

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

AGENDA

August 5, 2015

5:00 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 Secretary III Exam # 15-063
 - 2. Bilingual Senior Clerk Exam # 15-065
 - 3. Computer Specialist I-MAC Exam # 15-070
 - 4. Help Desk Technician Exam # 15-072
 - 5. Maintenance Worker I Exam # 15-053
 - 6. Nutrition Services Manager I Exam # 15-077
 - 7. Nutrition Services Manager II Exam # 15-078
 - 8. Nutrition Services Operations Supervisor Exam # 15-079
 - 9. Nutrition Services Supervisor Exam # 15-080
 - 10. Office Technician Registrar Exam # 15-081
 - 11. Plumbing Supervisor Exam # 15-082
 - 12. School Licensed Vocational Nurse (LVN) Exam # 15-061

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. School Police Sergeant Exam # 15-083
- 14. Secretary III Exam # 15-062
- 15. Senior Clerk Exam # 15-064

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

B. The commission will consider approving the salary range and revised classification for the following classification specification(s):

Computer Specialist IV and Salary Range 52A

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

C. The commission will consider approving the revised classification for the following classification specification(s):

Computer Specialist V

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

D. The commission will consider approving the following recruitments:

- | | | | |
|-----|-------------------------------------|------------------|---------------------|
| 1. | Attendance Assistant | Open/Promotional | 7/29/2015-8/29/2015 |
| 2. | Cafeteria Worker | Open/Promotional | 7/22/2015-8/18/2015 |
| 3. | Computer Specialist IV | Open/Promotional | 8/12/2015-9/08/2015 |
| 4. | Computer Specialist V | Open/Promotional | 8/12/2015-9/08/2015 |
| 5. | Custodian I | Open/Promotional | 7/22/2015-8/18/2015 |
| 6. | Educational Interpreter III | Open/Promotional | Continuous |
| 7. | Food Worker Trainee | Open/Promotional | 7/22/2015-8/18/2015 |
| 8. | Nutrition Services Business Manager | Open/Promotional | 7/22/2015-8/18/2015 |
| 9. | Nutrition Specialist | Open/Promotional | 7/22/2015-8/18/2015 |
| 10. | Sheet Metal Worker | Open/Promotional | 7/22/2015-8/18/2015 |
| 11. | Sprinkler System Specialist | Open/Promotional | Continuous |

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

E. It is recommended that the Personnel Commission approve the amended hotel cost for the 2015 NEOGOV Training Conference at Monte Carlo Resort, Las Vegas, Nevada from Thursday, October 15, 2015-Friday, October 16, 2015 from \$77.00 to \$114.24 per person. The total hotel cost for two days is \$913.92.

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

F. The commission will discuss a future salary study for classified positions.
Moved: _____ Seconded _____
Discussion: _____

G. The commission will consider approving minutes for July 8, 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. Consideration of appointment, employment, dismissal, or evaluation of an employee.
ID #15-1005

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

Adjournment

The commission adjourned the meeting at _____.

Exam #	15-063	Exam Title		BILINGUAL SECRETARY III		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	6/16/2015	8/5/16	14	12	113	21

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

7/21/2015
 Date

Exam #	15-065	Exam Title		BILINGUAL SENIOR CLERK		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	6/16/2015	8/5/16	30	15	128	76

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

7/22/2015
 Date

Exam #	15-070	Exam Title		COMPUTER SPECIALIST I-MAC		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	8/5/16	13	6	62	25

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

7/30/2015
 Date

Exam #	15-072	Exam Title		HELP DESK TECHNICIAN		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/8/2015	8/5/16	29	15	158	45

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.

Madup Byul
 Director

7/28/15
 Date

Exam #	15-053	Exam Title		MAINTENANCE WORKER I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/6/2015	6/2/2015	8/5/16	41	19	198	83

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

7/20/2015
 Date

Exam #	15-077	Exam Title		NUTRITION SERVICES MANAGER I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	8/5/16	11	7	34	15

**Merged with Nutrition Services Manager I #15-011

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

7/29/2015
 Date

Exam #	15-078	Exam Title		NUTRITION SERVICES MANAGER II		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	8/5/16	10	10	22	12

*Merged with exam #15-012, expiration date 4/1/2016, eligibles and ranks included above.

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.



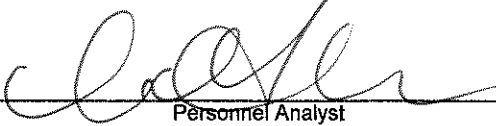
Director

7/28/15

Date

Exam #	15-079	Exam Title				
Posting Dates		NUTRITION SERVICES OPERATIONS SUPERVISOR				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
6/10/2015	7/7/2015	8/5/16	4	4	16	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.



Personnel Analyst

7/31/2015
Date

Exam #	15-080	Exam Title				
Posting Dates		NUTRITION SERVICES SUPERVISOR				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
6/10/2015	7/7/2015	8/5/16	1	1	16	4

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

7/31/2015

Date

Exam #	15-081	Exam Title		OFFICE TECHNICIAN REGISTRAR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	8/5/16	35	24	262	47

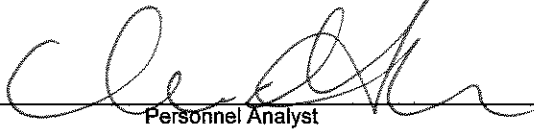
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

7/28/2015
 Date

Exam #	15-082	Exam Title				
Posting Dates		PLUMBING SUPERVISOR				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
6/10/2015	7/7/2015	8/5/16	3	3	11	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 Analyst

7/31/2015
 Date

Exam #	15-061	Exam Title		SCHOOL LICENSED VOCATIONAL NURSE (LVN)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	6/16/2015	8/5/16	6	2	42	6

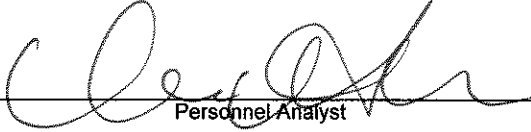
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Director

7/21/15
 Date

Exam #	15-083	Exam Title		SCHOOL POLICE SERGEANT		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/10/2015	7/7/2015	8/5/16	3	3	9	5

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

7/31/2015

Date

Exam #	15-062	Exam Title		SECRETARY III		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	6/16/2015	8/5/16	21	14	173	34

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

7/15/2015
 Date

Exam #	15-064	Exam Title		SENIOR CLERK		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	6/16/2015	8/5/16	53	21	174	96

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 Bynal
 Director

7/15/15
 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	1157	Work Year:	12 months	Salary Range:	52A
Job Family:	Systems and Programming			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	11- Systems and Programming		

COMPUTER SPECIALIST IV

JOB SUMMARY:

This position is to provide project leadership and comprehensive technical support for the District-wide administrative/academic applications, workstations, infrastructure and other developed/purchased information systems applications that have been in use and maintained by the Information Technology (IT) Department for the Districts varied environments.

DISTINGUISHING CHARACTERISTICS:

An incumbent in this position is under the direction of the IT Director and/or Assistant Director. Specialized infrastructure technical assistance and work instruction are provided by network technical team leaders as required. He/she is expected to exercise extensive, experienced and informed judgment when provided technical support requirements, District policies, and established IT Department standards. He/she is expected to keep IT management informed of all area project progress as a team/project leader. Situations that fall outside of established policies and standards will be discussed with his/her management before any implementation to ensure conformity with IT technical standards and District policies/procedures. The class of Computer Specialist is distinguished from the other site technical support positions in that the former is concerned with enterprise wide technology; is expected to work largely independent of supervision; function as the highest level problem escalation contact; are required to have demonstrated expertise in the disciplines of hardware, software, application, and networking technical support; and carry out complex client interface.

SUPERVISION:

Supervised by the Director of Information Technology.
Technical/functional is provided by other managers in department, as needed.
Positions in this classification exercise no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Perform the task of technical support project leader.
- Assess service requests and provide resources required for the issue resolution.
- Establish procedures for the installation, configuration, and deployment of all products.
- Predict and remedy all potential issues on District standard products and systems.
- Resolve all hardware and software configuration problems and errors.
- Install, configure, test, and support numerous platform operating systems.
- Install, configure, and troubleshoot various computing equipment types and platforms.
- Simulate hardware and software problems to test and evaluate solutions.
- Support testing, monitoring, and evaluation of networking and server enhancements.
- Provide proactive enhanced quality customer service to clients.
- Document and maintain all logs, records, and reports for service tracking.
- Adjust normal working schedules to perform duties when required.
- Perform job related duties as assigned.

EXPERIENCE, EDUCATION, AND TRAINING: Any combination of experience and education/training that demonstrates an ability to perform the essential functions of the job. (These are the minimum experience and education/training standards that will be used to admit or reject applicants for examination.)

Four (4) years' experience managing a Local Area Network (LAN); which includes Microsoft Active Directory Administration.

AND

Bachelor's degree in Computer Science or closely related field.

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

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

~~Seven plus years' experience in Windows system administration within a large Windows server environment. Even better if you have run a large scale website based on IIS and .NET technologies. It is also desired that qualified candidates have worked extensively on the implementation and support of District-wide application systems.~~

~~AND~~

~~Seven plus years' experience managing the ins and outs of Active Directory.~~

~~AND~~

~~Five plus years' experience writing and maintaining scripts in multiple languages with a focus on PowerShell and VBScript.~~

~~AND~~

~~Five plus years' experience with security and network/distributed computing concepts with demonstrable grasp of security best practices in server configuration, tool development, and access controls.~~

~~AND~~

~~BA/BS in Computer Science or related field preferred, or equivalent experience with current MCSE, MCITP or related certification.~~

WORKING ENVIRONMENT:

Indoor office environment.

SPECIAL REQUIREMENTS:

Personal transportation for travel throughout the District.

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.



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code: 708	Work Year: 12 months	Salary Range: 55A
Job Family: Systems and Programming		HR/Day: 8
FLSA Status: Non-Exempt	EEOC Occupational Group: 11- Systems and Programming	

COMPUTER SPECIALIST V

JOB SUMMARY:

To administer and design District-wide network systems as part of the Management Information Systems program and provide technical assistance to departmental and other managers.

DISTINGUISHING CHARACTERISTICS:

There is no distinguished characteristics.

SUPERVISION:

Supervised by the Director of Information Technology. Technical/functional is provided by other managers in department, as needed. Positions in this classification exercise no supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Analyzes, develops, and recommend solutions to networking and connectivity issues.
- Assists in and approves design of local area networks.
- Assists Management Information Systems in integrating WAN and cloud systems.
- Draft policies, prepare training manuals and conduct training sessions related to network and database operations.
- Participates in and supports IT projects on-time and on budget.
- Organize, plan, and control work and projects involving a multiplicity of components and staff to achieve desired goals and objects.
- Evaluates and analyzes systems prior to implementation.
- Works closely with department staff to maintain day to day operations of the WAN.
- Administers the IP addressing scheme for the WAN.
- Sets up and configures gateways, firewalls, and web servers.
- Designs and oversees programming of routers and switches.
- Develops and administers electronic mail system.
- Diagnoses and remediates WAN problems.
- Develops and maintains disaster recovery and routine operational processes.
- Serves as advisor to District administrators on matters pertaining to local area networking.
- Evaluates utilization of WAN system and recommends changes or improvement where necessary.
- Provides input on the use of new technologies which may enhance WAN systems.
- Makes recommendations regarding all Microsoft Windows Server issues within the school district.
- Designs district-wide antivirus plan.
- Monitors network utilization of district WAN.
- Serves as the primary point of contact for contract services in reference to support of the WAN.
- Performs job related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- WAN implementation in Windows Server Environment.
- Data wiring standards such as CAT5E or higher.
- Computer program documentation principles.
- Ethernet network principles.
- Wide Area Network Administration practices and procedures.
- EIA/TIA 568 data wiring standards.
- Ethernet cabling standards.
- FDDI standards.
- Maintenance, operation, and troubleshooting of WAN equipment such as routers, hubs, and switches.
- Customer support dynamics.
- Checkpoint-1 firewall program.
- Bay Networks Optivity.
- Novell NetWare for SAA.
- Novell GroupWise Internet Gateway.
- Novell GroupWise.
- Microsoft Outlook Exchange
- Plan, design and supervise the operation of a WAN comprised of ~~60~~ 70 local area networks.
- Analyze network performance data and make recommendations.
- Set up system software for Windows Enterprise Server.
- Recognize and solve WAN operational problems.
- Evaluate new WAN products and proposals and report the positives and negatives.
- Strong verbal and written communication, attention to detail and organizational skills.
- Communicate effectively, both orally and in writing.
- Communicate with nontechnical personnel on technical matters.
- Develop cooperative work relations with others.
- Excellent problem solving and project management skills.
- Strong judgment and instincts.
- Excellent Organizational Skills.
- Prepare written reports.

EXPERIENCE, EDUCATION, AND TRAINING: Any combination of experience and education/training that demonstrates an ability to perform the essential functions of the job. (These are the minimum experience, education and training standards which will be used to admit or reject applicants for examination, as approved on the date below.)

Five (5) years' experience managing a Wide Area Network (WAN) comprising of at least 50 servers; which includes Microsoft Active Directory Administration and Firewall Administration.

AND

Bachelor's degree in Computer Science or closely related field.

~~Five (5) years of experience managing and Active Directory Windows system administration within a large Windows server environment.~~

AND

~~BA/BS in Computer Science or related preferred or equivalent experience.~~

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

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

*Must be submitted upon selection.

WORKING ENVIRONMENT:

Indoor office environment.

SPECIAL REQUIREMENTS:

Personal transportation for travel throughout the District.

Ability to handle periodic on-call duty.

APPOINTMENT:

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

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

MINUTES

July 8, 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

Dr. Perry Wiseman stated that this is a celebration. He mentioned the vacancy list had over 500 vacancies and last week the count was under 300. CSEA, School District, and PC staff works collaboratively as a team.

Dr. Wiseman commented on the flowchart that Ms. Byrd put together. The District also created a flowchart that will help to engage similar activities and practices. The District is working with American Productivity and Quality Center (APQC), a group that trains on improvement process. The PC and HR staff met and shared strategies, thoughts, and understandings.

Also, he expressed the concerns about working out of class. There are 40 employees that are working currently out of class and 18 are in non-compliance. Effective immediately anyone that would like to work out of class has to send a memo to HR classified Director. If the employee has served out of class during the fiscal year the request will be denied; otherwise, it will be approved. Dr. Wiseman met with CSEA field director and their president to overview the direction in regards to working out of class.

Denise Jensen, CSEA Field Director, stated that the Personnel Commission and the District have not been following proper process for employee discipline. Procedures for discipline are in the Personnel Commission Rules on Chapter 10. Whenever there is a hearing for employee discipline the Personnel Commission hears the case. Personnel Commission has the authority to select a hearing officer and that selection has to be done within certain number of days. Ms. Jensen stated that she understands the district selects the hearing officer for the employee; she would like to know what exactly the process is. There are

employees who have been waiting over two years for disciplinary meeting. There is a lack of progress on the delay. She stated that CSEA can come back and request for the disciplinary employees to be reinstated back into their position.

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. Affirmative Action Officer (Exam #15-054)
2. Assistant Information Technology Director (Exam #15-055)
3. Assistant Maintenance and Operations Director (Exam #15-056)
4. Building Plans and Records Supervisor (Exam #15-027)
5. Buyer (Exam #15-059)
6. Cafeteria Worker (Exam #15-068)
7. Computer Specialist I (Exam #15-047)
8. Computer Specialist II (Exam #15-048)
9. Computer Specialist III (Exam #15-049)
10. Education Interpreter III (Exam #14-089)
11. Equipment Operator (Exam #15-039)
12. Food Worker Trainee (Exam #15-060)
13. Instructional Aide (Exam #15-050)
14. Nutrition Services Business Manager (Exam #15-030)
15. Painter (Exam #15-045)
16. School Police Officer (Exam #15-043)

Motion carried.

B. EXTENSION OF ELIGIBILITY LIST

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve an extension for an additional year for the following.

1. School Computer Specialist (Exam #14-049)

Motion carried.

C. TITLE CHANGE TO CLASSIFICATION SPECIFICATON(S)

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

1. NT Network Specialist to Network Specialist

Motion carried.

D. TITLE AND REVISIONS TO CLASSIFICATION SPECIFICATION(S)

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the title and

revisions to the following classification(s).

1. Mainframe Operations Scheduler to Operations Technician
2. Wide Area Network Specialist to Computer Specialist V.

Mr. Bohn suggested changing the title of Operations Technician to concur with the job description.

Ms. Byrd suggested changing the name to Computer Operations Technician.

Ms. Dixon moved to change the name from Mainframe Operations Scheduler to Computer Operations Technician.

Motion carried.

E. NEW CLASSIFICATION SPECIFICATION

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the new Classification Specification.

1. Computer Specialist IV.

Motion carried.

F. REVISIONS TO CLASSIFICATION SPECIFICATION(S)

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

- ~~1. Accountant~~
2. Bilingual Education Assistant III (SI)
3. Education Assistant III (SI)
4. Payroll Supervisor

The Accountant classification-the District recommends four years of paid experience and 60 semester units which is 30 semester directly dealing with accounting.

Also, under essential job functions for Payroll Supervisor to read "district financial services of the county "; and under Experience and Education/Training to add Bachelor's degree as a requirement.

Mr. Cunningham stated it is necessary to require a bachelor's degree for Payroll Supervisor. Payroll supervisor is responsible for processing payroll for over 8,000 employees.

Ms. Jensen stated that CSEA should have input on the education for the accountant classification.

Ms. Byrd stated the section for education, training and experience belongs to the Personnel Commission. The job class spec was in agreement in the meeting with Ms. Doyle, Ms. Byrd, and Mr. Greenwood. She also stated that she has checked with legal counsel.

Ms. Dixon moves to bring back the Accountant classification to the next commission meeting.

Motion carried.

Ms. Dixon moves to make changes for Payroll Supervisor under essential job function on the seventh bullet, “district financial services of the County”. Also, under Experience and Education/Training add “Bachelor’s Degree”.

Motion carried.

Ms. Dixon moved to accept Bilingual Education Assistant III (SI) and Education Assistant III (SI) and Payroll Supervisor changes. Accountant was pulled.

Motion carried.

G. RECRUITMENTS

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

1. Automotive Mechanic	Open/Promotional
2. Bilingual Educational Assistant III (SI)	Open/Promotional
3. Bilingual Instructional Assistant (TA)	Open Promotional
4. Bilingual Office Technician/Registrar	Open/Promotional
5. Cabinet Maker	Open/Promotional
6. Career Center Technician	Open/Promotional
7. Computer Operations Technician	Open/Promotional
8. Computer Specialist IV	Open/Promotional
9. Computer Specialist V	Open/Promotional
10. Educational Assistant III (SI)	Open/Promotional
11. Human Resources Specialist – HR Certificated	Open/Promotional
12. Instructional Assistant (Special Day Class)	Open/Promotional
13. Instructional Tutor LH/PH	Open/Promotional
14. Nutrition Computer Analyst	Open/Promotional
15. Nutrition Specialist	Open/Promotional
16. Payroll Supervisor	Open/Promotional
17. Payroll Technician	Open/Promotional
18. Pool Attendant	Open/Promotional
19. Power Mower Operator	Open/Promotional
20. Program Clock and Fire Alarm	Open/Promotional

Technician	
21. School Police Sergeant	Open/Promotional
22. Speech-Language Assistant	Open/Promotional

Motion carried.

H. RECLASSIFICATION

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the following reclassification:

1. Attendance Verifier, Range 30A to Attendance Assistant, Range 33.

Ms. Jensen expressed concerns about the reclassification because it was not submitted to the field office for review. It was not followed by CSEA. Also, she asked if Attendance Assistant is a current classification. Also, she asked if the Attendance Verifier will be changed to Attendance Assistance.

Ms. Gladys stated that employees holding that position for two or more years will be moved to Attendance Assistant. Also, she explained that the reclassification was approved by the president of CSEA, and Ms. Doyle it was presumed for the commission to move forward with the changes. But now it is understood to go to a higher step.

Ms. Jensen noted the CSEA was in agreement with the reclassification change.

Motion carried.

I. REALLOCATON OF SALARY RANGE

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the reallocation of salary range for the following classification:

Communication Officer Range 41 to Range 46 of the Classified Management Salary Schedule.

Maria Stephens thanked the commission and thanked Gladys Byrd for her professionalism; she looks forward working with the district in the years to come.

Mr. Salazar was pleased with the comment.

Motion carried.

J. REPORT ON RECRUITMENT AND ELIGIBILTY LIST

Ms. Byrd gave a report on recruitments, she stated that out of 409 positions on the Writ 332 were filled and 40 remained unfilled. The team has conducted 306 eligibility lists compared to what Mr. Maher or Mr. Flory did, there were about 83 eligibility lists established. She thanked Mrs. Sassaman and Ms. Hamblet, there have been 140 positions filled from the eligibility list from the Writ and stated the team has been working hard.

K. NEOGOV TRAINING CONFERENCE 2015

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the staff to attend the 2015 Neogov Training Conference at Monte Carlo Resort, Las Vegas on October 16th and October 17th. The cost is \$3504.00.

Motion carried.

L. WORKSHOP ATTENDANCE

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the Personnel Commission Bilingual Secretary III to attend the workshop for Managing Multiple Projects, Objective and Deadlines for July 17, 2015 at Ontario, CA. The cost is \$134.00.

Motion carried.

M. CODESP MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Membership for 2015-2016 for CODESP. The cost is \$1,850.00.

Motion carried.

N. CSPCA MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the Membership for 2015-2016 for CSPCA. The cost is \$1,118.00.

Motion carried.

O. WRIB MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Membership for 2015-2016 for Western Region Item Bank (WRIB). The cost is \$1,700.00.

Motion carried.

P. MAINTENANCE AGREEMENT

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the Maintenance Agreement for Burtronics Lanier Copy Machine MP C6502 for 2015-2016 fiscal school year. The cost is \$3,000.00.

Motion carried.

Q. NEOGOV SOFTWARE LICENSE

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the cost for NEOGOV License Software Subscription Enterprise User License for 2015-2016 fiscal year. The cost is \$18,000.00.

Motion carried.

R. TESTING SUBSCRIPTION

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the annual Testing subscription for NEOGOV Biddle Integrating and OPAC. The cost is \$5,940.00.

Motion carried.

S. JOB POSTING SUBSCRIPTION

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the annual Governmentjobs.com for NEOGOV for the purpose of job posting subscription. The cost is \$4,950.00

Motion carried.

T. SPARKLETTS

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve Sparkletts Drinking Water Services for Personnel Commission for 2015-2016. The cost is \$400.00.

Motion carried.

U. VERIZON SUBSCRIPTION

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the online Subscriptions for Verizon for iPad users for 2015-2016 fiscal years. The cost is \$900.00.

Motion carried.

V. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and Seconded by Mr. Salazar to accept and approve meeting minutes as submitted for May 28, 2015.

Motion carried.

W. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon, and Seconded by Mr. Salazar to accept and approve meeting minutes as submitted for June 3, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated that there is a better understanding working with American Productivity and Quality Center (APQC), there still maybe disagreements between PC and HR but it was a good start. She looks forward to see what steps can be done to move forward and streamline this process.

Mr. Bohn stated that he is very impressed with the commission staff and the District. In the past years it had never been like this.

Mr. Salazar is pleased with the results; the goal is for the commission to be the best commission. He thanked the staff for working very hard to fill the mission, and he has the highest amount of respect. He also thanked CSEA and District.

Ms. Dixon stated she had the opportunity to be at different meetings this past month and she appreciates the professionalism from staff members. At this time she welcomed any questions or comments from the audience.

Mr. Nikol mentioned the shortage of HVACR Mechanics. He requested for more applicants to be hired because there is a lot of work and it requires over time.

Mr. Espino asked about better pay for the trades department to have compatible wages with other districts.

Ms. Dixon stated to follow the process and speak to the Personnel Commission Director.

Meeting adjourned at 6:46 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:46 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

1. Consideration of appointment, employment, dismissal, or evaluation of an employee.

ID #15-1004

The commission reconvened into open session at 8:00 p.m. There was no report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 8:00 p.m.