Personnel Commission:

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.
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.
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.
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.
Personnel Commissioners

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

Appointee Classified Bargaining Unit, CSEA, Chapter 183

Mr. Bohn served 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.

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 relclassifying 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.

<table>
<thead>
<tr>
<th>Number of Classified Employees</th>
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<tbody>
<tr>
<td>Recreation Aides</td>
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<tr>
<td>CSEA Bargaining Employees</td>
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<tr>
<td>POA Bargaining Employees</td>
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<tr>
<td>Confidential Employees</td>
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<td>Management Employees</td>
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<td>Number of Eligibility List Ratified</td>
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<tr>
<td>Reclassifications</td>
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<td>Skelly Hearing Appeals</td>
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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
- 6/6/19 : PC Rule 11.1.11 ... Definition of Transfer
- 6/6/19 : PC Rule 11.1.8 ... Submission for Request for Transfer

San Bernardino City Unified School District

Chef 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.

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.

Recruitment EEOC Report

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<tr>
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<tr>
<td>12/01/16 and 11/30/17</td>
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<table>
<thead>
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EEOC Ethnic Summary by Gender

- EEO1  Hispanic or Latino
- EEO2  White
- EEO3  Black or African American
- EEO4  Native Hawaiian or Pacific Islander
- EEO5  Asian
- EEO6  American Indian or Alaska Native
- EEO7  Two or More Races
- EEO8  Decline to State
- AG1  Under 40
- AG2  Over 40
- AGD  Decline to State

The annual report provides an overview of work activities in support of the Classified Service as of January 2018 through December 2019.