

**PERSONNEL COMMISSION MEETING**  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION COMMUNITY ROOM

**AGENDA**

September 3, 2014

5:30 P.M

**I. CALL TO ORDER**

A. The meeting was called to order at \_\_\_\_\_ by Commissioner Barabani.

B. Roll-Call

1. Commissioner Gino Barabani, Chair
2. Commissioner Valerie Dixon, Vice-Chair
3. Commissioner Michael Salazar, Member
4. Gladys Byrd, Personnel Commission Director

C. Pledge of Allegiance

**II. APPROVAL OF AGENDA**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: Barabani \_\_\_\_\_ Salazar \_\_\_\_\_ Dixon \_\_\_\_\_

Discussion: \_\_\_\_\_

**III. PUBLIC COMMENTS**

**NOTE:**

- Comments from the public on any item that is not on the agenda but is under the subject matter jurisdiction of the commission may only be made at this time.
- Public comment during the commission's discussion of an agenda item will not be permitted.
- Each speaker may speak only once.
- Each speaker is limited to a maximum of 5 minutes.
- A *Request to Speak* form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

**IV. ACTION ITEMS**

A. The commission will consider ratifying Eligibility List(s). Proposed motions are:

It is moved that the commission ratify the eligibility list for:

1. REVISED Instructional Aide/Bilingual Instructional Aide (14-004)
2. Budget Analyst (Exam #14-053)
3. Custodial Supervisor (Exam #14-052)
4. Electrical and Electronics Supervisor (Exam #14-054)
5. Grounds Supervisor (Exam #14-055)
6. Painting Supervisor (Exam#14-058)

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Vote: Barabani \_\_\_\_\_ Salazar \_\_\_\_\_ Dixon \_\_\_\_\_

Discussion: \_\_\_\_\_

B. The commission will consider approving revisions to the following classifications specifications as submitted:

1. School Licensed Vocational Nurse/Bilingual School Licensed Vocational Nurse

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Vote: Barabani \_\_\_\_\_ Salazar \_\_\_\_\_ Dixon \_\_\_\_\_

Discussion: \_\_\_\_\_

- C. The commission will consider extending the following eligibility lists for an additional year:
1. Campus Security Officer I (Exam #13-015)
  2. Food Production Worker (Exam #13-021)
  3. Serving Kitchen Operator (Exam #13-022)

Moved \_\_\_\_\_ Seconded \_\_\_\_\_  
 Vote: Barabani \_\_\_\_\_ Salazar \_\_\_\_\_ Dixon \_\_\_\_\_  
 Discussion: \_\_\_\_\_

- D. The commission will consider approving the second reading of personnel commission rules revisions for Chapter 7.08.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_  
 Vote: Barabani \_\_\_\_\_ Salazar \_\_\_\_\_ Dixon \_\_\_\_\_  
 Discussion: \_\_\_\_\_

- E. The commission will consider approving minutes for August 6, 2014 as submitted.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_  
 Vote: Barabani \_\_\_\_\_ Salazar \_\_\_\_\_ Dixon \_\_\_\_\_  
 Discussion: \_\_\_\_\_

- F. The commission will consider approving minutes for August 13, 2014 as submitted.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_  
 Vote: Barabani \_\_\_\_\_ Salazar \_\_\_\_\_ Dixon \_\_\_\_\_  
 Discussion: \_\_\_\_\_

**V. COMMISSIONERS/DIRECTOR COMMENTS**

**VI. CLOSED SESSION**

The commission adjourned into closed session at \_\_\_\_\_ for:  
 Pursuant to Government Code Section 54957 to discuss:  
 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
 Title: \_\_\_\_\_

The commission reconvened into open session at \_\_\_\_\_ and announced the following action taken into closed session:

**VII. ADJOURNMENT**

The commission adjourned the meeting at \_\_\_\_\_.

Agenda Backup for September 3, 2014

Action Item IV.A

The commission will consider ratification of the following Eligibility List(s).

1. REVISED Instructional Aide/Bilingual Instructional Aide (14-004)
2. Budget Analyst (Exam #14-053)
3. Custodial Supervisor (Exam #14-052)
4. Electrical and Electronics Supervisor (Exam #14-054)
5. Grounds Supervisor (Exam #14-055)
6. Painting Supervisor (Exam 314-058)

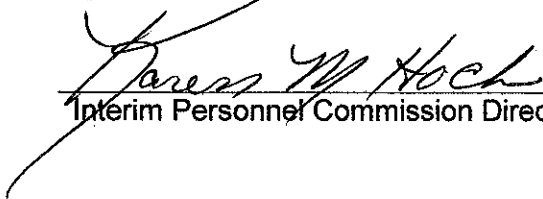
### Certification Record

Exam #	14-004	Exam Title	REVISED Instructional Aide / Bil. Instructional Aide							
Posting Dates		Date Certified	# Days to Certify	Date Terminated	# Eligible	# Ranks	Examination Dates			
Opened	Closed						Assessment/ Performance (NCLB)	Written (NCLB)	Oral	Training & Experience
01/24/2014	02/17/2014	03/18/2014	22	03/17/2015	115	20	NA	02/26/2014, 02/27/2014	03/04/2014	NA
Selection Statistics										
# Applied	# Meeting MQ's	# took Written (NCLB)	# Passed Written	# Took Oral	# Passed Oral	# Took T&E	# Passed T&E	# Took Assessment/ Performance	# Passed Assessment/ Performance	
314	313	144	0	125	115	NA	NA	NA	NA	

#### Raters

Examination	Name/Title	Organization

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

  
 \_\_\_\_\_  
 Interim Personnel Commission Director

08/25/2014  
 \_\_\_\_\_  
 Date

### Certification Record

Exam #	14-053	Exam Title		<b>BUDGET ANALYST</b>						
Posting Dates		Date Certified	# Days to Certify	Date Terminated	# Eligible	# Ranks	Examination Dates			
Opened	Closed						Written	Assessment/ Performance (OPAC)	Oral	Training & Experience
7/7/2014	8/10/2014	8/28/14	14	9/2/15	18	10	8/28/14	NA	NA	NA
Selection Statistics										
# Applied	# Meeting MQ's	# took Written	# Passed Written	# Took Oral	# Passed Oral	# Took T&E	# Passed T&E	# Took Assessment/ Performance (OPAC)	# Passed Assessment/ Performance (OPAC)	
121	42	30	18	NA	NA	NA	NA	NA	NA	

#### Raters

Examination	Name/Title	Organization

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Karen M. Hoch

Provisional Personnel Commission Director

August 28, 2014  
Date

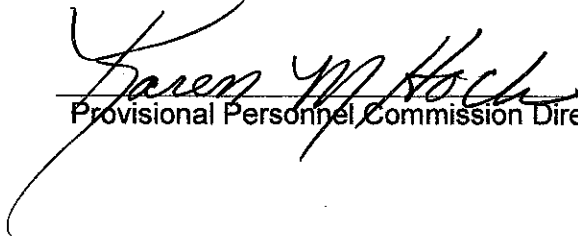
### Certification Record

Exam #	14-052	Exam Title		<b>CUSTODIAL SUPERVISOR</b>						
Posting Dates		Date Certified	# Days to Certify	Date Terminated	# Eligible	# Ranks	Examination Dates			
Opened	Closed						Written	Assessment/ Performance (OPAC)	Oral	Training & Experience
7/7/2014	8/10/2014	8/19/14	7	9/2/15	12	7	8/19/14	NA	NA	NA
Selection Statistics										
# Applied	# Meeting MQ's	# took Written	# Passed Written	# Took Oral	# Passed Oral	# Took T&E	# Passed T&E	# Took Assessment/ Performance (OPAC)	# Passed Assessment/ Performance (OPAC)	
117	26	17	12	NA	NA	NA	NA	NA	NA	

#### Raters

Examination	Name/Title	Organization

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

  
 Provisional Personnel Commission Director

August 19, 2014  
 Date

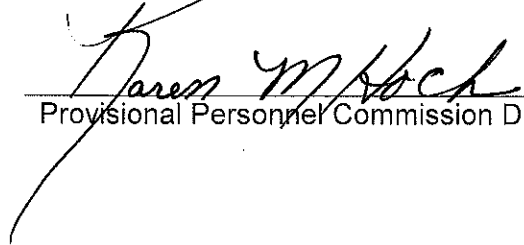
### Certification Record

Exam #	14-054	Exam Title	Electrical and Electronics Supervisor							
Posting Dates		Date Certified	# Days to Certify	Date Terminated	# Eligible	# Ranks	Examination Dates			
Opened	Closed						Assessment/ Performance	Written	Oral	Training & Experience
07/07/14	08/10/14	08/21/14	9	09/04/15	5	5	N/A	N/A	N/A	N/A
Selection Statistics										
# Applied	# Meeting MQ's	# took Written	# Passed Written	# Took Oral	# Passed Oral	# Took T&E	# Passed T&E	# Took Assessment/ Performance	# Passed Assessment/ Performance	
28	11	9	5	N/A	N/A	N/A	N/A	N/A	N/A	

#### Raters

Examination	Name/Title	Organization

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

  
 Provisional Personnel Commission Director

8-21-14  
 Date

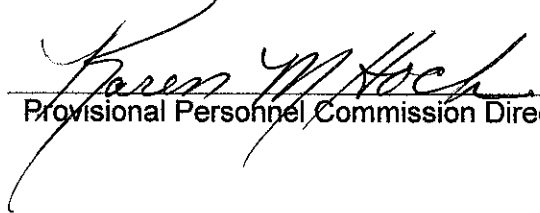
### Certification Record

Exam #	14-055	Exam Title		GROUNDS SUPERVISOR						
Posting Dates		Date Certified	# Days to Certify	Date Terminated	# Eligible	# Ranks	Examination Dates			
Opened	Closed						Written	Assessment/ Performance (OPAC)	Oral	Training & Experience
7/7/2014	8/10/2014	8/20/14	8	9/2/15	6	6	8/20/14	NA	NA	NA
Selection Statistics										
# Applied	# Meeting MQ's	# took Written	# Passed Written	# Took Oral	# Passed Oral	# Took T&E	# Passed T&E	# Took Assessment/ Performance (OPAC)	# Passed Assessment/ Performance (OPAC)	
73	19	15	6	NA	NA	NA	NA	NA	NA	

#### Raters

Examination	Name/Title	Organization

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

  
 Provisional Personnel Commission Director

August 20, 2014  
 Date



### Certification Record

Exam #	14-058	Exam Title		<b>PAINTING SUPERVISOR</b>						
Posting Dates		Date Certified	# Days to Certify	Date Terminated	# Eligible	# Ranks	Examination Dates			
Opened	Closed						Written	Assessment/ Performance (OPAC)	Oral	Training & Experience
7/7/2014	8/10/2014	8/21/14	9	9/2/15	6	5	8/21/14	NA	NA	NA
Selection Statistics										
# Applied	# Meeting MQ's	# took Written	# Passed Written	# Took Oral	# Passed Oral	# Took T&E	# Passed T&E	# Took Assessment/ Performance (OPAC)	# Passed Assessment/ Performance (OPAC)	
35	6	6	6	NA	NA	NA	NA	NA	NA	

#### Raters

Examination	Name/Title	Organization

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

  
 Provisional Personnel Commission Director

August 21, 2014  
 Date

Agenda Backup for September 3, 2014

Action Item IV.B

The commission will consider approving classification specifications for the following list:

1. School Licensed Vocational Nurse/Bilingual School Licensed Vocational Nurse



# San Bernardino City Unified School District Personnel Commission

### Classification Specification

Job Code:	0593 / 0591	Work Year:	12 months	Salary Range:	39A
Job Family:	Health/Auxiliary Service			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	7- Health/Auxiliary		

## **SCHOOL NURSING ASSISTANT SCHOOL LICENSED VOCATIONAL NURSE (LVN) / BILINGUAL SCHOOL LICENSED VOCATIONAL NURSE (LVN)**

### **DEFINITION: JOB SUMMARY:**

To assist a credentialed school nurse in providing physical care for ~~severely disabled students;~~ students in regular and special education programs and to participate in maintaining student health records. Bilingual positions in this classification require fluency in a second language.

### **DISTINGUISHING CHARACTERISTICS:**

School Licensed Vocational Nurse (LVN) / Bilingual School Licensed Vocational Nurse (LVN) differs from the Office Assistant I (Health Aide) / Bilingual Office Assistant I (Health Aide) in that employees in this classification render basic nursing care.

~~There are no distinguishing characteristics for this classification.~~

### **SUPERVISION:**

Supervised by the Health Services Director or Coordinator. ~~Receives general supervision direction from a credentialed school nurse~~ certificated manager and technical supervision from a credential school nurse.

Positions in this classification exercises no supervision.

### **EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:**

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

- Administers specialized physical health care services including gastrostomy and nasogastric feedings and catherizations.
- Assists or initiates emergency procedures.
- Provides toileting, tracheotomy care, suctioning and ostomy care.
- Lifts and positions physically disabled students, as needed.
- Initiates emergency procedures related to seizure disorders and allergic reactions.
- Administers first aid.
- Provides instruction to the students regarding health care and personal hygiene.
- Administers medications to students as prescribed.
- May perform and supervise student blood sugar checks.
- May give medication by injection under supervision of credentialed school nurse.
- Assists in maintaining daily logs and medical records.
- Records health related information in student cumulative records.
- Audits student records for compliance with immunizations, first grade physicals, and oral health exams per California regulations.
- Performs duties at other district sites, using personal automobile for transportation.
- ~~Transports students to medical appointments, as needed.~~
- Provide training to disabled students in relation to their own personal medical needs.
- Performs job related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **KNOWLEGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of special health needs of ~~handicapped~~ children with physical disabilities.
- Knowledge of general nursing principles, practices, methods and techniques.
- Knowledge of procedures used in medical diagnosis and knowledge of proper nursing practices implementing health care.
- Knowledge of anatomy and physiology.
- Knowledge of medications, dosages and schedules of administration.
- Knowledge of potential side effects of medication given to children with exceptional needs.
- Knowledge of current communicable diseases and health concerns.
- Ability to care for the medical/physical needs of severely disabled students.
- Ability to perform emergency medical procedures.
- Ability to administer medication.
- Ability to perform student medical record keeping.
- Ability to perform routine ~~arithmetic~~ mathematic calculations with accuracy.
- Ability to understand and carry out oral and written directions.
- Ability to lift, position, and perform physical duties related to disabled students.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop cooperative work relations with others.
- Ability to empathize with disabled persons.
- Ability to provide training to disabled students.
- Ability to provide tracheotomy, suctioning and ostomy care.

### **LICENSES/CERTIFICATES/REGISTRATIONS (At the time of appointment and during employment)**

- A valid California Vocational Nurse's license.\*
- A current American Red Cross First Aide Certificate or an acceptable equivalent.\*
- A current American Red Cross CPR certificate which includes infants, children and adults or an acceptable equivalent.\*
- An appropriate, valid California driver's license and auto liability insurance.\*

**EXPERIENCE, EDUCATION, AND TRAINING:** (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination. ~~as approved on December 16, 1998.~~)

One year of pediatric or nursery hospital experience and/or recent experience in care of children with severe physical disabilities ~~is desirable~~.

High school graduation or the equivalent.

### **SPECIAL REQUIREMENTS:**

- Personal transportation for job-related travel.\*\*

### **APPOINTMENT:**

- Persons appointed to this position must successfully compete a 6 month (or 130 working days of paid service) probation period prior to permanent appointment.

\*Must be presented/\*\*available upon offer of employment and maintained throughout employment in this classification.

Agenda Backup for September 3, 2014

Action Item IV.C

The commission will consider extending the following eligibility lists for an additional year:

1. Campus Security Officer I (Exam # 13-015)
2. Food Production Worker (Exam #13-021)
3. Serving Kitchen Operator (Exam #13-022)

Agenda Backup for September 3, 2014

Action Item IV.D

The commission will consider approving the second reading of personnel commission rules revisions for Chapter 7.08:

The present rule limits salary placement for promotions to a four percent increase over the employee's base salary. A higher increase may be warranted in some cases. Rule 7.06 allows flexibility in setting the salary for a classified employee new to the District. This revision will allow the same flexibility for an employee receiving a promotion.

**PROPOSED PERSONNEL COMMISSION RULE CHANGE**

7.08 Promotions

When an employee is promoted, that employee's salary placement shall be at the lowest step on the higher range which provides a minimum of four percent increase over that employee's base salary prior to promotion. Situations may arise, however, in which step placement beyond that step is warranted. The affected classified or certificated department or division head shall make such request to the Assistant Superintendent (Human Resources) who will indicate concurrence or non-concurrence. Any longevity increment(s) to which entitled shall then be added. If no such step exists, salary placement shall be at the last step on the higher range prior to the addition of longevity and/or confidential increments, if applicable.

Agenda Backup for September 3, 2014

Action Item IV.E

The commission will consider approving minutes for August 6, 2014 as submitted.

**PERSONNEL COMMISSION MEETING**  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION COMMUNITY ROOM

**MINUTES**

August 6, 2014

**I. CALL TO ORDER**

A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.

B. Roll-Call

1. Commissioner Gino Barabani, Chair -- Absent
2. Commissioner Valeria Dixon, Vice-Chair
3. Commissioner Michael Salazar, Member
4. Karen Hoch, Provisional Personnel Commission Director

C. Pledge of Allegiance

**II. APPROVAL OF AGENDA**

Moved	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	Dixon	<u>Aye</u>
		Salazar	<u>Aye</u>
Ms. Dixon	Discussion? .		
Mr. Salazar	Ok, I would like to pull Action Item IV B (2). Now I don't know Madam Vice Chair, I like to pull it out but at the same time there has been some revised class specs so I would like to revise them so maybe that is a separate motion. However you would like to handle that.		
Ms. Dixon	Ok, let's go through the class spec of the agenda first and then we will go through the motion. The motion is we will pull Item IV C(2)		
Ms. Hoch	Actually we would like to do the recruitment, we just want to pull the job spec and open the recruitment. Ok.		
Ms. Dixon	So just B-2. Call for the vote.		
Mr. Salazar	Aye.		
Ms. Dixon	Aye.		
Mr. Salazar	In the structure of the agenda on Action IV B (2) I would move that we revise Action Item IV (2) to the class specs with revisions.		
Ms. Dixon	Call for the vote.		
Mr. Salazar	Aye.		
Ms. Dixon	Aye. Call for the vote for the approval of the agenda.		
Mr. Salazar	Aye.		
Ms. Dixon	Aye.		



### **III. PUBLIC COMMENTS**

- NOTE:**
- Comments from the public on any agenda item may only be made at this time.
  - Public comment during the commission's discussion of an agenda item will not be permitted.
  - Each speaker may speak only once.
  - Each speak is limited to a maximum time of 5 minutes.
  - A request to speak form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

Dr. Perry  
Wiseman,  
Assistant  
Superintendent for  
Human Resources  
Classified and  
Certificated  
Department

Good evening commissioners and community I just wanted to recognize Val, last night she provided an update to the board with a presentation on the progress on the personnel commission and she did a fantastic job and I truly appreciate her sharing on behalf of the commission. I know at one point in the presentation Val did say that the relationship between personnel commission and the school district has improved drastically. I actually had something prepared, I suppose to introduce her. I had a speech and so forth but one of the things I was going to make in the introduction is there is three things, I see there is some trust there, and transparency, we are not trying to go around one another and so forth. Lastly, as team work I strongly believe that we are moving in the right direction and the comment was made not just the PC and the District. It was the PC, the District, and CSEA really strong collaboration. I see the key stakeholders in this. I want to thank Andy and let him know that we are excited that he is part of CSEA team and we are looking forward working together. Karen does an absolutely fantastic job working with staff and so forth. Michael and Val and Mr. Barabani I appreciate your work and we are moving along the eligibility list. It will take some time because a lot of people are promoting up, and we are promoting a lot of our people and we have some vacancies at the bottom level but we will continue pushing through and, I can imagine in one year from now what it's going to look like so on behalf of the district we appreciate your presentation, the commission's work, Karen's work, Andy's work with CSEA as well as Gladys working behind the scenes and doing some great things as well so those are my comments.

Ms. Dixon

Any other public comments. I did get a little nervous there.

Dr. Wiseman

You did great.

Ms. Dixon

Ok, move to Action Item IV.

**IV. ACTION ITEMS**

A. The commission will consider ratifying the eligibility lists. Proposed motions are:

It is moved that the commission ratify the eligibility lists for

1. Application Analyst I (Exam 14-035)
2. Computer Operator (Exam #14-044)
3. Equipment Records Technician (Exam #14-045)
4. Network Specialist (Exam #14-047)
5. Personnel Commission Director (Exam #14-029)
6. Public Safety Dispatcher (Exam #14-043)
7. School Computer Specialist (Exam #14-049)
8. School Outreach Worker/Bilingual School Outreach Worker (Exam #14-039)
9. Security Specialist (Exam #14-050)
10. Senior Registrar (Exam #14-051)

Moved	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	Dixon	<u>Aye</u>
Ms. Dixon	<u>Discussion? Call for the vote.</u>		
Mr. Salazar	Aye.		
Ms. Dixon	Aye.		

B. The commission will consider approving classification specification as submitted:

1. Campus Security Officer II
2. Chief Business Officer
3. Lead Automotive Mechanic
4. Lead Carpenter
5. Lead Groundswoker
6. Lead Painter
7. Lead Pool Attendant
8. Machinist
9. Maintenance Crew Supervisor
10. Maintenance Trades Helper
11. Tree Trimmer

Moved: Ms. Dixon	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	Dixon	<u>Aye</u>
Ms. Dixon	<u>Discussion?</u>		
Mr. Salazar	One point of clarification for the record IV B (2) revised with		

attachment. Do we do it now?

Ms. Dixon Lead Pool Attendant clarification for myself where it says receives supervision from the plumbing? Everything else is crossed out. What does that supposed to be? Do they receive supervision?

Ms. Hoch In the past they could receive supervision from the plumbing or HVAC Supervisor and now the HVAC Supervisor and now it will just be the Plumbing Supervisor. Supervisor should still be there.

Ms. Dixon So that is just a typo, can we make sure that is corrected?

Ms. Hoch Yes.

Ms. Dixon That is all the concern I had. Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

C. The commission will consider approving recruitment bulletins as submitted:

1. Campus Security Officer II
2. Chief Business Officer
3. Lead Automotive Mechanic
4. Lead Carpenter
5. Lead Groundsworker
6. Lead Painter
7. Lead Pool Attendant
8. Machinist
9. Maintenance Crew Supervisor
10. Maintenance Trades Helper
11. Tree Trimmer

Moved: Ms. Dixon	Seconded	Mr. Salazar		
Vote: Barabani	Absent	Dixon	Aye	Salazar Aye

Ms. Dixon Discussion?

Mr. Salazar Aye.

Ms. Dixon Aye.

D. The commission will consider approving minute for July 2, 2014 as submitted.

Moved: Ms. Dixon	Seconded	Mr. Salazar		
Vote: Barabani	Absent	Dixon	Aye	Salazar Aye

Mr. Salazar I will second

Ms. Dixon Discussion?

Ms. Dixon Call for the vote.

Mr. Salazar      Aye.  
Ms. Dixon        Aye.

**V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:**

Ms. Hoch            First of all I want to congratulate you on your excellent presentation it was so well received by the board members I think they are just thrilled to see what is happening and seeing you there. So appreciative of what the commissioners is doing. In this past month we have you ratified the Application Analyst, we had 52 applications for that position. Computer Operator you ratified that one tonight, we had 15 applicants for that position we were able to create an eligibility list. Equipment Records Technician we had 181 applications for that position. Network Specialist we had 10 applications, Personnel Commission Director we received 24 applications for that and you ratified that tonight and Public Safety Dispatcher we had 243 applications. The School Computer Specialist we had 74 applications. School Outreach Worker we had 284 applications on that which we processed. Security Specialist 123 applications and Senior Registrar we had 11 applications.

Last month we processed 1015 applications and we came up with 10 eligibility list, both of the specialists had vacation throughout the month and they still did 10 eligibility lists so I think that is pretty good, excellent. Right now we have the HVAC Mechanic positions, Roofer, Locksmith open they supposed to close Sunday evening at 11:59 we don't have a lot of applications for those so I am recommending we extend the closing dates on those recruitments.

Ms. Dixon            The Roofer, the HVAC Mechanic?

Ms. Hoch            HVAC Mechanic, Roofer, and Locksmith, those were approved last month. It should close on the 10<sup>th</sup> like I said we are thinking of having those positions closed until August 31<sup>st</sup>.

Ms. Dixon            I am just curious I am not an expert on this field. When we talk about HVAC Mechanics could it be that they are busy at this time, and they have jobs right now but they may be laid off later? Or we can revisit this on the 31<sup>st</sup>. I'm thinking those folks may get laid off after December.

Ms. Hoch            Their work may slow down and I think the district salary might be a little less but they get benefits and when they work for a private agency right now I think they are really busy I think they are making real good money. But it is something that we need to look at that again.

Ms. Dixon            We probably want to revisit and place on continuous recruitment.

Andy Evano,  
CSEA Labor  
Relations            What CSEA is seeing through this area as a continual problem with HVAC, it is always hot, up in the high desert, and it's a questions of getting qualified people. There are just not enough

Representative qualified people. I am not surprised you are not finding people because it is a high demand.

Ms. Dixon Maybe you can help us, so will a continuous recruitment help us or not?

Andy Evano,  
CSEA Labor  
Relations  
Representative It will probably help you.

Ms. Dixon What do you think Mr. Salazar

Mr. Salazar I say we look at it at the end of the month to see where we are on applicants. Maybe a little side note to consider that for continuous recruitment. It is always hot even during the winter.

Ms. Hoch Right now we have the Budget Analyst, Custodial Supervisor, Electronics Supervisor, Grounds Supervisor, HVAC Mechanic, Lifeguard is on a continuous recruitment, Locksmith, Painting Supervisors, Roofer, Transportation Director, and Water Coolant Heating Specialist those positions are open right now, and they will close on Sunday evening. As I said we are watching closely as the applications come in. The others look ok to close those and go forth with the screening and testing. Actually we have some to schedule the week of the 11<sup>th</sup>. I am writing the test right now. You should see those on the next month agenda. Would you like to discuss or wait to closed session to talk about interviews for director? To schedule interviews dates and times or in closed session?

Mr. Salazar Closed session.

Ms. Dixon That is fine.

Ms. Hoch That concludes my report do you have any questions or anything.

Mr. Salazar I wanted to also thank Valerie for doing the presentation last night. I know it was well received and we already heard feedback from various areas and people are just happy. Things are moving forward and so thanks for going out there last night and doing that for us. Again, I would like to thank staff for all their hard work. Staff is working together to process this stuff that we are working here at our level, so it's much appreciate it. And then everybody else involved as well. Dr. Wiseman said it well and I really like to echo on what he was talking about. There is a cooperative effort here and it has always been one that I would like to embrace, we appreciate the district, csea, the staff and I certainly appreciate my fellow commissioners. We are looking forward to continuing doing this kind of work.

Ms. Dixon I just would like to say thank you guys for getting the information of the presentation, I really do appreciate that. I was not and I will say that again, I was not there for myself. I was looking to let them know that we have been on stalemate for so long for a long period of time and Mike has been fighting the good fight by

himself. And I feel that is just my opinion and I want them to know that we are making progress and like you said a year from now I would like to see what is going to look like. I would like to go back a year from now and say look we filled so many positions even if we have a few empty ones at least we filled most of them. If we have any open it's because we are promoting employees which is still a positive thing. I do appreciate the union and the district and everybody working cooperatively. I appreciate that we are able to pick up the phone and say, "hey what about that"? Instead of pointing fingers and yelling that has been a verbal wrestling match. As I said last night I spoke from the heart. I can't remember exactly what I said, other than it all makes a difference what we do here in this community and what happens to the children in the long run. If you go around the district and you talk to classified staff, a lot of them grew up in San Bernardino and they work now for the district. Who's to say the kids now graduating in May will be working for our district. I appreciate all your hard work, I really do. I appreciate all the cooperation and I look forward to just continue for the next couple of years. Thank you very much that complete my comments. Meeting adjourned to closed session at 5:55 p.m.

#### **VI. CLOSED SESSION**

The commission adjourned into closed session at 5:55 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

**PUBLIC EMPLOYEE APPOINTMENT**

Title: Personnel Commission Director (Provisional)

The commission reconvened into open session at 6:41 p.m. and announced the following action taken in closes session.

Ms. Dixon                      We are back to open session at 6:41 p.m. and we have nothing to report out.

#### **VII. ADJOURNMENT**

The commission adjourned the meeting at 6:41 p.m.

Agenda Backup for September 3, 2014

Action Item IV. F

The commission will consider approving minutes for August 13, 2014 as submitted.

**SPECIAL PERSONNEL COMMISSION MEETING**  
**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**  
**BOARD OF EDUCATION COMMUNITY ROOM**

**MINUTES**

August 13, 2014

**I. CALL TO ORDER**

A. The meeting was called to order at 5:31 p.m. by Commissioner Dixon.

B. Roll-Call

1. Commissioner Gino Barabani, Chair -- Absent
2. Commissioner Valeria Dixon, Vice-Chair
3. Commissioner Michael Salazar, Member
4. Karen Hoch, Provisional Personnel Commission Director

C. Pledge of Allegiance

**II. APPROVAL OF AGENDA**

Moved	Ms. Dixon	Seconded	Mr. Salazar
Vote: Barabani	Absent	Dixon Aye	Salazar Aye
Ms. Dixon	Discussion?	Call for the vote.	
Mr. Salazar	Aye.		
Ms. Dixon	Aye.		

**III. PUBLIC COMMENTS**

- NOTE:**
- Comments from the public on any agenda item may only be made at this time.
  - Public comment during the commission's discussion of an agenda item will not be permitted. Because it is a special meeting tonight we can only talk about what's on the agenda.
  - Each speaker may speak only once.
  - Each speak is limited to a maximum time of 5 minutes.
  - A request to speak form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

Dr. Perry Wiseman, Assistant Superintendent for Human Resources Classified and Certificated Department	Good evening commissioners and community, I see on the agenda that we are going to possibly be appointing a Personnel Commission Director. I wanted to recognize Karen for her work; she has done a fantastic job and my hope is that we can work with the commission as well as the district and finding that capacity for Karen to transition and support the new Director. She has done a great job and we are proud of her work. Thank you.
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Andy Lovano, CSEA Labor Representative	We echo on what the district is saying we are also saying the commission has done a tremendous job and we want to continue with that so keep up the best job that you are doing.
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The union staff is here to assist to move forward.

Ms. Dixon Thank you.

**IV. ACTION ITEMS**

A. The commission will consider ratifying the eligibility lists. Proposed motions are:

It is moved that the commission ratify the eligibility lists for

- 1. Lead Painter
- 2. Personnel Analyst

Moved	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	Dixon	<u>Aye</u>
			<u>Salazar</u>
			<u>Aye</u>

Ms. Dixon Discussion? Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

B. The commission will consider approving classification specification as submitted:

- 1. Community Relations Worker II (African American Parent Involvement)
- 2. Lead Painter
- 3. Personnel Analyst
- 4. School Police Chief

Moved: Ms. Dixon	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	Dixon	<u>Aye</u>
			<u>Salazar</u>
			<u>Aye</u>

Ms. Dixon Discussion?

Mr. Salazar None.

Ms. Dixon Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

C. The commission will discuss the first reading of Personnel Commission rules revision for Chapter 7.08.

Mrs. Hoch The district has requested this. Presently this rule addresses promotional salary replacement for promotional people and it states that a promotional person can only go 4% above what they are currently earning based upon their based pay. For an outside person they can walk in to the district and request a higher salary and if they submit proper documentation it would be considered that they start at a higher pay rate. . I think it would be fair if that was possible for a promotional person. A lot of employees are working out of class and if they get promoted and if they get those jobs it can be possible that they get a pay decrease not based upon their base pay, it is based upon their

job that they would have been working out of class and so they would earn higher salary. So that is the rationale that we are using the fact it would be upon the discretion of the Assistant Superintendent of HR, he would review it, and if he felt that it was legitimate then this rule would allow him to make that adjustment.

Ms. Dixon You may have to answer this Dr. Wiseman. So would it be up to the employee to bring that up or would that happen automatically or how would that be affected?

Dr. Wiseman Traditionally any time you give employees promotion you want to look at their salary. You don't want people who are promoting to have a decrease in pay and the way the Personnel Commission rule is written, one rule addresses those that are coming from out of district on an eligibility list they are being hired, what they do is they come in with their documentation, here is what I have been paid for several months and then the Assistant Superintendent will determine where to place that candidate on the salary schedule.

The personnel commission is responsible for setting the salary schedule. The district is responsible for determining the placement of the new employee of the salary schedule. That is for outside and internal candidates who are promoting. We cannot determine where they are placed based on that rule we have to just place them on step number one on that salary schedule. So we might have people and especially right now with so many vacancies on the district. You have people that are working out of class all over the place and then what happens that they are making some salaries by working out of class then they are being promoted and they are actually taking a decrease in pay due to a promotion so that is where it stands. We just want to make sure we are consistent with those that are coming from out of district those that are coming in district so that is what we have requesting to change that rule. I would have to do some work in regards to negotiations on that particular item. So I was hoping to change the PC rule I know that our CBA agreement with the union supersedes the Personnel Commission Rules and that at some point I want to bring that up with CSEA to see that we can make sure that is even with those in district as well as those outside the district.

Ms. Dixon I would think but I don't want to speak for me but I would think that CSEA would really want to echo for their members.

Andy Levano  
CSEA Labor  
Representative Yes, absolutely and all of that has to do with CBA so we will have to discuss that further, that will hire people and promote people. That would be a discussion that we would have of how it would work within our contract and collective bargain agreement. The real issue is what happens when one is working out of class, promotes and ends up with less money. It's a discussion we will have to have. We will be working together with the district to work that out.

Dr. Wiseman The district stand is we have people that have been working out of class for several years and they are doing an absolute fantastic job. They go through a process and they are promoted then, we want to make sure they are recognized on the work by saying, "thank you for putting four years out of class and we are going to promote you and congratulate you but you will get a pay decrease." The district wants to have leverage and obviously its case by case to say you know what you are not going to get a decrease we value you as an employee. We want to have the ability to say we will place you at step 3 because of your salary we want to make sure you get a certain percentage raise with a promotion.

Which I know we have the rules on certificated side and is just common practice when someone is coming from in the district or out of the district we look at their pay and make sure they don't take that cut and pay. We want to give them that 4 or 5 percent raise if it is some sort of promotion which usually happens but we are unable to do that for people in our district coming from out of district that is a different story people from district no you start at the bottom.

Ms. Dixon Just one more question and so when you guys work together do you typically make commitments to the agreement even though it has been ratified? Is that a typical thing that happens and can you take it from the vote?

Andy Levano, CSEA Labor Representative We are negotiating constantly. As a matter of fact we have negotiation meeting tomorrow so what happens is that we arm wrestle for it and I usually win. (laughing)

Ms. Dixon We say yes we are going to do this and you say yes we are going to do this and take it back to your members and I guess does it go in to effect immediately?

Andy Levano, CSEA Labor Representative That is all part of the negotiation process. How the procedure works from your side is that we negotiate, we take it back to our membership for ratification, we take back to the board for ratification, when it takes into effect this part of negation process. It could be a number of weeks.

Ms. Dixon So I am an employee I go to Clerk 2 to Secretary I and I have been working out of class for 5 years but I realize if I take a Secretary I position at this time it will be cut in pay. Will you guys take into consideration that I just got hired in September the Personnel Commission changed the rules. I got hired in July they changed the rule in September can that employee go back to you and say "hey I took a pay cut can you look into my information"? Or is it just what is current?

Dr. Wiseman What we would do is go through negotiations and like I said we are going to the table for negotiations tomorrow and this might be something to say let's negotiate this language. Let's say you are doing the first reading and let's say you are amending it at the next meeting in two months later we come in and we negotiate a tentative agreement with the language on one of the

things that we could agree to is say, "you know from that date forward of your approval we will make sure to honor that." So we can go back and do some retro we just negotiate that and we can say the day that the board education tentative approves it ultimately we have the leverage to kind of negotiate that. We just want to treat our employees good we want to make sure they are compensated for the work that they do.

- Ms. Dixon            Ok, thank you.
- Mr. Salazar         I don't have any comments.
- Ms. Dixon            Ok, thank you. Ladies in gentlemen that is the end of the public section we are adjourning into closed session at 5:45 p.m.

#### **V. CLOSED SESSION**

The commission adjourned into closed session at 5:45 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

#### **PUBLIC EMPLOYEE APPOINTMENT**

Title: Personnel Commission Director (Provisional)

The commission reconvened into open session at 7:50p.m. and announced the following action taken in closed session.

- Ms. Dixon            We are back to open session at 7:50 p.m. and announced the following action taken in closed session

The commission received a letter requesting reinstatement of a former employee number 2014-01. The Commissioners considered, discussed and voted on the reinstatement. The vote was 2-0 to deny the reinstatement on employee number 2014-01.

Be it resolved that the Personnel Commission appointed Gladys Byrd to the Personnel Commission Director position effective date and salary to be determine. This concludes the Personnel Commission meeting at 7:52 p.m.

#### **VII. ADJOURNMENT**

The commission adjourned the meeting at 7:52 p.m.