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
   1. 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)
   2. Each speaker may speak only once.
   3. A five (5) minute time limit will be allotted to each speaker, unless extended by the
      Chairperson.
   4. 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 approving Eligibility List(s). It is moved that the commission ratify
      Eligibility List(s) for:
      1. Bilingual Secretary II (Spanish Only)  Exam # 16-103
      2. Cafeteria Worker  Exam # 16-105
      3. Community Resource Worker  Exam # 17-008
      4. Delivery Driver/Warehouse Worker  Exam # 17-005
      5. Education Assistant III (SI)  Exam # 17-009
      6. Floor Covering Mechanic  Exam # 16-107
      7. HVACR Mechanic  Exam # 16-087
      8. Occupational Therapist  Exam # 17-002
      9. School Police Officer  Exam # 17-004
     10. Senior Cafeteria Worker  Exam # 17-007
   Moved: __________  Seconded  __________
   Discussion: ___________________________________________________________________
   Vote: Dixon: __________  Salazar: __________  Bohn: __________
B. The commission will consider approving the following recruitments:

1. Accountant Open/Promotional 03/08/2017-04/04/2017
2. Account Analyst Open/Promotional 04/19/2017-05/16/2017
3. Attendance Technician Open/Promotional 03/08/2017-04/04/2017
4. Bilingual Transportation Scheduler Open/Promotional 03/29/2017-04/25/2017
5. Cafeteria Worker Open/Promotional 04/05/2017-05/02/2017
6. Campus Security Officer I Open/Promotional 03/08/2017-04/04/2017
7. Carpenter Open/Promotional 03/29/2017-04/25/2017
8. Food Worker Trainee Open 04/05/2017-05/02/2017
9. Help Desk Technician Open/Promotional 03/08/2017-04/04/2017
10. Instructional Assistant (SDC) Open/Promotional 03/08/2017-04/04/2017
11. Instructional Tutor – LH/PH Open/Promotional 03/08/2017-04/04/2017
12. Lead Carpenter Open/Promotional 03/29/2017-04/25/2017
13. Lead School Police Dispatcher Open/Promotional 04/05/2017-05/02/2017
14. Lifeguard Open/Promotional 04/19/2017-05/16/2017
15. Public Safety Dispatcher Open/Promotional 03/08/2017-04/04/2017

Moved: __________           Seconded  __________
Discussion: __________________________________________________________________________
Vote: Dixon: ___________    Salazar: ___________          Bohn: ___________

C. The commission will consider approving certification from other eligibility lists to fill vacancies as follows:

From: To:
1. Community Resource Worker Bilingual Community Resource Worker

Moved: __________           Seconded  __________
Discussion: __________________________________________________________________________
Vote: Dixon: ___________    Salazar: ___________          Bohn: ___________

D. The commission will consider approving the new classification specification as submitted:

1. Energy and Sustainability Manager
2. Grant Manager

Moved: __________           Seconded  __________
Discussion: __________________________________________________________________________
Vote: Dixon: ___________    Salazar: ___________          Bohn: ___________

E. PROPOSED BUDGET 2017-2018 PRELIMINARY DRAFT – FIRST READING:
The Personnel Commission will receive the Director’s recommendation to review and discuss a date to conduct the required public hearing on the budget.

A proposed motion is:
It is moved that the Personnel Commission set the public hearing for the budget on May ____2017 and the Personnel Commission Director be directed to ensure that all legal notices, “invitations” and other requirements be completed to ensure that the commission may act legally on the budget at the date, as well as providing any responses that the commissioners may have about this draft budget proposal to commissioners prior to that date.

Moved: __________           Seconded  __________
Discussion: __________________________________________________________________________
Vote: Dixon: ___________    Salazar: ___________          Bohn: ___________
F. The commission will discuss purchasing 30 Dell Laptops Computers not to exceed $20,000.
Moved: __________           Seconded __________
Discussion: ___________________________________________________________________________
Vote: Dixon: __________ Salazar: ____________ Bohn: _________

G. The commission will discuss purchasing Computer Charging Cart not to exceed $2,000.
Moved: __________           Seconded __________
Discussion: ___________________________________________________________________________
Vote: Dixon: __________ Salazar: ____________ Bohn: _________

H. The commission will consider purchasing a 50” Smart TV for job postings, not to exceed $1,000.
Moved: __________           Seconded __________
Discussion: ___________________________________________________________________________
Vote: Dixon: __________ Salazar: ____________ Bohn: _________

I. The commission will consider approving the minutes for February 8, 2017.
Moved: __________           Seconded __________
Discussion: ___________________________________________________________________________
Vote: Dixon: __________ Salazar: ____________ Bohn: _________

J. The commission will consider approving the minutes for March 1, 2017.
Moved: __________           Seconded __________
Discussion: ___________________________________________________________________________
Vote: Dixon: __________ Salazar: ____________ Bohn: _________

V. Commissioner’s/Director’s 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 in closed session.

Adjournment:

The commission adjourned the meeting at ___________________.

### BILINGUAL SECRETARY II

<table>
<thead>
<tr>
<th>Exam #</th>
<th>16-103</th>
<th>Exam Title</th>
<th>BILINGUAL SECRETARY II</th>
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<td>12/14/2016</td>
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</table>

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.

[Signature]
Director

4/17/17 Date
<table>
<thead>
<tr>
<th>Exam #</th>
<th>16-105</th>
<th>Exam Title</th>
<th>CAFETERIA WORKER</th>
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</table>

*To be merged with exam # 16-070*

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.

\[Signature\]  
Director  
\[Date\]
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<thead>
<tr>
<th>Exam #</th>
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[Signature]

Director Date: 4/17/17
<table>
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<tr>
<th>Exam #</th>
<th>17-005</th>
<th>Exam Title</th>
<th>DELIVERY DRIVER/WAREHOUSE WORKER</th>
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[Signature]

Director  4/17/17  Date
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<th>Exam #</th>
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<th>Exam Title</th>
<th>EDUCATION ASSISTANT III - IMPAIRMENTS</th>
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*To be merged with exam #'s 16-031, 16-076, 18-069 and 16-101

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.

[Signature]

Director

Date 4/17/17
<table>
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<tr>
<th>Exam #</th>
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<th>Exam Title</th>
<th>FLOOR COVERING MECHANIC</th>
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[Signature]
Director
Date
<table>
<thead>
<tr>
<th>Exam #</th>
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<th>HVACR MECHANIC</th>
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*To be merged with exam # 15-138

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.

[Signature]

Director

Date: 4/17/17
<table>
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*To be merged with exam # 16-080

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[Signature]

Director

Date

4/17/17
<table>
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<tr>
<th>Exam #</th>
<th>17-004</th>
<th>Exam Title</th>
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<td># Meeting MQ's</td>
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[Signature]

Date: 4/17/17

Director
<table>
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<tr>
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<th>17-007</th>
<th>Exam Title</th>
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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.

[Signature]

Director

Date: 4/17/17
ENERGY AND SUSTAINABILITY MANAGER

JOB SUMMARY:
Assists in the planning, designing, coordinating, monitoring, and executing projects related to the maintenance, grounds, and improvement of district’s utility systems.

SUPERVISION:
Receives general supervision from the Administrator of Operations.

Gives work instructions to technical and/or office support staff.

DISTINGUISHING CHARACTERISTICS:
There are no distinguishing characteristics for this classification.

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

- Analyze district gas, water and electrical consumption to identify usage trends, including energy and water waste, and develop recommendations regarding energy consumption.
- Serves as a liaison with regulatory agencies regarding the permitting, record keeping and testing of district energy consuming equipment.
- Assists in analyzing utility rates to insure district is on proper utility rate schedule and verify billing; when possible/applicable, participate in energy rebate programs offered.
- Assists with the formulation of policies and procedures pertinent to energy use and conservation.
- Arranges workshops for district staff and presents energy and water conservation programs to students and school staff.
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- Monitor federal energy conservation grants received by the district; maintain related records and data as necessary; provide energy and water consumption reports as required.
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- Implement weekday, weekend, holiday and summer shutdown checklists for district buildings; direct night setback program for district buildings on weeknights, weekends, holidays and summer recess.
- Work with local utility companies to identify energy efficiency measures and opportunities available.
- Oversee and perform regular walk through audits of all district facilities to ensure operating efficiency, optimum educational environment and compliance with the district's energy policy.
- Work with custodial staff to ensure efficient energy usage throughout the year.
- Organize district-wide meter reading program.
• Establish a program to promote energy conservation through positive feedback to all levels of the district and involve personnel and students in taking ownership for the success of the program.
• Develop and implement sustainability initiatives by providing support to existing sustainability programs.
• Identify, apply for, and administer grants related to sustainability.
• Consults with the directors of maintenance and facilities regarding major maintenance and facilities improvement projects.
• Assists with planning and scheduling of projects.
• Oversees projects in progress, inspects work, coordinates work within the framework of site activities, and serves as liaison and point of contact between the site administrator, Maintenance & Operations, and the contractor performing the work.
• Provides cost estimates for improvement projects, assists Maintenance & Operation and Facilities Directors in formulating project proposals.
• Conducts contractor job walks, provides facility information, and assists in the public works project process.
• Meets with vendors, investigates and evaluates products and equipment, provides recommendations regarding product quality, price and suitability for use by the District.
• Participates in requisitioning of materials and/or contract services, writes work specifications, scope summaries, and receives and evaluates proposals from outside contractors.
• Maintains records, provides performance and cost data reports, authors internal maintenance related correspondence and memoranda.
• Review, plan, estimate and schedule work assignments on school site improvements, modification of facilities.
• Prepare and/or assist with construction project bid documents, study and analyze the terms and conditions of contract agreements, plans, specifications, addenda, and interpretations.
• Confer with prospective contractors and participate in soliciting formal and informal bids.
• Oversee the maintenance of project records, and site files.
• Respond to emergency situations as necessary.
• Prepare reports, maintain records, and ensure compliance with current standards, codes and ordinances.
• Coordinate and maintain communication and cooperative working relationships with site Administrators and other District personnel.
• Receive, review, and investigate request for school site improvements and building modifications related to energy efficiency.
• Coordinate with District’s Communications Department to utilize all media and communications opportunities that promote the District’s energy management program successes.
• Obtain a current calendar of events or schedule for each facility to ensure they are operating according to energy guidelines.
• Supervises and evaluates the performance of assigned staff
• Ensure District is participating in any rebate programs.
• Assist with energy management systems (EMS) scheduling to ensure operating efficiency and update programs as necessary.
• Attends and participate in a variety of local and national meetings, conferences and in-services.
• Effectively communicate with staff to address any comfort issues.
• Advise, assist and make recommendations regarding energy savings measures.
• May submit work orders to correct issues with EMS, HVAC, plumbing, irrigation, lighting or other utility sources.
• Review and approve utility consumption records utilizing approved software.
• Track and analyze data to ensure accuracy and savings are meeting or exceeding expectations.
• Report hazards, equipment tampering, vandalism or other safety concerns.
• Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:
• Knowledge of organizational, time management, and leadership skills.
• Knowledge of administration and record keeping.
• Knowledge of school district organization, operations, policies and objectives.
• Knowledge of pertinent federal, state and local laws, codes and regulations.
• Knowledge of energy management systems.
• Knowledge of conservation practices, applications and policies.
• Knowledge of principles, practices, procedures, equipment, tools and materials common to the building trades.
• Knowledge of cost effective practices in the field of building maintenance.
• Knowledge of general industry safety practices and standards within the building trades.
• Knowledge of principles of supervision and leadership.
• Knowledge of related codes of regulations as may be required in application to construction and/or modification of school facilities.
• Knowledge of current technology, software applications.
• Knowledge of current office methods and practices.
• Ability to conduct meetings and make effective presentations.
• Ability to work effectively with representatives of government agencies, private contractors, facilities designers, equipment manufacturers and district staff.
• Ability to prepare clear and concise reports and make recommendations.
• Ability to research, read and interpret local, state, and federal building codes and regulations.
• Ability to read and interpret blueprints, technical drawings and equipment manuals.
• Ability to estimate job costs, perform shop math functions, and apply control procedures within the scope of projects.
• Ability to apply tact and courtesy to establish and maintain productive working relationships.
• Ability to exercise leadership.
• Ability to understand, communicate, and carry out oral and written directions.
• Ability to plan, organize, and administer a comprehensive conservation program.
• Ability to present oral and written reports and findings.
• Ability to maintain a variety of files and records.
• Ability to meet schedules and time lines; plan and organize work.
• Ability to work independently with minimal supervision.
• Ability to demonstrate initiative and sound judgment.
• Ability to interact with others with courtesy and respect.
• Ability to provide effective management.
• Ability to accept supervision and constructive criticism.
• Ability to appear for work on time.

EXPERIENCE:
Three (3) years of fulltime paid experience with large utility programs and budgets; and developing and implementing sustainability programs; which includes at least one (1) year of lead or supervisory experience, preferably in a large public school or government entity.

EDUCATION/TRAINING:
High School graduation or the equivalent.
A bachelor's degree from an accredited college or university is desired. Coursework in energy management desirable.

LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and during employment)
Possession of a valid California driver's license, liability auto insurance, personal vehicle for transportation to sites/meetings, must be presented/available upon acceptance of offer of employment and maintained throughout employment.
Leadership in Energy and Environmental Design Accredited Professional (LEED AP) or similar certification desirable, but not required.

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

Occasionally works around machinery with moving parts. The noise level in the work environment is usually moderate. Indoor and outdoor working environment. Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work. Traffic hazards.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals to perform the essential functions.

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; sit at a desk or computer terminal, use a mouse and keyboard if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 50 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.

AMERICANS WITH DISABILITIES ACT:
Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

SPECIAL REQUIREMENTS:
NONE

APPOINTMENT:
Persons appointed to this class are subject to a probationary period of one (1) year in accordance with Education Code
JOB SUMMARY:
Performs a wide variety of research, coordination and development activities, develops and writes funding proposals, and performs administrative support tasks related to grant funding and partnership development.

SUPERVISION:
Receives direction from the Executive Director of Community Engagement.
Exercises direct supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS:
There are no distinguishing characteristics for this classification.

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

- Develop and maintain an effective system to identify and catalog district school needs and match those needs with potential grant resources and partnership opportunities.
- Facilitate a process that assures that the grant writing efforts of individual schools directly corresponds to the District's focus and objectives.
- Write grants on the behalf of the San Bernardino City Unified School Districts' programs.
- Assist schools with their grant writing efforts.
- Develop and maintain an effective system to identify and cultivate grant resources and distribute this information to appropriate district departments/schools.
- Develops grant applications and related documents for the purpose of submitting to the appropriate funding agency.
- Monitors proposals and funding application requirements.
- Assist departments, schools, and other agencies, as directed, with grant writing requirements.
- Write proposals and grant applications as directed and approved, in support of District community engagement and strategic plan programs. Focus and attention will be given to the District's "Blueprint for Student Success".
- Participates in meetings and workshops to convey and/or gather information required to perform functions.
- Provide a variety of presentations, in-service activities, workshops, and conferences to improve the grant writing skills of district attendees.
- Research grant opportunities to develop additional funding resources for current and proposed programs.
services, programs, and administrative operations.
- Selects, supervises, trains and evaluates department staff.  
- Assist in budget development, grant monitoring and legislative review.
- Utilize modern technology in carrying out job duties.
- Uses personal transportation to and from various work sites.
- Perform job related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of grant writing and evaluation techniques.
- Knowledge of correct English usage, spelling, grammar, vocabulary and punctuation. Understand English usage, spelling, grammar and punctuation.
- Knowledge of applicable federal, state, and local laws, regulations, and procedures.
- Knowledge of State and federally funded related programs.
- Knowledge of Principles and practices of supervision.
- Knowledge of organizational, time management, and leadership skills.
- Knowledge of school district organization, operations, policies and objectives.
- Knowledge of current technology, software applications.
- Knowledge of current office methods and practices.
- Ability to demonstrate effective writing skills. Demonstrate ability to write effectively.
- Ability to Communicate effectively orally and in writing.
- Ability to Conduct workshops and public presentations.
- Ability to Demonstrate qualities such as high integrity, professional ability, positive interpersonal relationships, effective decision-making skills, and manage time effectively.
- Ability to Interact with others with courtesy and respect and maintain cooperative working relationships with those contacted in the course of work.
- Ability to Understand and follow oral and written instructions, work rules, regulations and procedures.
- Ability to review District grant proposals to ensure continuity with current District policy
- Ability to Distinguish and identify funding opportunities for District programs.
- Ability to Accept supervision and constructive criticism.
- Ability to Prepare complete and concise reports and other written materials.
- Ability to Maintain funding records.
- Ability to conduct meetings and make effective presentations.
- Ability to research, coordinate and develop activities related to funding programs.
- Ability to meet schedules and time lines; plan and organize work.
- Ability to demonstrate initiative and sound judgment.

EDUCATION/TRAINING:

A Bachelor's Degree, from an accredited college or university, with major coursework in public or business administration, communications, humanities, or closely related field. Master's degree in public or business administration preferred.

EXPERIENCE:

Three (3) years of successful fulltime paid executive or advocacy writing experience, which includes grant writing in a school district or County Office of Education, public or private agency.
LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and during employment)

A valid California driver’s license and auto liability insurance which must be submitted/available upon offer of employment and maintained throughout employment in this position.

WORKING ENVIRONMENT:
Indoor and outdoor shop environment.
Office environment; subject to constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals to perform the essential functions.

Positions in this physical level may require the following physical demands:
Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighting up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulder, and horizontally; bend at the waist, kneel, stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

AMERICANS WITH DISABILITIES ACT:
Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District’s medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

SPECIAL REQUIREMENTS:
Personal transportation for incidental travel related to job duties.

APPOINTMENT:
Persons appointed to this class are subject to a probationary period of one (1) year in accordance with Education Code
2017-2018 PERSONNEL COMMISSION BUDGET

DISTRICT  San Bernardino City Unified School District

Please complete the following Account Code Information:

<table>
<thead>
<tr>
<th>FUND</th>
<th>RESOURCE</th>
<th>PROGRAM</th>
<th>FUNCTION</th>
<th>OBJECT</th>
<th>SCHOOL</th>
<th>MANAGEMENT</th>
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<td>071</td>
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Please submit the completed budget on or before June 1, 2017 to SBCSS- Business Advisory Services, 760 E. Brier Dr., San Bernardino, CA 92408, Attention: Lupe Saldivar.

<table>
<thead>
<tr>
<th>COLUMN 1</th>
<th>COLUMN 2</th>
<th>COLUMN 3</th>
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<tbody>
<tr>
<td>2016-17</td>
<td>2016-17</td>
<td>2017-18</td>
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<td>2016-17</td>
<td>2017-18</td>
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| SUBTOTAL (2000): | $463,398.61 | $463,398.61 | $512,971.00 |

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<td>3200 PERS</td>
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<td>3600 Workers' Compensation Insurance</td>
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| SUBTOTAL (3000): | $202,872.65 | $202,872.65 | $233,667.00 |

Updated 3/28/2017 at 2:16 p.m.
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</tr>
<tr>
<td>ADOPTED BUDGET</td>
<td>ACTUAL OR ESTIMATED</td>
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### 4000 BOOKS AND SUPPLIES:

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<td>4200 Other Books</td>
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<td>4300 Other Supplies</td>
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<td>$4,000.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Literature/Periodicals</td>
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<td></td>
</tr>
<tr>
<td>Printing and Forms</td>
<td></td>
<td></td>
<td>$4,000.00</td>
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<tr>
<td>Office Supplies</td>
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<td>$7,000.00</td>
<td>$10,000.00</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<td>Other:</td>
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### 5000 SERVICES, OTHER OPERATING EXPENSES

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<th>COLUMN 3</th>
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<tr>
<td>5200 Travel, Conference &amp; Other Reimbursement</td>
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<tr>
<td>Mileage</td>
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<td>$1,400.00</td>
<td>$2,000.00</td>
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<tr>
<td>Conference</td>
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<tr>
<td>Other</td>
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<td>5300 Dues and Memberships</td>
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<tr>
<td>5500 Utilities and Housekeeping Services</td>
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<tr>
<td>Telephone</td>
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<td>$5,000.00</td>
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<tr>
<td>Other</td>
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<td>$5,000.00</td>
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<tr>
<td>5600 Rentals, Leases, Repairs</td>
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<td></td>
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<tr>
<td>Advertising</td>
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<td></td>
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<tr>
<td>Machine Maintenance Contracts</td>
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<tr>
<td>Consultants</td>
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<tr>
<td>5700 Inter-Program Services</td>
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<td>$9,000.00</td>
</tr>
<tr>
<td>COLUMN 1</td>
<td>COLUMN 2</td>
<td>COLUMN 3</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>2016-17 ADOPTED BUDGET</strong></td>
<td><strong>2016-17 ACTUAL OR ESTIMATED</strong></td>
<td><strong>2017-18 BUDGET</strong></td>
<td></td>
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<tr>
<td>Other</td>
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<td>$5,000.00</td>
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<tr>
<td>5800 Other Services and Expenditures</td>
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<tr>
<td>Advertising</td>
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<tr>
<td>Consultants</td>
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<td>Other</td>
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<td><strong>SUBTOTAL (5000):</strong></td>
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<td><strong>$83,150.00</strong></td>
<td><strong>$130,000.00</strong></td>
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<tr>
<td><strong>6000 CAPITAL OUTLAY</strong></td>
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<tr>
<td>6400 Equipment (Audio Visual Equipment)</td>
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<tr>
<td>6500 Equipment Replacements</td>
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<td><strong>SUBTOTAL (6000):</strong></td>
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<td><strong>$8,715.00</strong></td>
<td><strong>$8,715.00</strong></td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$826,786.26</td>
<td>$780,136.00</td>
<td>$907,353.00</td>
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</table>

**Certification**

I, Personnel Commission Chairman, hereby certifies that in accordance with Education Code section 45253, a public hearing was held on **May 2017**, following which this budget was adopted by the Personnel Commission of the San Bernardino City Unified School District. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

The District’s Chief Business Official certifies to above budget being completely and accurately reflected in District’s Adopted Budget.

PERSONNEL COMMISSION CHAIRMAN  
(Signature)  

APPROVED BY:  
(Signature)  
SAN BERNARDINO COUNTY  
SUPERINTENDENT OF SCHOOL  

Date: ___________________________  

Date: ___________________________

DISTRICT CHIEF BUSINESS OFFICIAL  
(Signature)  

Date: ___________________________  

j:\personnel commission\2016-17\Personnel Commission Budget Form
You have saved an eQuote 1026980158707

An eQuote is now saved in your Dell Online Store.
This will be held for 90 days and will expire on 07/16/2017

Your eQuote has been sent to:
Emailed to: Evangelina.Ramirez@sbcusd.k12.ca.us
Nersidalia.Garcia@sbcusd.k12.ca.us
Evangelina.Ramirez@sbcusd.k12.ca.us
Evangelina.Ramirez@sbcusd.k12.ca.us

To retrieve this eQuote
Login to Premier
Sign in to SBCUSD: NASPO Contract # WN03AGW/7-15-70-34-003
Click on “Quotes” in the top menu bar and search for eQuote number 1026980158707

<table>
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<th>Personnel Commission</th>
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<tr>
<td>eQuote Description</td>
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<tr>
<td>Authorized Buyer</td>
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<td>Notes/Comments</td>
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Shipping Info
Evangelina Ramirez
871 NORTH J STREET
SAN BERNARDINO, US 92411
(909) 381-1131

Billing Info
ACCOUNTS PAYABLE
777 N F ST
SAN BERNARDINO, US 92410-3017

eQuote Summary
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<tr>
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<th>Quantity</th>
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<th>Subtotal Discounted Price</th>
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<td>$0.00</td>
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<tr>
<td>Ergotron Zip40 Charging Cart - Cart for 40 tablets / Laptops - steel - black, silver - screen size: up to 15.6-inch</td>
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<td>$1,933.19</td>
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<tr>
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eQuote Subtotal $17,713.19
Shipping* $0.00
Shipping Discount* $0.00
Tax* $1,166.69
Environmental Disposal Fee* $150.00

**eQuote Total** $19,029.88

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

<table>
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<tr>
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<tr>
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**Ergotron Zip40 Charging Cart**
- Cart for 40 tablets / Laptops - steel - black, silver - screen size: up to 15.6-inch
- Sku [A8180686]

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**rcrc973787-4536243 | Dell Latitude 3380**
- 30 units
- Sku [A8180686]

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(Unit Price after discount: $526.00 ea.)

**Dell Latitude 3380**
- Dell Latitude 3380 XCTO
- Processor: Intel® Core™ i5-7200U Processor (3M Cache, up to 3.10 GHz), supports only Windows 10
- Operating System: Win10 Pro 64bit Nat’l Aca Std. K12 EDU only. MSFT LOE Approval req’d. ENG/FR/SP MUI
- Office Productivity Software: Microsoft Office 30 Day Trial
- Base Options: Core i5-7200U Kabylake
- Systems Management: No Out-of-Band Systems Management
- Memory: 4GB (1x4GB) 2133MHz DDR4 Memory
- Hard Drive: 500GB 2.5” SATA 7200 RPM Hard Drive
- LCD: 13.3” HDF Display for Non-TOUCH
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<td>Diagnostic CD / Diskette</td>
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<td>Mix Model Packaging DAO</td>
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<td>Transportation from ODM to region</td>
<td>BTO Standard Shipment</td>
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<td>Black Non-Touch WLAN LCD Cover</td>
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<td>1 Year Mail In Service</td>
<td>MI1</td>
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<td>Carrying Cases</td>
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**eQuote Subtotal:** $17,713.19  
**Shipping:** $0.00
Shipping Discount* $0.00
Tax* $1,166.69
Environmental Disposal Fee* $150.00

eQuote Total* $19,029.88

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

Let's connect.

Legal Disclaimer: Please note that Dell cannot be responsible for pricing or other errors and reserves the right to cancel any orders arising from such errors. The amount of tax and shipping added to your order depends on where you have asked for the product to be shipped as well as on which products and/or services you've chosen to purchase. Your order is subject to Dell's Terms and Conditions of Sale which include a binding arbitration provision.
# Image | Description | Part # | Tax | Qty | Unit Price | Total |
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<td>Samsung UN50KU6300F 50&quot; Class (49.5&quot; viewable) - KU6300 Series LED TV - Smart TV - 4K UHD (2160p) - direct-lit LED, UHD dimming, Micro Dimming Pro</td>
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<td>VIZIO E50X-E1 50&quot; Class (49.5&quot; viewable) - E Series LED TV - Smart TV - 4K UHD (2160p) - direct-lit LED</td>
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Sales tax calculation is estimated and subject to change. Terms Definition: Unless agreed upon otherwise; Net 30 terms, cash in the GHA bank 30 days from the date of shipment. Lease payment calculations are estimated and may include sales tax in the payment amount. You can obtain an accurate lease quote from our leasing company. Rates are subject to change without notice.

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availability or delays. No verbal quotations or promises can be
honored unless set forth herein. Returns Policy: Custom computers
and technology orders are non-cancellable and non-returnable. No
return will be accepted after 30 days from the invoice date. Goods
accepted for credit upon return will be subject to
handling/restocking charge, which shall be not less than 15% of
the price of Goods. Custom-made Goods are not subject to
cancellation or return under any circumstances. In no case are
Goods to be returned without first obtaining Seller’s written
permission. Goods must be securely packed in the original
packaging and delivered to Seller in an undamaged condition with
Buyer being solely responsible for paying all return freight
expenses and keeping the GHA invoice current within 30 days
from the date of shipment regardless of the reason for a return.
All returns must be accompanied by an authorized RMA number,
which is valid for 15 days after date of issuance. GHA Technologies
makes NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY
PARTICULAR PURPOSE with respect to the goods described hereon.
This document shall be governed by the laws of the State of
Arizona. **CONFIDENTIAL - THIS QUOTE HAS BEEN PROVIDED FOR
CLIENT AND GHA PURPOSES ONLY** CORPORATE OFFICE: (REMIT
PAYMENTS TO THE DEPARTMENT NUMBER AND PO BOX LISTED
ABOVE; NO PAYMENTS SHOULD BE MAILED TO THE CORPORATE
OFFICE) GHA Technologies, Inc. 8998 E. Raintree Drive Scottsdale,
AZ 85260
I. CALL TO ORDER

A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.
B. Pledge of Allegiance
C. Roll-Call
   1. Commissioner Valeria Dixon, Chairperson
   2. Commissioner Michael Salazar, Vice – Chairperson
   3. Commissioner George Bohn, Member

II. APPROVAL OF AGENDA

Ms. Dixon moved to approve the agenda as submitted. Mr. Bohn seconded.

Motion carried.

III. PUBLIC COMMENTS

None

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

Motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the following eligibility list(s).

1. Computer Specialist I - MAC  Exam #16-095
2. Custodian I  Exam # 16-100
3. Custodian II (Promotional Only)  Exam # 16-093
4. Education Assistant III (Severe Impairments)  Exam # 16-101
5. Registered Behavior Technician  Exam # 16-083

Motion carried.

B. RECRUITMENTS.

Motion was made by Ms. Dixon, and seconded by Mr. Bohn to open the following recruitments:

1. Delivery Driver/Warehouse Worker  Open/Promotional  01/25/2017-02/21/2017
2. Occupational Therapist  Open/Promotional  01/11/2017-02/28/2017
3. School Police Officer           Open/Promotional           01/18/2017-02/14/2017
4. Senior Personnel Analyst       Open/Promotional           01/18/2018-02/14/2017

Motion carried.

C. ELIGIBILITY LIST TO FILL VACANCIES:

It was moved by Ms. Dixon and seconded by Mr. Bohn to certify eligibility list to fill vacancies for:

From: Senior Clerk               To: Bilingual Senior Clerk

Motion carried.

D. MINUTES JANUARY 11, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the Minutes for January 11, 2017.

Motion carried.

V. COMMISSIONER’S AND DIRECTOR’S COMMENTS:

Mr. Salazar stated that he attended the CSPCA Conference in San Francisco and found it very interesting and informative. He thanked the staff for all the work that is done.

Mr. Bohn mentioned how the conference was very organized, well detailed and informative on the new changes that are surrounding the districts. He was very happy to be part of this conference. One of the workshop left out was on evaluating the director at the same time you evaluate the district. A question he had, was regarding ascension planning, is preparing for retirements or someone leaving and ensuring qualified individuals can move up in that position. He was glad to see that the marijuana laws are in place at the work place.

Ms. Byrd concurred that the conference was very well put together and informative. She was very happy to see that two administrators from the district were able to attend, Iris Guzman, Assistant Affirmative Action Officer and Sandra Rodriguez, Employee Relations Director. Ms. Byrd introduced Dr. Marcus Funchess who is currently overseeing Human Resources Classified Department for the mean time.

Ms. Dixon stated that she was glad everyone enjoyed the conference. She received a telephone call from a concerned administrator questioning that if a group is interviewed, what is the process of choosing the candidate by order? Should it be where the administrator has his or her own interview at the school site instead of interviewing as a group? Mr. Salazar asked if there is a procedure in place. Ms. Byrd stated it comes from HR classified and Dr. Funchess will work on a plan to see what is best for the district. Ms. Garcia mentioned the process was in place a long time ago and maybe it’s time for a change. Ms. Dixon would like for Dr. Funchess and Ms. Byrd to put together a process, and she would join the meeting if needed. She would like clarification of what the procedure should be.

Ms. Dixon thanked everyone for coming. The meeting adjourned at 5:48 p.m.
VI. ADJOURNMENT
   The commission adjourned the meeting at 5:48 p.m.
PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION, COMMUNITY ROOM

MINUTES
March 1, 2017

I. CALL TO ORDER
A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.
B. Pledge of Allegiance
C. Roll-Call
   1. Commissioner Valeria Dixon, Chairperson
   2. Commissioner Michael Salazar, Vice – Chairperson
   3. Commissioner George Bohn, Member

II. APPROVAL OF AGENDA
Ms. Dixon moved to approve the agenda as submitted. Mr. Bohn seconded.

Motion carried.

III. PUBLIC COMMENTS
None

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).
Motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the following eligibility list(s).

1. Bilingual Clerk II (Spanish Only) Exam # 16-097
2. Carpentry and Related Trades Supervisor Exam # 17-001
3. Electrician Exam # 16-102
4. Food Worker Trainee Exam # 16-104
5. Public Safety Dispatcher Exam # 16-092
6. School Police Clerk Exam # 16-096
7. Secretary III Exam # 16-098

Motion carried.

Motion was made by Ms. Dixon, and seconded by Mr. Bohn to remove Eligibility List Certified Athletic Trainer until CSEA membership approves the job description.

Motion carried.
**B. RECRUITMENTS.**
Motion was made by Ms. Dixon, and seconded by Mr. Bohn to open the following recruitments:

1. Bilingual Community Relations II/PI  
   Open/Promotional  02/22/2017-03/21/2017
2. Community Resource Worker  
   Open/Promotional  02/15/2017-03/14/2017
3. Education Assistant III-Severe Impairments  
   Open/Promotional  02/15/2017-03/14/2017
4. HVACR Mechanic  
   Open/Promotional  02/08/2017-Continuous
5. Lead School Police Dispatcher  
   Open/Promotional  02/22/2017-03/21/2017
6. Occupational Therapist  
   Open/Promotional  01/11/2017/02/28/2017
7. Senior Cafeteria Worker  
   Open/Promotional  02/15/2017-03/14/2017
8. Senior Personnel Analyst  
   Open/Promotional  01/18/2017-02/28/2017
9. Water Cooling/Heating Specialist  
   Open/Promotional  03/01/2017-Continuous

Motion carried.

**C. ELIGIBILITY LIST TO FILL VACANCIES:**
It was moved by Ms. Dixon and seconded by Mr. Bohn to certify eligibility list to fill vacancies for:
From: Office Assistant I/Health Aide  To:  Bilingual Office Assistant I/Health Aide)
Motion carried.

**D. CLASSIFICATION REVISIONS:**
It was moved by Ms. Dixon and seconded by Mr. Bohn to approve revisions to the following classification specification:
1. Accountant
2. Cafeteria Worker
Motion carried

**D. MINUTES JANUARY 11, 2017:**
A motion was made by Ms. Dixon and seconded by Mr. Salazar to pull the minutes for February 8, 2017.
Motion carried.
V. **COMMISSIONER’S AND DIRECTOR’S COMMENTS:**
Ms. Dixon thanked everyone for coming. Meeting adjourned at 5:40 p.m.

VI. **ADJOURNMENT**
The commission adjourned the meeting at 5:40 p.m.