

Appeals

Whenever an applicant is removed from the eligibility list, an appeal for the disqualification may be made to the Personnel Commission within five (5) work days from receipt of notification.

Disciplinary Actions

Whenever the Board of Education takes disciplinary action (unpaid suspension, termination or involuntary demotion) against a permanent classified employee, they have a right to appeal, if believed to be unjustified, to the Personnel Commission. The Commission may uphold the Board's decision, modify it or reverse it and order back pay and seniority to the employee, as it deems fair. Three (3) disciplinary appeals were held by the Commission during 2018-2019 fiscal year.

Activities

- Personnel Commissioners and PC Staff attended 2019 Conference School Personnel Commissioners Association
- Staff Attended 2019 NEOGOV Annual Training Conference-Learned about best practices & advancements in human resources. See how you can streamline your processes to better recruit, onboard & measure employees.
- Leslie Holmes 2019 Merit Academy Graduate – an educational program designed for new and aspiring merit system Directors, Personnel Commissioners, union members and others interested in the working of a merit system.
- Staff attended the 2019 NeoGov Annual Conference held in Las Vegas Nevada
- Staff assisted in the certificated job fair held in March, 2019.
- Staff attended the SBCUSD annual Community Gathering and Employee Excellence events held during the 2018-2019 school year.

Personnel Commission Staff

Gladys Byrd - Personnel Director -Ms. Byrd joined the SBCUSD as a substitute employee in 1975. She held several regular classifications during her tenure with the District, which include clerk I, clerk II, elementary school secretary, human resources technician, human resources specialist, and human resources offer before the Personnel Commission appointed to a position as personnel director in 2014.

Irma Garcia – Sr. Personnel Analyst -Ms. Garcia began her career with the SBCUSD in 2002 as a substitute in instructional and clerical employee. She became a regular classified employee in 2004 in the Classified Human Resources offices where she held positions as an Office Assistant I (SAP), Human Resources Technician, and Training/Human Resources Specialist. In 2009, she transferred to the Personnel Commission as a Human Resources Specialist (PC). During her tenure in the department, she promoted to a position as a Personnel Analyst and most recently to a position as a Senior Personnel Analyst.

Tamara Booker – Associate Personnel Analyst -Ms. Booker joined the SBCUSD team in 2008 as a Human Resources Technician, in the Classified Human Resources office. She was appointed by the Personnel Commission as a Human Resources Specialist (PC) in 2015. In 2019, Ms. Booker was appointed by the Commission to her current classification, Associate Analyst.

Esmeralda Sassaman – Associate Personnel Analyst. -Ms. Sassaman began her employment with the District in 2004 as a Bilingual Clerk I. She promoted to a Senior Clerk position in the Certificated Human Resources department in 2007. Ms. Sassaman also held positions as a Bilingual Senior Clerk and Bilingual Secretary in the Deputy Superintendent's office before joining the Personnel Commission team in 2015 as a Human Resources Specialist (PC). In 2019, Ms. Sassaman was appointed by the Commission to her current classification, Associate Analyst.

Leslie Holmes – Associate Personnel Analyst -Ms. Holmes is the newest member of the Personnel Commission Team. Ms. Holmes began in the district in 2006 as a Worker's Compensation Technician. In 2016, she joined the Human Resources team as a Human Resources Specialist. In 2017, the commission as a Personnel Specialist appointed her. Recently, Ms. Holmes was promoted her current classification, Associate Analyst.

Nersidalia Garcia – Secretary III -Ms. Garcia is the Secretary to the Personnel Director. Ms. Garcia joined the SBCUSD community as a Secretary III working in the Maintenance and Operations department. She joined the Personnel Commission team in 2009.

Priscilla Marabel – Bilingual Clerk II - Ms. Marabel has held several classified positions with the District. She was first appointed as a Cafeteria Worker in 1995. Shortly after she promoted to a position as a Bilingual Clerk I. In 2000, she was promoted to a Bilingual Clerk II position. She has worked in the Classified Human Resources office and the Adult School. In 2016, Ms. Marabel transferred to the Personnel Commission office.

13 Speed of Trust Behaviors

The Personnel Commission staff follow the San Bernardino City Unified School District 13 Speed of Trust Behaviors and Basics for Excellence guidelines as indicated below:

1. **Talk Straight** - Be honest. Tell the truth. Don't manipulate people or distort facts.
2. **Demonstrate Respect** - Genuinely care for others. Respect the dignity of every person and every role.
3. **Create Transparency** - Declare your intent. Get real and genuine. Be open and authentic.
4. **Right Wrongs** - Make things right when you're wrong. Apologize quickly.
5. **Show Loyalty** - Give credit to others. Don't badmouth others behind their backs.
6. **Deliver Results** - Establish a track record of results. Don't make excuses for not delivering.
7. **Get Better** - Continuously improve. Increase your capabilities. Don't consider yourself above feedback.
8. **Confront Reality** - Acknowledge the unsaid. Confront the reality, not the person.
9. **Clarify Expectations** - Disclose and reveal expectations. Discuss them. Don't assume that expectations are clear or shared.
10. **Practice Accountability** - Hold yourself accountable first. Hold others accountable second. Don't blame others.
11. **Listen First** - Listen before you speak. Understand. Diagnose. Listen with your ears, your eyes and heart.
12. **Keep Commitments** - Say what you're going to do, then do what you say you're going to do.
13. **Extend Trust** - Demonstrate a propensity to trust. Don't withhold trust because there is risk involved

Personnel Commission will focus on achieving the steps for Basics for Excellence

Focus on Results Together

We work collaboratively to produce exemplary outcomes for our SBCUSD community.

Service

We achieve success by consistently and effectively serving others.

Sense of Purpose

Our actions are focused and contribute to the attainment of our mission.

Positive Passion

We experience enthusiasm and encouragement as evidenced by our excitement and joy in what we do every day.

Emotional Commitment

We exhibit inspired behaviors that reflect pride, motivation, and empowerment through involvement.

Parameters of Trust

We establish consistent parameters of trust that are characterized by honesty, transparency and collaboration.

Professionalism

We exhibit professionalism by providing superior customer service while adhering to quality professional standards.

We sincerely hope you enjoy reading our annual report and hope to welcome you at the next Personnel Commission meeting. We are proud to have accomplished these activities in support of learning successes for the scholars of the District.



SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

ANNUAL REPORT

JANUARY 14, 2020

Mission

The San Bernardino City Unified School District Personnel Commission is committed to establish fair and equitable employment practices through the Merit System, in the effort to hire the most qualified classified support staff assisting in the education of District Scholar's from cradle to career.

Vision

The vision of the Personnel Commission is to provide professional, timely, efficient, and exceptional service to attract and retain the best-qualified employees.

Personnel Commissioners

The Personnel Commission a three-member body, independent from the District. One commissioner is appointed by the Bargaining Unit, CSEA, Chapter 183; one commission is appointed by the SBCUSD Board of Education, and one commissioner is a jointly appointed by the other two commissioners. Commissioner serves three-year staggering terms. Commission hold positions consisting of a chair person, vice chair persona and commission member.

Appointee Classified Bargaining Unit, CSEA, Chapter 183



Mr. Bohn served as an educator with SBCUSD from 1969 through 2003. He retired from San Bernardino City Unified School District as Principal of the Adult School. He was a Board of Education appointed member of the Personnel Commission on January 2007 through November 2009. Commissioner Bohn was reappointed to the Commission by CSEA on December 2014. His current term expires in December 2020.

Commissioner's Joint Appointee



Ms. Dixon is a Safety Loss Control Manager with the San Bernardino County Superintendent of Schools, Joint Powers Authority (JPA). She was appointed by the State Superintendent of Public Instruction effective December 2013. She was reappointed by Mr. Bohn and Mr. Salazar. Her current term expires December 2022. Ms. Dixon serves as Commission Chairperson.

San Bernardino City Unified School District Board of Education Appointee



Mr. Salazar is a 1st Financial Advisor, Retirement Plan Consultant, Vice President Wealth Management at UBS Financial Services, Inc. He served on the Commission since December 2009. Mr. Salazar is Vice-Chair to the Commission. His current term expires December 2021.

Personnel Commission Merit System

The fundamental purpose of the Merit System is to ensure that classified employees are selected, promoted, and retained based on merit and fitness and without favoritism or prejudice. The San Bernardino City Unified School District Classified Service has operated under the Merit System since July 1967.

In accordance with California Education Code §45240-45320, the responsibilities of the Personnel Commission are:

- Protecting applicants and employees from unfair and discriminatory treatment.
- Ensuring utilization of objective, job-related examinations.
- Announcing job vacancies to employees and the public.
- Establishing eligibility lists of candidates.
- Classifying and reclassifying positions.
- Determining job-related education and work experience requirements.
- Recommending salary schedules consistent with the principle of like-pay for like-service.
- Establishing reasonable causes for demotion, suspension and dismissal.
- Investigating and hearing appeals of permanent employees who have been suspended, demoted or dismissed.

Summary Report

During the period from 12/1/2018 through 11/30/2019 there were 6,104 Classified Employees.

Number of Classified Employees

386	Recreation Aides
5483	CSEA Bargaining Employees
33	POA Bargaining Employees
17	Confidential Employees
212	Management Employees

Personnel Area count vary due to promotions

Recruitments	101
Test Administered	175
Number of Eligibility List Ratified	145
Reclassifications	3
Skelly Hearing Appeals	3

Recruitment EEOC Report

	Declined to State Ethnic Group								TOTAL	Age Group	
	EE01	EE02	EE03	EE04	EE05	EE06	EE07	EE08		AG1	AG2
12/01/15 and 11/30/16	11	1	3	0	1	0	24	204	244	14372	4073
12/01/16 and 11/30/17	7	2	3	0	2	0	6	173	193	12739	3196
12/01/17 and 11/30/18	3	8	2	0	0	0	12	159	184	9951	2634
12/01/18 and 11/30/19	8	6	1	0	3	0	7	161	186	11265	3000
	Female Applicants								TOTAL	Veteran	
	EE01	EE02	EE03	EE04	EE05	EE06	EE07	EE08		Disability	Veteran
12/01/15 and 11/30/16	6802	1641	2048	58	317	43	860	396	12165	0	1569
12/01/16 and 11/30/17	6860	1151	15226	41	221	39	675	376	10889	0	1166
12/01/17 and 11/30/18	5289	1100	1228	30	238	45	589	238	8757	0	940
12/01/18 and 11/30/19	6447	1020	1241	25	191	40	560	282	9806	0	1064
	Male Applicants								TOTAL	Total Applicants	
	EE01	EE02	EE03	EE04	EE05	EE06	EE07	EE08		TOTAL	TOTAL
12/01/15 and 11/30/16	3232	1283	1002	39	408	30	476	218	6688	19,097	
12/01/16 and 11/30/17	2856	863	706	54	294	31	423	183	5410	16,492	
12/01/17 and 11/30/18	2041	743	539	28	200	21	375	147	4094	13,035	
12/01/18 and 11/30/19	2667	802	599	50	188	22	296	101	4725	14,717	

On September 1, 2018, a reorganization of duties between Human Resources and the Personnel Commission departments was implemented as agreed between San Bernardino City Unified School District and The California School Employees Association and its Chapter 183. The following are some additional responsibilities assigned to the Commission.

Staff Duties include, but are not limited to the following:

- Monitor the allocation of classified positions
- Maintain and monitor the vacancy log
- Employee transfer requests
- Out of class requests
- Monitor and ensure compliance (Education Code and Personnel Commission Rules) for reductions,
- abolitionist's and layoffs
- Maintain the 39-month rule rehire list
- Monitor and approve limited term and provisional assignments
- Coordinate the selection interview process with hiring managers
- Certify all classified transactions

Rules Changed Approved

7/12/18	PC Rule 3.2.9	Positions Requiring a Special Language, Skill, or License
7/12/18	PC Rule 3.7.8	Effect on reemployment and eligibility Lists
10/4/18	PC Rule 2.2.8	Minutes
10/4/18	PC Rule 6.1.12	Notification of Eligible of Removal from List
10/4/18	PC Rule 7.5.3	Assignment
10/4/18	PC Rule 9.4.5	Dismissal of Probationary Employed
10/4/18	PC Rule 11.1.10	Employee Rights to File a Complaint
10/4/18	PC Rule 17.3.7	Salary Relationship Establishment and Revisions
10/4/18	PC Rule 3.1.2	Exemption from the Classified Service
6/6/19	PC Rule 10.1.12	Additional Hours and/or Months within a Classification
6/19/19	PC Rule 11.1.1.1	Definition of Transfer
6/19/19	PC Rule 11.1.8	Submission for Request for Transfer

EEOC Ethnic Summary by Gender	
EE01	Hispanic or Latino
EE02	White
EE03	Black or African American
EE04	Native Hawaiian or Pacific Islander
EE05	Asian
EE06	American Indian or Alaska Native
EE07	Two or More Races
EE08	Decline to State
AG1	Under 40
AG2	Over 40
AGD	Decline to State