

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

AGENDA

October 7, 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**
- 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 ratifying Eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:
 - 1. Bilingual Clerk I Exam # 15-115
 - 2. Bilingual Community Relations Worker II/Parent Involvement Exam # 15-116
 - 3. Bilingual Community Resource Worker Exam # 15-117
 - 4. Cabinet Maker Exam # 15-098
 - 5. Computer Specialist IV Exam # 15-101
 - 6. Education Assistant III (SI) Exam # 15-124
 - 7. Education Assistant III (Spanish) Exam # 15-118
 - 8. HVACR Mechanic Exam # 15-058
 - 9. Library Assistant Exam # 15-120
 - 10. School Police Officer Trainee Exam # 15-125
 - 11. Senior Cafeteria Worker Exam # 15-122
 - 12. Serving Kitchen Operator Exam # 15-128

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 777 N. F Street, San Bernardino, CA 92410 (909) 381-1182

13. Sheet Metal Worker

Exam # 15-112

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

B. The commission will consider approving the following recruitments:

- | | | |
|--|--------------------|-----------------------|
| 1. Accountant | Open/Promotional | 9/09/2015-10/06/2015 |
| 2. Bilingual Secretary II | Open/Promotional | 9/30/2015-10/27/2015 |
| 3. Cafeteria Worker | Open/Promotional | 9/30/2015-10/27/2015 |
| 4. Computer Specialist V | Open/Promotional | 8/12/2015-Continuous |
| 5. Construction Plans Specialist | Open/Promotional | 9/23/2015-10/20/2015 |
| 6. Groundswoker | Open/Promotional | 9/23/2015-10/20/2015 |
| 7. HVACR Mechanic | Open/Promotional | 9/16/2015-Continuous |
| 8. Lead Plumber | Open/Promotional | 9/02/2015-9/29/2015 |
| 9. Nutrition Services Supervisor | Dual Certification | 9/02/2015-Continuous |
| 10. Plasterer/Cement Finisher | Open/Promotional | 9/23/2015-10/20/2015 |
| 11. Pool Attendant | Open/Promotional | 09/23/2015-Continuous |
| 12. Risk Management/Employee Benefits Director | Dual Certification | 9/09/2015-10/06/2015 |
| 13. School Licensed Vocation Nurse (LVN) | Open/Promotional | 9/02/2015-09/29/2015 |
| 14. Secretary II | Open/Promotional | 9/30/2015-10/27/2015 |
| 15. Student Services Specialist | Open/Promotional | 10/07/2015-11/03/2015 |

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

C. Amend Personnel action dated July 8, 2015: It is recommended that the Personnel Commission approve the reclassification of Attendance Verifier, Range 30A to Attendance Assistant, Range 33 to read:

It is recommended that the Personnel Commission approve the reclassification of Attendance Verifier/Bilingual Attendance Verifier, Range 30A to Attendance Assistant/Bilingual Attendance Assistant, Range 33, effective July 9, 2015.

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

D. The commission will consider approving Gladys Byrd, Director and Irma Garcia, Personnel Analyst to attend PCAC presentation on How Collective Bargaining Impacts Personnel Commission and Merit System Authority. The meeting date is November 13, 2015. Total Cost is \$80.00.

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

E. The commission will consider approving the minutes for August 20, 2015.

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

F. The commission will consider approving the minutes for September 02, 2015.
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

G. The commission will consider approving the minutes for September 14, 2015.
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

V. *Commissioners/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
2. PUBLIC EMPLOYMENT HEARING STATE MEDIATION AND CONCILIATION SERVICE
CASE APPEAL Case Number ARB-14-0176.
Appointment of Hearing Officer: Mr. Daniel F. Altemus. Hearing Date is November 5, 2015.
3. PUBLIC EMPLOYMENT HEARING STATEMENT MEDIATION AND CONCILIATION
SERVICE CASE APPEAL Case Number ARB-14-0182.
4. Consideration of appointment, employment, dismissal, or evaluation of an employee.
ID # 15-1006
ID # 15-1010

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

Adjournment

The commission adjourned the meeting at _____.

Exam #	15-115	Exam Title		BILINGUAL CLERK I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/5/2015	9/1/2015	10/7/16	63	19	600	358

*Merged with exam # 15-024

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.

Gladys Dyrd 9/30/15
Director Date

Exam #	15-116	Exam Title		Bilingual Community Relations Worker II/Parent Involvement		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/5/2015	9/1/2015	10/7/16	4	4	98	14


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.

Madys Byrd
 Personnel Director

9/29/2015
 Date

Exam #	15-117	Exam Title					BILINGUAL COMMUNITY RESOURCE WORKER
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's	
Opened	Closed						
8/5/2015	9/1/2015	10/7/16	25	8	189	105	

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.

 10/2/15
Director Date

Exam #	15-098	Exam Title	CABINET MAKER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/15/2015	8/11/2015	10/7/16	7	6	36	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.

Madys Boyd 9/18/15
 Director Date

Exam #	15-101	Exam Title		COMPUTER SPECIALIST IV		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/12/2015	9/8/2015	10/7/16	5	5	88	10

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

10/2/2015
 Date

Exam #	15-124	Exam Title		Education Assistant III (Severe Impairments)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/12/2015	9/8/2015	10/7/16	9	6	83	30

**To be merged with exam #14-078, #15-006-1 & #15-103

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 Director

9/21/2015
 Date

Exam #	15-118	Exam Title		Education Assistant III (Spanish)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/5/2015	9/1/2015	10/7/16	19	10	134	32

**To be merged with exam #14-079 & 15-007

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 Director

10/2/2015
 Date

Exam #	15-058	Exam Title		HVACR Mechanic		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	8/7/2015	10/7/16	1	1	27	7

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.

Gladys Byrd
 Personnel Director

9/23/2015
 Date

Exam #	15-120	Exam Title	LIBRARY ASSISTANT			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/5/2015	9/1/2015	10/7/16	39	16	355	137

*Merged with exam # 15-028

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.


9/30/15

 Director Date

Exam #	15-125	Exam Title		School Police Officer Trainee		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/13/2015	9/5/2015	10/7/16	5	5	7	6

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 Director

9/18/2015
 Date

Exam #	15-122	Exam Title		Senior Cafeteria Worker		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/5/2015	9/1/2015	10/7/16	44	28	129	59

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 Director

9/14/2015
 Date

Exam #	15-128	Exam Title		Serving Kitchen Operator		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/19/2015	9/15/2015	10/7/16	30	20	127	43

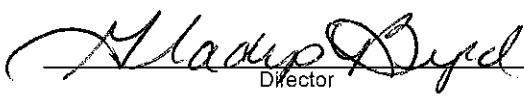
I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

10/2/2015
 Date

Exam #	15-112	Exam Title	SHEET METAL WORKER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/22/2015	8/18/2015	10/7/16	4	4	29	12

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.


9/30/15
 Director Date

The Personnel Commissioners Association of Southern California (PCASC) presents:

How Collective Bargaining Impacts Personnel Commission and Merit System Authority

Presenter: William Diedrich, Attorney Atkinson, Andelson, Loya, Ruud & Romo

Friday, November 13, 2015

Lakewood Country Club

3101 Carson Street
Lakewood, CA 90712



Registration Fee: \$30 for PCASC/CSPCA members*
\$40 for non-members*

Deadline to submit registration: November 5, 2015

Topics Include

- Historical perspective of the merit system before collective bargaining
- Education Code and Public Employee Relations Board decisions that mitigates collective bargaining and the Personnel Commission's authority
- Union actions that may impact Personnel Commission authority

Event Schedule

Registration: 11:30 am
 Lunch: Noon to 12:45 pm
 Presentation: 1:00 pm - 3:00 pm

*Please note that all fees are non-refundable for this event.



For any questions, please contact Bernie Konig at Konigb@centinela.k12.ca.us

Please Cut Here

Send Registration and Fees To:

PCASC C/O Bernie Konig, Director, 4900 W. 147th Street Hawthorne, CA 90250

Agency: _____ Number of Attendees: _____

Contact: _____

Telephone: _____

Email Address: _____

CSPCA Member

PCASC Member

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

MINUTES

August 20, 2015

I. CALL TO ORDER

A. The meeting was called to order at 2:00 p.m. by Commissioner Dixon.

B. Roll-Call

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

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

A. Work Session Information Agenda Presenter – George Cole

George Cole, Executive Director for CSPCA gave a presentation on The Successful Merit System to the commissioners and the public present for the meeting.

Motion carried.

V. ADJOURNMENT

The commission adjourned the meeting at 3:40 p.m.

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

MINUTES

September 2, 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
3. Commissioner George Bohn, Member

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Ms. Dixon moved to approve the agenda as submitted and seconded by Mr. Salazar.

Motion carried.

III. PUBLIC COMMENTS

Richard Duncan, applicant, requested the commissioners to reconsider him for the position of Equipment Operator. He stated that he has a very good reputation with the city and other agencies.

Mr. Bohn and Mr. Salazar thanked him for the information and the PC will get back to him.

Dodie Quayle stated that she was an applicant for Human Resources Specialist for HR Certificated. She worked in the Department of Human Resources Certificated for 12 years. She stated the class specification did not have anything to do with the duties of the department. She requested that her application to be reconsidered for review.

Jason Pederson, from Maintenance and Operation Department stated his concerns with testing procedures for the trades positions, and the questions had nothing to do with the job requirements. He requested for union members and outside agencies to have input on the test.

IV. ACTION ITEMS

A. RATIFYING ELEGIBILITY LIST(S)

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

1. Bilingual Office Technician/Registrar (Exam #15-084)
2. Cafeteria Worker (Exam #15-106)
3. Custodian I (Exam #15-107)
4. Education Assistant III (CDS) (Exam #15-071)
5. Education Assistant III (SI) (Exam #15-103)
6. Food Worker Trainee (Exam #15-109)
7. Human Resources Specialist (HR Certificated) (Exam #15-092)
8. Instructional Assistant (CAI) (Exam #15-073)
9. Instructional Assistant (PE) (Exam #15-074)
10. Instructional Assistant (TA) (Exam #15-075)
11. Instructional Tutor LH/PH (Exam # 15-086)
12. Mobile Maintenance Team Leader (Exam #15-076)
13. Nutrition Computer Analyst (Exam #15-087)
14. Nutrition Specialist (Exam #15-088)
15. Payroll Supervisor (Exam #15-104)
16. Power Mower Operator (Exam #15-089)
17. School Police Clerk (Exam # 15-095)
18. School Police Officer (Exam # 15-069)
19. Sprinkler System Specialist (Exam # 15-052)

Motion carried.

B. APPROVAL FOR REVISION TO CLASSIFICATION SPECIFICATON(S)

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the revised classification to the following classification(s).

1. Groundsworker
2. Risk Management/Employee Benefits Director

Motion carried.

C. RECRUITMENTS

Motion was made by Ms. Dixon, and seconded by Mr. Salazar to open the Following recruitments.

1. Bilingual Clerk I	Open/Promotional
2. Bilingual Community Relations Worker II/Parent Involvement	Open/Promotional
3. Bilingual Community Resource Worker	Open Promotional
4. Bilingual School Outreach Worker	Open/Promotional
5. Education Assistant III/Spanish	Open/Promotional
6. Education Assistant III/SI	Open/Promotional
7. Equipment Operator	Open/Promotional
8. Groundswoker	Open/Promotional
9. Instructional Tutor LH/PH	Open/Promotional
10. Lead Offset Duplicating Equipment Operator	Open/Promotional
11. Library Assistant	Open/Promotional
12. Machinist	Open/Promotional
13. Maintenance Crew Supervisor	Open/Promotional
14. Nutrition Program Manager	Open/Promotional
15. Risk Management/Employee Benefits Director	Open/Promotional
16. School Police Officer	Open/Promotional
17. School Police Officer Trainee	Open/Promotional
18. Senior Cafeteria Worker	Open/Promotional
19. Serving Kitchen Operator	Open/Promotional

Motion carried.

D. APPROVAL OF CANCELLATION OF PAYMENT FOR ARBITRATION HEARING

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Hearing Cancellation fee for #ARB 14-0181 for the total of \$1,729.00.

Motion carried.

E. APPROVAL OF PAYMENT FOR HEARING ARBITRATION

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Arbitration Hearing #ARB14-0182 for October 27, 2015 not to exceed \$3,000.00.

Motion carried.

F. APPROVAL OF PAYMENT FOR HEARING ARBITRATION

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Arbitration Hearing #ARB14-0176 for November 5, 2015 not to exceed \$3,200.00

Motion carried.

G. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and Seconded by Mr. Salazar to accept and approve the minutes as submitted for August 5, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated that she did a presentation at the last management team meeting. She informed them that out of 409 positions on the Writ, thirty-four (34) positions remain unfilled.

Ms. Dixon stated that she was impressed of thirty-four (34) positions are left unfilled. She thanked Dr. Wiseman for recognizing her at the management team meeting.

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

VI. CLOSED SESSION

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

The commission reconvened into open session at 6:10 p.m. and announced the following action taken into closed session:

Item ID # 15-1006 the commission asked that the individual bring proof to the commission for consideration.

Item ID # 15-1007 the commission asked that the individual bring proof to the commission for consideration.

Item ID # 15-1008 the applicant to remain on the eligibility list.

Item ID # 15-1009, there is no further action taken.

Item ID # 15-1010 the individual needs to bring proof to the commission for further consideration.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:15 p.m.

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

MINUTES

September 14, 2015

I. CALL TO ORDER

A. The meeting was called to order at 11:00 a.m. by Commissioner Dixon.

B. Roll-Call

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

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

A. RATIFYING ELEGIBILITY LIST(S)

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

1. Attendance Assistant (Exam #15-113)
2. Bilingual Education Assistant III/SI (Exam #15-097)
3. Bilingual Instructional Assistant (TA) (Exam #15-085)
4. Computer Operations Technician (Exam #15-100)
5. Instructional Assistant SDC (Exam #15-090)
6. Nutrition Services Business Manager (Exam #15-110)
7. Nutrition Specialist (Exam #15-111)
8. Payroll Technician (Exam #15-093)
9. Speech-Language Assistant (Exam #14-105)

Motion carried.

B. Extension for Eligibility List for an additional year.

Campus Security Officer II (Exam #14-062)

Motion denied for the lack of a second.

V. ADJOURNMENT

The commission adjourned the meeting at 11:17 a.m.