

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OFFICE, PORTABLE B

AGENDA

March 4, 2015

5:30 P.M.

I. CALL TO ORDER

- A. The meeting was called to order at _____.
- B. Pledge of Allegiance
- C. Roll-Call
Commissioner Valerie Dixon, Chairperson Present _____
Commissioner Michael Salazar, Vice Chairperson Present _____
Commissioner George Bohn, Member Present _____

II. APPROVAL OF AGENDA

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

III. PUBLIC COMMENTS

- NOTE:**
- The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)
 - Each speaker may speak only once.
 - A five (5) minute time limit will be allotted to each speaker, unless extended by the Chairperson.
 - 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. Application Analyst II (Exam #15-002)
 2. Budget Officer (Exam #15-004)
 3. Education Assistant III Spanish (Exam #15-007)
 4. Electrician (Exam #14-099)
 5. Roofer (Exam #14-103)
 6. Youth Services Specialist (Exam #15-017)

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

B. The commission will consider approving title change to the following classification specification as submitted:

From: Assistant Director School Police and Safety

To: Assistant School Police Chief

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

C. The commission will consider approving revisions to the following classification specification(s) as submitted:

1. Assistant School Police Chief
2. Building Plans and Records Supervisor
3. Maintenance Manager
4. Painter

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

D. The commission will consider approving the following recruitment(s):

- | | |
|--|-----------------------------|
| 1. Assistant School Police Chief | Dual |
| 2. Bilingual Library Assistant | Open/Promotional |
| 3. Bilingual Clerk I | Open/Promotional |
| 4. Bilingual Secretary II | Open/Promotional |
| 5. Bilingual Secretary III | Open/Promotional |
| 6. Building Plans and Records Supervisor | Dual |
| 7. Library Assistant | Open/Promotional |
| 8. Maintenance Manager | Dual |
| 9. Nutrition Services Business Manager | Open/Promotional |
| 10. Nutrition Services Supervisor | Open/Promotional |
| 11. Painter | Open/Promotional |
| 12. Pool Attendant | Open/Promotional-Continuous |
| 13. Secretary III | Open/Promotional |

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

E. The commission will consider extending the following Eligibility List(s) for an additional year.

Classification	Active Candidates
Clerk II (Exam #14-020) Bilingual Clerk II (Exam #14-020)	96
Catering and Cafeteria Operator (Exam #14-019)	27
Curriculum Materials Clerk (Exam #14-022) Bilingual Curriculum Materials Clerk (Exam #14-022)	42
Delivery Driver Warehouse Worker (Exam #14-023)	103
School Accounting Technician I – Middle School (Exam #14-010)	9
School Accounting Technician II – High School (Exam #14-011)	24
Secretary (Exam #14-012) Bilingual Secretary (Exam #14-012)	96

Moved: _____ Seconded _____
 Discussion: _____
 Vote: Dixon: _____ Salazar: _____ Bohn: _____

F. The commission will have the first reading to a proposed amendment to the classified Personnel Commission Rules for the following chapter(s) as submitted.

- 4.8 Holding of Examinations
- 5.1.1 Establishment of Eligibility List
- 5.12 Removal of Names from Eligibility List: Reemployment, Reinstatement, Promotional and Open
- 5.18 Procedure for Certification of Appointment
- 6.5 Transfer

Moved: _____ Seconded _____
 Discussion: _____

G. The commission will discuss the recruitment of Environmental Compliance and Safety Officer.

Moved: _____ Seconded _____
 Discussion: _____

H. The commission will discuss the recruitment of Facilities Administrator.

Moved: _____ Seconded _____
 Discussion: _____

I. The commission will consider approving minutes for February 4, 2015, as submitted.

Moved: _____ Seconded _____
 Discussion: _____
 Vote: Dixon: _____ Salazar: _____ Bohn: _____

V. COMMISSIONERS/DIRECTOR COMMENTS

VI. CLOSED SESSION

The commission adjourned into closed session at _____ pursuant to Government Code Section 54957 to discuss:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Commission Director
Personnel Analyst

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

VII. ADJOURNMENT

The commission adjourned the meeting at _____.

Exam #	15-002	Exam Title		APPLICATIONS ANALYST II		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	3/4/16	3	3	30	7

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


 Personnel Commission Director

2/26/2015
 Date

Exam #	15-004	Exam Title		BUDGET OFFICER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	3/4/16	12	5	46	26

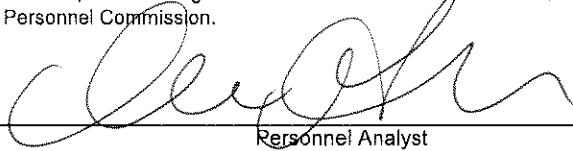
I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

2/26/2015
 Date

Exam #	15-007	Exam Title		EDUCATION ASSISTANT III SPANISH		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/21/2015	2/15/2015	3/4/16	7	5	76	9

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.



Personnel Analyst

2/27/2015

Date

Exam #	14-099	Exam Title		ELECTRICIAN		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/9/2014	1/4/2015	3/4/16	8	7	53	15

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

Gladys Boyd
 Personnel Commission Director

2/26/2015
 Date

Exam #	14-103	Exam Title		ROOFER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/9/2014	1/11/2015	3/4/16	3	3	23	8

*Merged with exam #14-059, expiration date of 11/5/2015, ranks included above.

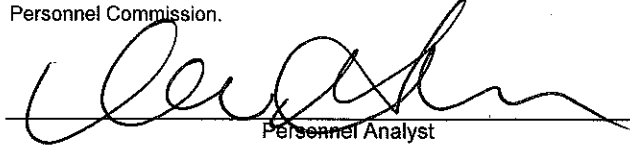
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

2/26/2015
 Date

Exam #	15-017	Exam Title				
Posting Dates		YOUTH SERVICES SPECIALIST				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
1/21/2015	2/15/2015	3/4/16	9	5	269	15

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.


 Personnel Analyst

2/26/2015
 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	1124	Work Year:	Salary Range:	63
Job Family:	Human Resources		HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management	

~~ASSISTANT DIRECTOR SCHOOL POLICE AND SAFETY SCHOOL POLICE CHIEF~~

DEFENITION JOB SUMMARY:

To assist in the planning, budgeting, implementation, and supervision of the District Police Department's personnel, programs and policies; and to provide technical and complex staff assistance to the School Police and Safety Director.

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

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

- Assist in the development and implementation of goals, objectives, policies, and procedures related to the District Police Department.
- Assists in the preparation and administration of the department budget.
- Monitors and approves expenditures in the director's absence.
- Assists in planning and directing the assignments of the : Police Sergeants, Dispatchers, Police Officers, and Campus Security Officers engaged in patrol, traffic or parking enforcement, training, administrative support, investigations, campus security functions, or other assigned activities.
- Organizes and implements the training program for police sergeants, police officers, dispatchers, campus security officers, and other in the performance of their duties.
- Analyzes data and studies management methods to determine programs which will improve work flow, simplify reporting procedures.
- Assists with determining personnel selection criteria and participates in the selection, performance, evaluation, and counseling of sergeants, assigned officers and other employees.
- Evaluates and investigates citizen complaints on employee conduct and prepares related reports.
- Reviews and evaluates effectiveness of operating procedures to insure the Police Department adheres to the California State POST Commission standards.
- Coordinates the collections and preparation of operating reports to determine the effectiveness.
- Assists in planning, implementation and evaluation of the Department's community oriented policing and safe school program.
- Provides information to parent groups, neighborhood associations or other related groups on pertinent school safety issues.
- Evaluates personnel and equipment inspection to determine operational readiness.
- Assists officer and other in handling police/security problems and responds to calls for service.
- May conduct special studies on police problems.
- Supervise Watch Commanders.
- Prepares reports for higher ranking District officials.
- Participates in the formulation and the implementation of departmental goals and objectives.
- Represents or serves as department head when assigned.
- Uses district vehicle for travel to all sites where presence is required.

- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Police administration principles and practices.
- Supervision methods.
- Laws of arrest, search and seizure.
- Applicable provisions of the California Education, Penal and Vehicle Codes. .
- Modern police methods and procedures.
- Security issues pertaining to public schools.
- Applicable provisions of criminal law.
- Supervise staff including supervisory and non-supervisory employees.
- Conduct investigations.
- Perform the administrative tasks required of supervisors.
- Plan and conduct training.
- Collect, organize, analyze and evaluate data.
- Detect, analyze and solve problems.
- Perform vehicular pursuit of persons in vehicle or on foot.
- Communicate orally and in writing.
- Develop cooperative work relationships with others.
- Prepare written reports and studies.
- Perform duties involving strenuous physical activity.
- Exercise sound judgment.
- Perform duties involving intense interpersonal situations.
- Interact with others with courtesy, respect, understand and follow oral and written instruction, work, rules, regulations and procedures; provide effective management; accept supervision and constructive criticism; and appear for work on time.

EXPERIENCE AND EDUCATION/TRAINING:

(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on the date below.)

Five years of fulltime paid experience as a peace officer in a California POST-approved police department, of which two years shall have been at the rank or level of sergeant

AND

A bachelor’s degree from an accredited college or university with major coursework in police science, law enforcement, administration of justice, training, business public administration, or a closely related field.

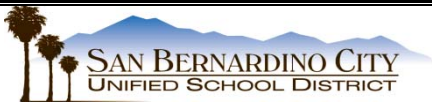
Licenses/Certificates/Registrations:

An appropriate, valid California driver license.* ~~and auto liability insurance, which must be presented/ available upon acceptance of offer of employment and maintained throughout employment in this position.~~

SPECIAL REQUIREMENT:

~~Must have personal transportation for job-related travel.~~

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	176	Work Year:	Salary Range:	37
Job Family:	Human Resources		HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management	

BUILDING PLANS & RECORDS SUPERVISOR

DEFENITION JOB SUMMARY:

To plan, supervise and participate in updating and maintaining District building plans, records, and specifications including preparation of studies, drawings and specifications for additions, alterations, repairs, relocations, and site preparations. Coordinate District construction programs with architects, engineers, contractors and governmental agencies.

SUPERVISION RECEIVED AND EXERCISED: SUPERVISION:

Receives general direction from the ~~Building Services Director~~-Maintenance Manager.

Exercises direct supervision over the ~~Construction Plans Specialist~~ Architectural Drafter.

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

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

- Coordinates District construction activities with architects, engineers, and District support personnel; plans, designs and advises on alterations, repairs, relocation, rehabilitation, site work, and utility installations to existing school plants.
- Prepares working drawings and technical specifications for work to be performed.
- Negotiates with officials of utility services for installation of sewer, gas, water, electrical and communication facilities, prepares cost estimates for construction; coordinates work with jurisdictional agencies such as city and county building departments, planning commissions; conducts bid openings, analyzes bids and makes recommendations and attends pre-construction conferences.
- Collects, compiles records and organizes constructed drawings and records drawings, records and specifications.
- ~~Checks and corrects shop drawings.~~
- Administers contracts for construction and repairs.
- Performs construction inspections and construction management duties.
- Participates in final inspections.
- Performs job related duties as required,

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of nomenclature, symbols, designations, methods, and techniques used in architectural, structural, mechanical and electrical drafting work.

- Knowledge of architectural, structural, mechanical and electrical design as related to school buildings; building materials, construction methods, state and federal requirements for schools and other educational facilities;
- Knowledge of building costs and codes; basic principles of structural design and engineering; approved principles and techniques of building construction.
- Knowledge of principles and practices of supervision and training.
- Ability to prepare complete and accurate architectural working drawings and specifications.
- Ability to direct and coordinate building projects.
- Ability to apply construction knowledge and follow proper inspection techniques.
- Ability to examine workmanship and materials to detect deviations from plans, specifications and standard construction practices.
- Ability to prepare clear and comprehensive reports.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to plan, assign and supervise the work of drafting personnel.
- Ability to establish and maintain effective work relationships with others.

EXPERIENCE AND EDUCATION/TRAINING:

(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination., ~~as approved on March 27, 1994.~~)

~~Five years of experience as an architectural draftsman, including three at the supervisory level, and/or assistant to an architect. At least one year of experience as a building inspector.~~

Completion of at least two years of college with a pre-architectural, engineering, or closely-related major, including courses in architectural engineering, and/or electrical drafting, or closely-related field

AND

High school graduation or the equivalent.

Licenses/Certificates/Registrations:

The possession of an appropriate valid California driver license.* ~~at time of appointment to and during employment in a position in this class.~~

SPECIAL REQUIREMENT:

~~Able to demonstrate past employment as an approved building inspector on at least one Office of State Architect approved public works project, with a satisfactory evaluation at the end of the project; or having received approval as a building inspector by the Office of State Architect for a school project prior to completion of the district employment probation period.~~

Personal transportation for job-related travel throughout the District.**

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



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	692	Work Year:	228 Work Days	Salary Range:	54
Job Family:	Human Resources			HR/Day:	8
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:		Management	

MAINTENANCE MANAGER

DEFINITION JOB SUMMARY:

To manage and coordinate the activities of the various trades/crafts shops involved in the district facilities and equipment maintenance program; and to provide a variety of technical assistance to senior department management.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Maintenance and Operations department Director or the an Assistant Director.

Exercises direct supervision over various trades/craft supervisors.

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

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

- Plans, monitors, directs and controls the overall activities of craft supervisors in the areas of maintenance, repairs and alterations of facilities. ~~including administrative offices, classrooms, kitchens, and grounds.~~
- Inspects completed work to assure compliance with work orders and established procedures.
- Communicates with District administrators, staff and outside contractors related to work to be performed.
- Assists in the development and implementation of department goals, objectives, policies, and procedures.
- Monitors plans to comply with program requirements and policies of ~~Building Services~~ Maintenance & Operations management.
- Serves as project coordinator on large-scale construction ~~heat reduction and modernization~~ contracts.
- Receives and reviews inspection reports from fire department, environmental health services and other agencies and determines maintenance and repair needs.
- Assists in budget administration by compiling data and monitoring expenditures.
- Assists with the planning of sequences and coordination of construction and major repair and modification projects.
- Reviews engineering plans of new or proposed modifications to existing facilities to determine adequacy.
- Recommends design or construction changes, as necessary, to the ~~Building Services~~ Maintenance & Operations Director.

- Compiles data, prepares reports and maintains files.
- Submits sketches of modifications completed on school facilities to the drafting section for updating of real property drawings.
- Assists in the assessment of long range repair and/or replacement of district property and provides recommendations regarding the maintainability and operational characteristics involving the design of new and alterations of existing facilities.
- Advises craft supervisors in the determination and solution of production problems.
- Reviews plans, work orders and schedules for maintenance operations in order to detect problems, and initiates and recommends corrective action as appropriate.
- May be required to participate in the selection of staff.
- Assists supervisors in the resolution of complaints and/or personnel problems.
- Receives night, weekend, and after-hours emergency calls and initiates action plan and personnel.
- May substitute for Maintenance & Operations Director or Assistant Director during absences.
- Enforces safety regulations of Maintenance & Operations workers and supervisors.
- Uses district vehicle for travel to sites where presence is required.
- Performs related job duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

Knowledge of:

- Modern methods and techniques used in the maintenance, repair and construction of a variety of building and facilities
- Equipment and materials used in the maintenance, repair and construction of buildings and facilities.
- Basic District personnel rules, regulations, and policies.
- Cal-OSHA requirements as it affects maintenance activities and procedures.
- Budgeting procedures and techniques.
- Supervisory principles and practices.
- Project management principles and practices.

Ability to:

- To coordinate the work activities of others and assure compliance with schedules and procedures.
- Compile, organize, analyze, and interpret data.
- Prioritize maintenance projects in accordance with district needs.
- Read and interpret architectural plans, blueprints and specifications of various kinds.
- Inspect buildings, equipment and estimate cost of repair or replacement.
- Supervise, train and evaluate assigned staff.
- Analyze situations and adopt effective courses of action.
- Plan, request, and inspect work performed by contract personnel.
- Resolve employee grievances and disciplinary problems.
- Communicate effectively, both orally and in written reports of various kinds.
- Develop cooperative work relations with others.

EXPERIENCE AND EDUCATION/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 4, 1996.)~~

~~Two-Five~~ years of paid journey-level experience in any of the occupations listed below under supervisory experience.

Four years of paid experience supervising journey-level workers in at least three of the following occupations simultaneously: carpenters, floor covering mechanics, roofers, locksmiths, electricians, electronics (including computer) repairers, painters, plumbers, HVACR Mechanics, backflow prevention specialists, auto mechanics, body/fender mechanics, sheet metal workers, welders, machinists, maintenance workers, heavy equipment operators, plasterers and low voltage electrical systems workers performing installation/maintenance of communications systems and fire and security alarms.

(Substitution: An associate degree from an accredited college may be substituted for a maximum of one year of the supervisory experience.

AND

High school graduation or the equivalent.

Licenses/Certificates/Registrations:

An appropriate, valid California driver license and auto liability insurance.

Must be submitted upon offer of employment and maintained throughout employment in this position.

SPECIAL REQUIREMENTS:

The applicant must have personal transportation available for job-related travel.

APPOINTMENT:

Persons appointed to this class are subject to a probationary period of one (1) year.



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0338	Work Year:	12 months	Salary Range:	41
Job Family:	Service/Maintenance			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	6 – Service/Maintenance		

PAINTER

JOB SUMMARY:

Performs skilled work involving painting interiors and exteriors of new or existing buildings, furniture, and equipment.

SUPERVISION:

Receives general supervision from the Painting Supervisor, and technical and functional instructions from the Lead Painter.

Exercises no supervision; provides work instruction to Painter Assistant as needed.

ESSENTIAL JOB FUNCTIONS:

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

- Prepares new and previously painted surfaces for painting, staining, varnishing, and finishing by stripping, patching, puttying, sanding, priming and cleaning.
- Applies paint, stains, varnishes, lacquers or other protective and decorative coatings using brush, roller, or spray equipment.
- Paints a variety of structures and equipment including exterior and interior building surfaces, floors, furniture, equipment and signs.
- Scrapes, patches, fills, and sands, power washes, uses solvents, and otherwise prepares surfaces which may contain lead for priming and painting.
- Utilizes compressors and other specialized spray equipment for the application of paint on interior and exterior surfaces and within a spray booth.
- Measures and lays out parking lots, playgrounds, and safety lines, utilizing striping machine to stripe assigned areas, and paint letters and numbers as needed.
- Cleans and removes graffiti from a variety of surfaces.
- Operates forklift and a variety of aerial lift equipment, after successful completion of training provided by the District.
- Estimates time and material costs to complete assigned job.
- Maintains appropriate records involving time, labor and materials.
- May direct the work of an assistant.
- Requisitions, orders and stores parts and materials.
- Operates District vehicle for travel to work sites.
- Keeps vehicles neat and organized and stocked with parts and materials.
- Reads construction plans and specifications pertaining to assigned jobs.
- Erects aerial lifts.
- Erects scaffolding.
- Mixes paint and matches colors.
- Cleans brushes and other tools and materials.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the full journey level class within the Painter series. Positions at this level are distinguished from the Lead Painter in that responsibility is not assumed for coordinating and assigning tasks to other painting staff. Incumbents at this level perform a variety of skilled work involving the painting of both interior and exterior surfaces.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Methods, practices and procedures of the painting trade.
- Materials and equipment used to paint major projects.
- Methods of preparing all types of surfaces for painting.

- Methods of applying all types of paints and other finishes.
- Proper methods used in cleaning and caring for brushes and other painting equipment.
- Safe work practices.
- Plan and organize work.
- Paint a variety of surfaces and equipment.
- Blend and match colors.
- Work from ladders aerial personnel lifts and scaffolds at various heights.
- Maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion.
- Meet schedules and time lines.
- Interacts with others with courtesy and respect; understand follow oral and written instruction, work rules, regulations and procedures; accept supervision and constructive criticism; appear for work on time and appropriately dressed.
- Work effectively in the absence of supervision.
- Read and write proficiently and communicate in English.
- Accept supervision and constructive criticism.

EXPERIENCE AND EDUCATION/TRAINING

Any combination equivalent to: sufficient training and education needed to acquire the knowledge, skills, abilities and other characteristics listed above.

- Completion of a formal apprenticeship in the painting trade
-AND OR-
- Three years of paid journey-level experience performing painting work.
-AND-
- High school graduation or the equivalent.

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

- An appropriate, valid California driver’s license.
- A Lead Related Construction certificate within 90-days after employment, paid by the District.
- Blood Lead Level test mandatory within 90-days after employment, paid by the District.

WORKING ENVIRONMENT:

Indoor and outdoor work environment; driving a vehicle to conduct work; subject to exposure to fumes, dust and odors.

PHYSICAL LEVEL 3: SUBSTANTIAL:

Positions in this physical level may require the following physical demands:

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

APPOINTMENT:

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

4. 8 Holding of Examinations:

Whenever it is necessary to fill existing or anticipated vacancies in the classified service and an appropriate eligibility list does not exist, an examination shall be conducted to establish an eligibility list.

4.8.1 At least six (6) working days advance public notice of such examination shall be given, except in instances of internal promotional exams five (5) working days' notice shall be given.

4.8.2 The recruitment bulletin shall contain the following information:

4.8.2.1 Title of the job classification.

4.8.2.2 Opening and closing dates of the recruitment (unless testing is continuous).

4.8.2.3 Whether the eligibility list will be Open and Promotional, Promotional Only, or Dual Certification.

4.8.2.4 Salary information and other forms of compensation, if any.

4.8.2.5 Sufficient information about the duties/responsibilities of the job classification.

4.8.2.6 Number of vacancies to be filled (when such information is known).

4.8.2.7 Minimum experience and education/training requirements, including any substitutions.

4.8.2.8 Licenses, certificates and/or registrations required, if any.

4.8.2.9 Special requirements, if any.

~~4.8.2.10 Knowledge, skills, and abilities that may be tested in the examination.~~

4.8.2.11 Proposed parts and weights of the examination, including hybrid examinations such as written/performance and oral/performance. While unusual circumstances may require changes to the original parts and weights, under no circumstances shall substantive changes (such as the holding of an oral or performance in lieu of a scheduled written examination or vice versa) be made unless candidates are notified in advance (minimum three (3) days between notification and the date of examination).

4.8.2.12 Affirmative Action, Title IX and other information conforming to federal, state, and local non-discrimination regulations.

4.8.2.13 Other information deemed appropriate.

5.1.1 Establishment of Eligibility List:

5.1.1.1 After an examination, the names of successful competitors shall be arranged in the order of examination score plus additional points when applicable.

5.1.1.2 Unless specifically authorized in these rules, all appointments to positions in the Classified Service shall be made from eligibles whose names appear on eligibility lists.

5.1.1.3 Eligibility list are confidential documents under the sole jurisdiction of the Personnel Commission.

5.1.1.3.1 The only information ~~from an eligibility list~~ that will be released to the District for purposes of conducting hiring interviews will be name, ~~and~~ rank, and employment application.

5.1.1.54 In the case of a senior management position, pursuant to resolution of the governing Board, the list shall be filled from an unranked list of eligible persons who have demonstrated managerial ability as specified by the district superintendent and determined by the personnel commission. ~~be placed in alphabetical order of those who meet the cut-off score.~~

REFERENCE: Education Code Section(s): 45256.5, 545260, 45261 and 45272

5.12 Removal of Names from Eligibility List: Reemployment, Reinstatement, Promotional and Open:

5.12.1 The names of an eligible may be removed from an eligibility list by the Personnel Commission Director for any of the following reasons:

5.12.1.1 A written request by the eligible for removal.

5.12.1.2 Failure to respond within five (5) working days from the date of mailing of an inquiry regarding availability for employment.

5.12.1.3 Termination of employment for cause (promotional eligibility only).

5.12.1.4 There is a record of ~~two~~ three (23) refusals to be interviewed for any one eligibility list.

5.12.1.5 There is a record of three (3) refusals to be employed. ~~Refusing an employment offer more than two (2) times~~ after having been properly certified as eligible and available for the appointment.

5.12.1.7 Failure to respond for a scheduled interview after certification without cause or without prior notification of their inability to appear.

5.12.1.8 Failure by the eligible to keep their contact information current with Personnel Commission or the District.

5.12.1.9 Failure by the eligible present his/her license, registration, certificate, credential, or other documents required for employment in the position.

5.12.1.9.1 The name of any such eligible shall become eligible for certification by the Personnel Commission Director at any time during the life of the eligibility list upon presentation of the required documents.

5.12.1.9.2 The eligibility for appointment to a position vacancy occurs after the date on which the eligible presented the necessary document(s).

5.12.10 The eligible is a member of the Board of Education, or a member of the Personnel Commission.

5.12.11 Any of the causes listed in Rule 4.03.

5.18 Procedure for Certification of Appointment:

The appointing authority shall be the Board of Education and its designated managers except that the Personnel Commission shall be the appointing authority in the case of employees appointed by the Personnel Commission and paid for out of the Personnel Commission budget.

5.18.1 The appointing authority shall request certification of eligibles from the Personnel Commission Director.

5.18.1.1 The appointing authority ~~or designee~~ shall make a selection from the persons presented and shall notify the ~~personnel~~ Personnel Director ~~Commission Director~~.

5.18.1.2 If the appointing authority chooses not to recommend an eligible, the Personnel Commission Director shall not certify additional names unless a candidate waives further consideration for the position, or until the list is expired.

5.18.2 If a candidate who was declared eligible for appointment to a position fails to keep an interview appointment or declines the appointment, the appointing authority may fill the vacancy from the remaining eligibles or may request additional certification of eligibles.

5.18.3 The Personnel Commission Director shall ascertain the availability of eligibles and shall certify names to the appointing authority in accordance with these rules.

5.18.4 The Personnel Commission Director shall be provided with appropriate documentation at the time of certification of assignments.

5.18.5 No warrant shall be drawn on behalf of the Board of Education for payment of any salary to any employee in the classified service unless the assignment bears the certification of the Personnel Commission Director that the person named in the assignment has been assigned pursuant to the Education Code and the rules of the Personnel Commission.

REFERENCE: Education Code Section(s): 45260, 45261, 45272, 45277, and 45310

6.5 Transfer:

6.5.1 A transfer is the reassignment of an employee without examination from one position to another position in the same class or to a position in a similar or related class with the same salary range.

~~6.5.1.1 Such actions are discretionary with the appointing authority.~~

6.5.1.21 Transfers shall not change the employee's salary rate, anniversary date accumulated illness leave, and accumulated vacation credit, or in any other manner reflect adversely upon her/his rights, as provided in law and these rules.

6.5.2 Transfer Procedures:

6.5.2.1 Vacant positions shall be filled whenever possible by employees who request transfers. Except for transfers effected to meet the needs of the district, the decision to fill a position by a transfer shall rest with the selecting authority. (Principal, department head, or supervisor.)

6.5.2.1.1 Each transfer request shall be considered one rank.

6.5.2.1.1.1 When there are three (3) or more requests on file, each employee will be offered the opportunity to interview for the available position.

6.5.2.1.1.2 A selection must be made in the event three (3) or more employees interview.

6.5.2.1.2 When less than three (3) employees are scheduled to interview, candidates from an eligibility list may be used to satisfy the rule of three ranks.

6.5.2.2 Transfer requests shall be submitted in writing to the Human Resources Director who shall certify to the selecting authority the names of those who qualify in accordance with these rules.

6.5.2.3 The transfer of an employee shall be completed within two weeks of selection for the position or by the last day of work of the incumbent, whichever is later.

6.5.2.4 An employee who is probationary in class shall not be eligible for transfer except upon the approval of the Human Resources Director.

6.5.2.5 A transfer shall not affect an employee's salary rate, salary increment date, accumulated illness leave or accumulated vacation.

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OFFICE

MINUTES

February 4, 2015

I. CALL TO ORDER

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

B. Roll-Call

1. Commissioner Valeria Dixon, Chairperson
2. Commissioner Michael Salazar, Vice-Chairperson-Absent-illness
3. Commissioner George Bohn, Member

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

A motion was made by Ms. Dixon and Mr. Bohn to approve the agenda.

Motion carried.

III. PUBLIC COMMENTS

Dr. Wiseman welcomed George Bohn to the commission. He commended the work of the PC staff for the commission and he looks forward to continue working with collaboration. Dr. Wiseman requested that the commission pull Action Item B (2) Environmental Compliance and Safety Officer and Action Item B (5) Risk Management Director. He stated that according to the status of the Writ there is no need to open management positions at this time, it is only asking for classified positions to be filled. He will communicate to the personnel commission office when the management positions should be open because he is working on reorganization for the departments. Dr. Wiseman also introduced Terry Lowry as the new HR Classified Director.

Ms. Byrd explained the PC has to abide by the rules and regulations, if the positions are not open for recruitment a person cannot be working out of class for those positions.

Ms. Dixon asked Alex Raya to speak on behalf of the Out of Class.

Alex Raya, POA President stated that POA feels the position should not be under school police. He also stated how it has been difficult for the school police department to be short staff because the person is working out of class for the last five years and it causes the staff to work over time.

There were no other public comments.

IV. ACTION ITEMS

A. RATIFYING ELEGIBILITY LIST(S)

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the following eligibility list(s).

1. Account Analyst (Exam #14-098)
2. Bilingual Secretary II (Exam #14-096)
3. Bilingual Secretary III (Exam #14-097)
4. Chief Business Officer (Exam #15-001)
5. Food Production Worker (Exam #14-100)
6. Secretary III (Exam # 14-097)

Motion carried.

B. REVISIONS TO CLASSIFICATION SPECIFICATION(S).

Ms. Dixon explained that it does not make sense for Environmental Compliance Safety Officer to be out of class for the last five years. She will vote for a timeline of 30 to 60 days for the district to demonstrate a plan about the job specification. Ms. Dixon requested for the District to come back next month with concrete plan on what they were going to do about the Environmental Compliance and Safety Officer position.

Mr. Bohn also requested that the district come back next month with a time frame of the plan not to exceed 60 days. He stated he would not have the out of class continue for another year.

Ms. Dixon made a motion to pull the revised classifications for: Environmental Compliance and Safety Officer, and Risk Management/Employee Benefits Director with the condition that Dr. Wiseman to provide a report with an update of the positions at the next Commission meeting.

Ms. Dixon recommended the following revisions classifications: Assistant Affirmative Action Officer, Human Resources Technician, Lead Electronics Technician and Transportation Supervisor.

1. Assistant Affirmative Action Officer
2. ~~Environmental Compliance and Safety Officer~~ pulled
3. Human Resources Technician
4. Lead Electronics Technician
5. ~~Risk Management/Employee Benefits Director~~ pulled
6. Transportation Supervisor

Motion carried.

C. RECRUITMENTS

It was moved by Ms. Dixon and seconded by Mr. Bohn to open the following recruitments.

1. Assistant Affirmative Action Officer-Dual
2. ~~Environmental Compliance and Safety Officer~~ pulled
3. Human Resources Technician-Open/Promotional
4. Lead Electronics Technician-Open/Promotional
5. ~~Risk Management/Employee Benefits Director~~ pulled
6. Transportation Supervisor-Dual

It was moved by Ms. Dixon and seconded by Mr. Bohn.

Motion carried.

D. The commission discussed the recruitments for Employee Relations Director, and Facilities Administrator.

Ms. Byrd informed the commissioners that the district requested not to open Employee Relations Director position that it will be a certificated management position. She also stated that the district has a non-district employee working out of class in the position of Facilities Administrator. She further explained if someone is working out of class, it should be a district employee. She also stated that for a while there was a district employee working out of class but that person was pulled from that position.

Ms. Byrd stated that the district requested not to recruit for the position. However, she reiterated that there is a non-district employee in that position working out of class.

Ms. Dixon requested for more information for the District to furnish at the next meeting.

Mr. Bohn requested from Dr. Wiseman to have a full report within 30 days for the next meeting of who is working out of class in the position.

Dr. Wiseman said he will find out what the circumstance is and will bring back the information to the commission.

E. EXTENTION OF ELIGIBILITY LIST(S) for an additional year.

The commission approved the extension of the following list for an additional year:

Classification	Active Candidates
Bilingual Clerk I (Exam #14-002)	140
Clerk I (Exam #14-002)	
Bilingual Instructional Aide (Exam # 14-004)	86
Instructional Aide (Exam #14-004)	

Bilingual Instructional Assistant (SDC) (Exam #14-016) Instructional Assistant (SDC) (Exam #14-016)	37
Bilingual Library Assistant (Exam #14-005) Library Assistant (Exam #14-005)	37
Bilingual Office Assistant I (HA) (Exam #14-008) Office Assistant I (HA) (Exam #14-008)	131
Bilingual Secretary II (Exam #14-013) Secretary II (Exam #14-013)	22
Maintenance Worker II (Exam #14-006)	8

The Motion carried.

- F. The commission approved the Human Resources Specialist (PC) to attend the 2015 Merit System Training Academy taking place at Huntington Beach Union School District.

Motion carried.

- G. **Revision:** The commission approved the revised total cost for CSPCA conference registration for a total of \$700.00 and the hotel cost is \$655.88 for the Personnel Commission Director and Personnel Analyst.

Motion carried.

H. **APPROVAL OF THE MINUTES**

A motion was made by Ms. Dixon, and seconded by Mr. Bohn to accept and approve the meeting minutes as submitted for January 14, 2014.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Mr. Bohn welcomed the new staff members Tamara and Esmeralda. He is pleased to see the professionalism in a merit system for the Commission. He is looking forward to working with them. He stated it is nice to see a good working flow in the Personnel Commission Office.

Ms. Dixon welcomed the new staff members. Ms. Dixon stated that Dr. Marsden talks about Speed of Trust and transparency, stating "talk the talk and walk the walk." Ms. Dixon would like the District, CSEA, and the Personnel Commission to make an effort to have a meeting at least once a month. She wants the District, CSEA, and the Personnel Commission to work together as a team, to be transparent and honest. She indicated that she is willing to sit in the meeting as a facilitator, or mediator

Ms. Byrd welcomed the new staff members as well. She gave a brief CSPCA

conference update stating it was very helpful and informative. The conference demonstrated forms of adding supplemental questions to the applications, merit system 101 and networking.

Irma Garcia, Personnel Analyst, mentions how she is happy to have new employees who will be working together for testing and recruitment. She also spoke about the CSPCA conference stating it was very interesting to hear other districts and their process with HR and Personnel Commission.

Tamara and Esmeralda, staff members thanked the commissioners for choosing them and they will make sure to meet the guidelines and eager and are excited to be part of the team.

Meeting adjourned at 6:26 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:26 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE APPOINTMENT

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Personnel Commission Director
Personnel Analyst

The commission reconvened into open session at 6:45 p.m. with nothing to report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:45 p.m.