The People Center will also host a “Pow Wow 101” session to educate attendees about the cultural traditions and protocols associated with the PowWow.

- Mr. Del Rossi highlighted the upcoming CNAD programming with Assemblymember James Ramos, including educational activities for approximately 1,500 fourth-grade students throughout the week.

Adjournment

M/S Kaur/Bodell; motion to adjourn meeting at 12:41 p.m.

Motion passed.

Reviewed and respectfully submitted by:

Anjali Bawa, Committee Chair

Date

Rancho Mirage Student Center Coordinator Position Reclassification

Date: October 22, 2026

Body: Santos Manuel Student Union Board of Directors / Personnel Committee

Proposed By: Jenny Puccinelli, Human Resource and Risk Manager, Monica Baeza, Associate Director of Student Services and Philanthropic Giving; Anjali Bawa, Personnel Committee Chair

Background: The existing Rancho Mirage Student Center Coordinator position is currently classified at Salary Grade 5. A review of the position's actual responsibilities shows that the role now carries a broader level of operational leadership, student staff supervision, program and service oversight, assessment, fiscal and administrative support, risk-management coordination, and campus collaboration than reflected in the current classification. In addition, the planned opening of the new Student Success Building at the Palm Desert Campus in the first quarter of 2027 will further elevate the importance of coordinated student services and operational leadership at the campus. The attached redlined job description updates the position to reflect the duties and level of responsibility currently assigned to the role.

Proposal: Approve the revised job description and reclassification of the existing Rancho Mirage Student Center Coordinator position, Salary Grade 5, to Senior Coordinator, Student Experience, Salary Grade 7. This is a title and grade adjustment to the existing occupied position; it does not create a new position. The revised job description reflects the position's current scope of responsibility and supports continuity of operations as SMSU prepares for the opening of the new Student Success Building at the Palm Desert Campus.

Recommendation: Approve the revised title, job description, and reclassification of the existing Rancho Mirage Student Center Coordinator, Salary Grade 5, to Senior Coordinator, Student Experience, Salary Grade 7, effective upon Board approval.

Recommendation Source: ☒ Staff/Management ☐ Originating Committee ☐ Proposal Sponsor/Other:

Alternatives / Other Options Considered: Alternatives include retaining the current Coordinator title and Salary Grade 5. This option is not recommended because the existing position is already performing the broader responsibilities reflected in the revised job description and the proposed adjustment aligns the current role with its actual scope.

Rationale: The proposed reclassification is recommended because it:

- Aligns the job title and Salary Grade 7 classification with the position's current responsibilities, including operational leadership, student staff supervision, programming, assessment, fiscal and administrative support, risk-management coordination, and campus collaboration.
- Recognizes the increased level of responsibility required to support the Palm Desert Campus student experience and prepares the role for continued operations as the new Student Success Building opens the beginning of 2027.
- Updates the existing position rather than creating a new position, supporting organizational continuity while providing a clearer description of accountability, expectations, and scope.

Budget Impact: The anticipated personnel budget impact is up to \$10,000, with the final amount dependent on approved compensation placement following the classification change. The cost will be absorbed within the existing RMSC budget.

Timeline: Change to title and grade upon Board of Directors approval.

Chartfield / Funding Source: PDC budget.

Recommended Committee / Board Action: Recommend that the Board approve the revised job description and reclassification of the existing Rancho Mirage Student Center Coordinator, Salary Grade 5, to Senior Coordinator, Student Experience, Salary Grade 7, effective upon Board approval.

Attachments:

- Attachment A: Position Description, Senior Coordinator, PDC - Redlined Draft (10.12.26)

Santos Manuel Student Union Job Description

Job Title: ~~Rancho Mirage Student Center~~ Senior Coordinator, Student Experience Programs
Department: Student Services
Reports To: Associate Director of Student Services and Philanthropic Giving
Location: ~~San Bernardino Campus~~ Palm Desert Campus
FLSA Status: Non-Exempt
Category: Full-Time, Hourly, Regular
Salary Grade: ~~75~~
EEO Code: 5

Summary

Under the direction of the Associate Director of Student Services and Philanthropic Giving, the ~~Rancho Mirage Student Center (RMSC) Senior~~ Coordinator provides strategic leadership and operational oversight for the Palm Desert Student Center within the Palm Desert Campus. This position supports the SMSU's commitment to student-centered service by fostering welcoming, culturally responsive, and accessible environments; advancing student development and leadership; and coordinating programs, services, and initiatives that support the success of Palm Desert students.

~~is responsible for planning, implementing, and assessing programs and initiatives to meet the diverse needs of the California State University at San Bernardino (CSUSB) Palm Desert Campus (PDC) students as well as supervising student staff, managing the RMSC, and collaborating with campus partners to directly support the success of students at CSUSB.~~
The Senior Coordinator supervises student staff as assigned; manages Student Center operations; implements student-centered, culturally responsive, and identity-informed programs; coordinates communications and events; supports fiscal management and assessment; and collaborates with campus and community partners to strengthen the Palm Desert student experience.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Strategic Leadership & Supervision

- ~~Supports student engagement initiatives and projects at the San Bernardino and Palm Desert campuses.~~ Provides strategic and operational leadership for the Palm Desert Student Center and contributes to shared SMSU priorities across the Palm Desert and San Bernardino campuses.
- Provides operational oversight for the Student Center, including programs, services, space use, reservations, opening and closing procedures, administrative functions, and service standards.
- Supports policy development and review, project proposals, procedure-setting, staffing priorities, and other strategic initiatives that strengthen student services and organizational sustainability.

Programming & Student Experience

- ~~Plans, implements, and assesses programs and initiatives to meet the diverse needs of the CSUSB Palm Desert Campus (PDC) students as well as supervising student staff, managing the RMSC, and collaborating with campus partners to directly support the success of students at CSUSB.~~ Develops and oversees a calendar of student-centered, educational, cultural, identity-informed, community-building, and leadership-development programs that support student success and a meaningful Palm Desert student experience.
- ~~Coordinates all programs, services, and administrative functions for the RMSC~~ Coordinates student leadership training and year-round co-curricular learning experiences in partnership with appropriate partners. Programs are intentionally designed for Palm Desert students while remaining aligned with shared SMSU priorities.
- ~~Supervises student staff and manages the PASSC~~
- Coordinates heritage-month programs, cultural celebrations, identity-informed programs, dialogues, workshops, leadership opportunities, and other initiatives developed with JEDI areas and campus partners.
- ~~Coordinates student leadership training and collaboration with other departments to create year-round co-curricular learning experiences for students and coordinate additional programs/events for the PDC's student population to mirror offerings made available at the San Bernardino Campus.~~
- ~~Supervises student staff in the development, implementation, and execution of a weekly series of dynamic, highly engaging student programs, inclusive of daytime, weekend, late night, and substance free activities.~~

Student Support & Leadership Development

- Serves as a visible Student Center resource and referral point for Palm Desert students and helps connect students with appropriate campus, SMSU, academic, wellness, basic-needs, and community resources.
- Provides student-centered support related to leadership development, campus connection, participation, identity, transition, and practical skill development while referring students to appropriate professional services when needs exceed the scope of the position.
- Creates an intentional student employment experience that develops leadership, communication, teamwork, problem-solving, cultural awareness, and workplace skills through regular training, coaching, reflection, and feedback.
- Recognizes student contributions, addresses concerns early, and supports high standards and strong relationships in the student employment experience.
- ~~Implements a marketing strategy, including use of social media, to encourage communication and connection of opportunities to PDC students and community members.~~

Assessment & Continuous Improvement

- ~~Assists in the advancement of departmental and divisional goals: i.e. student engagement, cultural awareness, and inclusion and spirit initiatives~~ Conducts needs assessments and collects participation, feedback, and outcome information to evaluate the effectiveness of Student Center programs and services.

- Assesses all programs on an annual basis and supports the Associate Director with program assessment including developing an annual report for the department and all assessment data requested by the Division of Student Affairs Develops regular reports and uses assessment results, student voice, and participation information to inform strategic planning, resource allocation, program decisions, and continuous improvement.
- Assists with long-term planning and strategic initiatives in alignment with the SMSU mission, Palm Desert Campus priorities, and student-success needs.

Fiscal & Administrative Oversight

- Supports the Associate Director with fiscal management for the RMSC including preparing the annual budget, reviewing and approving quarterly budget requests, and monitoring the RMSC budget Supports budget planning and responsible stewardship for Student Center programs and services, including purchasing, event expenses, budget monitoring, and recommendations for resource allocation
- Develops and maintains administrative procedures that support efficient Student Center operations, including space requests, reservations, opening and closing procedures, event coordination, and communication with campus partners.
- Ensures risk management policies and practices are in place for the RMSC as well as all activities and programs including coordinating with Facilities Services, the Fire Marshall, and custodial services at the PDC Ensures risk-management, accessibility, safety, and service practices are in place for Student Center operations and programs and coordinates facility, technology, and event needs with the appropriate campus partners.
- Develops good working relationships and connections with PDC Leadership, faculty and staff and serves as the SMSU representative on committees as assigned.

Campus Collaboration

- Coordinate community service activities for PDC students and assist with the Office of First Year Experience and Coyote First Step summer program at the San Bernardino Campus.
- Collaborates with Associated Students Incorporated to ensure that student representation is consistent across PDC and SBC Collaborates with student organizations, student leaders, and campus partners to support student voice, shared planning, and consistent access to programs and services across Palm Desert and San Bernardino.
- Collaborates with CSUSB PDC Faculty to create intentional programming and all SMSU/Recreation and Wellness departments and affinity centers Represents SMSU on Palm Desert Campus committees, planning groups, and institutional initiatives as assigned and serves as a liaison with community partners and other stakeholders.
- Attends Palm Desert Campus staff meetings and maintains timely communication regarding schedules, coverage, absences, events, facility needs, and emerging student concerns.
- Occasional travel between Palm Desert and San Bernardino campuses to support events, programs, trainings and any other organizational related activities.

- ~~Collaborates with the SMSU Marketing Department and PDC Campus Webmaster to update the campus website.~~
- ~~Coordinates student attendance at signature events between San Bernardino and Palm Desert Campus, including Homecoming, sports events, Late Night and CoyoteFest.~~

Supervisory Responsibilities

Supervises up to 10 student assistants, as assigned.~~RMSC student assistants.~~ Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

~~Bachelor's degree or equivalent is required; 1–2 years of experience working with students is required, ideally in a student development or advising capacity.~~ Bachelor's degree or equivalent in a related program is required; 3-5 years of experience working with students is required, ideally in a student development, student services, student life, or advising capacity.

~~Demonstrated knowledge of principles and practices of student development and theory, social justice education, and the needs of diverse populations in higher education is required. Student supervision experience preferred.~~ of student development, student experience, culturally responsive programming, and the needs of diverse populations in higher education is required. Master's degree preferred.

Licenses & Certifications:

First Aid and CPR/AED certification required (certifications may be obtained within the first month of employment). Valid CA Driver's License required.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

Mathematical Skills

~~Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.~~

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have advanced knowledge of MS Office, including Excel, Word, PowerPoint, [Lists](#), and Outlook.

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 job. 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 talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision.

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

Palm Desert Campus Recreation & Wellness Coordinator – New Position

Date: October 22, 2026

Body: Santos Manuel Student Union Board of Directors / Personnel Committee

Proposed By: Jenny Puccinelli, Human Resource and Risk Manager; Sean Kinnally, Interim Director, Recreation and Wellness; Anjali Bawa, Personnel Committee Chair

Background: The opening of the new Student Success Building at the Palm Desert Campus in the first quarter of 2027 will expand SMSU Recreation & Wellness operations and create an ongoing need for dedicated on-site coordination. The proposed Recreation & Wellness Coordinator position will support daily operations of the Center for Well-Being, assigned recreation and wellness spaces, and Palm Desert esports programming.

Proposal: Approve creation of a new full-time Recreation & Wellness Coordinator position for the Palm Desert Campus. The position will report to the Director of Recreation and Wellness and will coordinate programs and space use, support risk-management and accessibility practices, assist with budget and purchasing activity, coordinate third-party gym vendor operations, and collaborate with campus partners to support student well-being, engagement, and belonging.

Recommendation: Approve the creation of the new Recreation & Wellness Coordinator position, Salary Grade 5, and the associated Palm Desert Campus job description, with recruitment beginning following Board approval.

Recommendation Source: ☒ Staff/Management ☐ Originating Committee ☐ Proposal Sponsor/Other:

Alternatives / Other Options Considered: Alternatives include redistributing the new Palm Desert Recreation & Wellness operational responsibilities among existing staff at the San Bernardino campus, or providing more limited program coverage. These options are not recommended because the new building will add ongoing Recreation & Wellness operational, programmatic, supervisory, and coordination responsibilities that are specifically assigned to the proposed position and location.

Rationale: The new position is recommended because it:

- Provides dedicated operational coordination for the Center for Well-Being, assigned Recreation & Wellness spaces, and Palm Desert esports programming as the Student Success Building opens.
- Establishes on-site capacity for student employee supervision, recreation and wellness programming, space scheduling, equipment oversight, third-party gym vendor coordination, assessment, and campus collaboration.
- Supports a consistent, accessible, safe, and student-centered Recreation & Wellness presence at the Palm Desert Campus while maintaining clear accountability within the Recreation & Wellness department.

Budget Impact: The anticipated ongoing annual personnel cost is up to approximately \$87,750, consisting of salary up to \$65,000 plus estimated benefits of 35% (up to approximately \$22,750). Funding will be provided through the Recreation & Wellness budget.

Timeline: Position effective following Board approval, with recruitment and hiring timed to support the Student Success Building opening at the Palm Desert Campus by the end of 2026.

Chartfield / Funding Source: Recreation & Wellness budget.

Recommended Committee / Board Action: Recommend that the Board approve creation of the new Recreation & Wellness Coordinator position, Salary Grade 5, and approve the associated Palm Desert Campus job description.

Attachments:

- Attachment A: Position Description – Recreation & Wellness Coordinator, PDC Draft (10.12.26)

Santos Manuel Student Union

Job Description

Job Title:	Recreation and Wellness Coordinator
Department:	Recreation & Wellness
Reports To:	Director of Recreation and Wellness
Location:	Palm Desert Campus
FLSA Status:	Non-Exempt
Category:	Full-Time, Hourly, Regular
Salary Grade:	5
EEO Code:	5

Summary

The Recreation & Wellness Coordinator plans, implements, assesses, and coordinates Recreation & Wellness programs and services at the Palm Desert Campus. The position has primary responsibility for programmatic operations connected to the Center for Well-Being, assigned recreation and wellness spaces, and Palm Desert esports programming.

The Coordinator supports holistic well-being, student development, leadership growth, recreation as a campus connector, and an inclusive and welcoming student experience. The position works collaboratively with campus partners, student organizations, the Student Center, Recreation & Wellness staff, and the broader university esports space to provide accessible programs and services that help students belong, grow, and thrive.

Essential Duties and Responsibilities: The essential duties and responsibilities include the following. Other duties may be assigned.

- Coordinate the daily operations of the Center for Well-Being, assigned Recreation & Wellness spaces, esports programming, ensuring they are welcoming, accessible, safe, functional, and prepared for daily use.
- Recruit, hire, train, schedule, supervise, coach, and evaluate student employees, and student supervisors assigned to the Center for Well-Being, recreation, and esports.
- Monitor space usage and apply Recreation & Wellness policies, procedures, accessibility expectations, customer-service standards, and risk-management practices.
- Coordinate scheduling for Center for Well-Being, recreation, wellness, esports, and special program spaces and assist with event logistics.
- Coordinate the day-to-day programs, services, collaborations, and administrative functions associated with the Center for Well-Being, Recreation & Wellness team, esports space, including campus partnerships and referrals to appropriate nonclinical health, counseling, basic-needs, academic-support, and student-success resources.
- Develop, implement, and assess recreation, wellness, and well-being programs that support holistic well-being, student success, belonging, leadership development, and student engagement.
- Teach First Aid and CPR/AED trainings when appropriately certified and assigned.
- Coordinate Palm Desert esports space and serve as the site liaison to the broader university esports program.
- Manage the Palm Desert esports space, equipment, software, gaming systems, access procedures, and student-facing service standards; coordinate recreational gaming, intramural gaming, leagues, tournaments, and special esports events.
- Maintain inventories and checkout procedures for well-being, recreation, and esports equipment, supplies, technology, and program materials.

- Support the Director with fiscal management for Palm Desert Recreation & Wellness programs and spaces, including budget development, purchasing, budget monitoring, and responsible resource allocation.
- Provides day-to-day operational support for third party gym vendor which includes membership registration, on-site sign-ups, cancellations, billing and any other needed coordination.
- Collaborate with the Student Center, ASI, student organizations, PDC faculty and staff, student-support units, affinity centers, and other campus or community partners to develop intentional, accessible, student-informed, and connected programs.
- Use student voice, participation information, assessment findings, feedback, learning, and relevant well-being data to improve programming and services; support regular and annual assessment, reporting, and strategic planning.
- Develop working relationships with PDC leadership, faculty, staff, students, and community partners; represent Recreation & Wellness on committees as assigned; and participate in professional development, cross-training, and interdisciplinary projects that support continuous improvement and responsible stewardship of people, spaces, and resources.
- Occasional travel between Palm Desert and San Bernardino campuses to support events, programs, trainings and any other organizational related activities.

Supervisory Responsibilities

Supervises assigned Recreation & Wellness student employees, including student assistants, student supervisors, and esports staff, as staffing levels and program needs require. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; resolving problems; and supporting student employee learning and development.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Bachelor's degree or equivalent is required; 1-2 years of experience working with college students in recreation, wellness, esports, student development, or a related area is preferred. Experience developing programs, supervising student employees, coordinating events, or supporting a student-facing center is preferred.

Licenses and Certifications

First Aid and CPR/AED certification is required and may be obtained within the first month of employment. Instructor certification must be obtained within the first six months of employment. Valid CA Driver's License required.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office, including Excel, Word, PowerPoint, Outlook, and related scheduling, communication, assessment, and student-service systems.

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 the job. 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 talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Team lifting is required for items exceeding the established individual lifting limit. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level is usually moderate. Work may occur indoors and outdoors and may involve exposure to a variety of environmental conditions. Local travel between Palm Desert and San Bernardino may be required.