

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

AGENDA

July 8, 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. 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

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

- | | |
|---|---------------|
| 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 |

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

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

Classification	Active Candidates
School Computer Specialist (Exam #14-049)	13

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

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

1. NT Network Specialist to Network Specialist

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

D. The commission will consider approving the title and revisions to the following classification specification(s):

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

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

E. The commission will consider approving the new classification specification(s):

1. Computer Specialist IV

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

F. The commission will consider approving revisions for the following classification specification(s):

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

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

G. The commission will consider approving the following recruitments:

1.	Accountant	Open/Promotional	7/15/2015-8/11/2015
2.	Automotive Mechanic	Open/Promotional	7/15/2015-8/11/2015
3.	Bilingual Educational Assistant III (SI)	Open/Promotional	7/15/2015-8/11/2015
4.	Bilingual Instructional Assistant (TA)	Open/Promotional	6/17/2015-7/14/2015
5.	Bilingual Office Technician/Registrar	Open/Promotional	6/10/2015-7/07/2015
6.	Cabinet Maker	Open/Promotional	7/15/2015-8/11/2015
7.	Career Center Technician	Open/Promotional	7/15/2015-8/11/2015
8.	Computer Specialist IV	Open/Promotional	7/15/2015-8/11/2015
9.	Computer Specialist V	Open/Promotional	7/15/2015-8/11/2015
10.	Educational Assistant III (SI)	Open/Promotional	7/15/2015-8/11/2015
11.	Human Resources Specialist-HR Certificated	Open/Promotional	7/01/2015-7/28/2015
12.	Instructional Assistant (Special Day Class)	Open/Promotional	6/24/2015-7/21/2015
13.	Instructional Tutor LH/PH	Open/Promotional	6/17/2015-7/14/2015
14.	Nutrition Computer Analyst	Open/Promotional	6/17/2015-7/14/2015
15.	Nutrition Specialist	Open/Promotional	6/17/2015-7/14/2015
16.	Operations Technician	Open/Promotional	7/15/2015-8/11/2015
17.	Payroll Supervisor	Open/Promotional	7/15/2015-8/11/2015
18.	Payroll Technician	Open/Promotional	7/08/2015-8/04/2015
19.	Pool Attendant	Open/Promotional	7/1/2015-Continuous
20.	Power Mower Operator	Open/Promotional	6/17/2015-7/14/2015
21.	Program Clock and Fire Alarm Technician	Open/Promotional	7/8/2015-Continuous
21.	School Police Sergeant	Open/Promotional	6/10/2015-7/07/2015
22.	Speech-Language Assistant	Open/Promotional	7/15/2015-8/11/2015

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

H. It is recommended that the Personnel Commission approve the reclassification of Attendance Verifier, Range 30A to Attendance Assistant, Range 33.

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

I. It is recommended that the Personnel Commission approve the reallocation of salary range for Communication Officer from Range 41 to Range 46 of the Classified Management Salary Schedule.

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

J. The commission will discuss the report on Recruitments and Eligibility list.

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

K. It is recommended that the Personnel Commission approve the Human Resources Specialist(s) (PC), Personnel Analyst, and PC Director to attend the 2015 NEOGOV Training Conference at Monte Carlo Resort, Las Vegas, Nevada from Thursday, October 15, 2015 – Friday, October 16, 2015. The cost per person is \$799.00 for Training and Conference Package. The hotel cost is \$77.00 per person. The total for is \$3,504.00.

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

L. It is recommended that the Personnel Commission approve the Personnel Commission's Bilingual Secretary III to attend the workshop for Managing Multiple Projects, Objectives and Deadlines for July 17, 2015 at Ontario, CA, the cost is \$134.00.

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

M. It is recommended that the Personnel Commission approve the membership for fiscal year 2015-2016 for CODESP. The cost for membership is \$1,850.00.

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

N. It is recommended that the Personnel Commission approve the membership for fiscal year 2015-2016 for CSPCA Membership. The cost is \$1,118.00.

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

O. It is recommended that the Personnel Commission approve the membership for Western Region Item Bank (WRIB). The cost for membership is \$1,700.00 for fiscal year 2015-2016.

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

P. It is recommended that the Personnel Commission approve the Maintenance Agreement for Burtronics Lanier Copy Machine MP C6502. The cost is \$3,000.00 for fiscal year 2015-2016.

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

Q. It is recommended that the Personnel Commission approve NEOGOV License Software Subscription Enterprise User License. The cost is \$18,000 for fiscal year 2015-2016.

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

R. It is recommended that the Personnel Commission approve the annual testing subscription for NEOGOV for Biddle Integrating and OPAC. The annual subscription cost \$5,940.00 for fiscal year 2015-2016.

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

S. It is recommended that the Personnel Commission approve the annual government jobs.com for NEOGOV for the purpose of job posting subscription for Personnel Commission. The cost is \$4,950.00 for fiscal year 2015-2016.

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

T. It is recommended that the Personnel Commission approve Sparkletts Drinking Water Services for Personnel Commission. The cost is \$400.00 for fiscal year 2015-2016.

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

U. It is recommended that the Personnel Commission approve on line subscription for Verizon for iPad users. The cost is \$900.00 for fiscal year 2015-2016.

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

V. The commission will consider approving minutes for May 28, 2015.

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

W. The commission will consider approving minutes for June 3, 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 #15-1004


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

Adjournment

The commission adjourned the meeting at _____.

Exam #	15-054	Exam Title		AFFIRMATIVE ACTION OFFICER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	6/16/2015	7/8/16	5	3	45	12

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

7/2/2015
 Date

Exam #	15-055	Exam Title		ASST. INFORMATION TECHNOLOGY DIRECTOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	6/16/2015	7/8/16	24	6	65	28

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

7/2/2015
 Date

Exam #	15-056	Exam Title		ASST. MAINTENANCE & OPERATIONS DIRECTOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	6/16/2015	7/8/16	4	3	33	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 Director

7/2/2015
 Date

Exam #	15-027	Exam Title				
Posting Dates		BUILDING PLANS AND RECORDS SUPERVISOR				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
3/9/2015	3/29/2015	7/8/16	2	2	12	4

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

7/2/2015
 Date

Exam #	15-059	Exam Title		BUYER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	6/16/2015	7/8/16	3	3	93	9

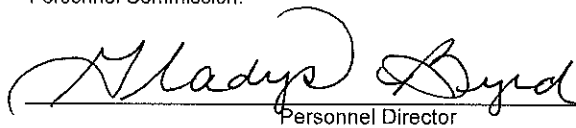
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

6/30/2015
 Date

Exam #	15-068	Exam Title		CAFETERIA WORKER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/28/2015	6/23/2015	1/8/16	31	11	221	56

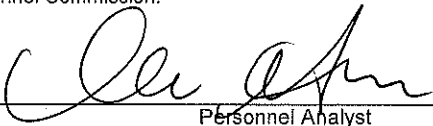
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

7/1/2015
 Date

Exam #	15-047	Exam Title		COMPUTER SPECIALIST I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/22/2015	5/19/2015	7/8/16	37	18	167	50

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

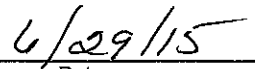
6/26/2015

Date

Exam #	15-048	Exam Title				
Posting Dates		COMPUTER SPECIALIST II				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
4/22/2015	5/19/2015	7/8/16	30	17	89	42

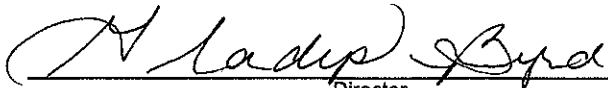
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


Director


Date

Exam #	15-049	Exam Title				
Posting Dates		COMPUTER SPECIALIST III				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
4/22/2015	5/19/2015	7/8/16	13	10	76	42

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 Date

Exam #	14-089	Exam Title		EDUCATION INTERPRETER III		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/12/2014	7/2/2015	7/8/16	1	1	15	1

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

7/2/2015
 Date

Exam #	15-039	Exam Title		Equipment Operator		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/6/2015	4/26/2015	7/8/16	2	2	20	4


I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 8, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

6/5/2015
 Date

Exam #	15-060	Exam Title		FOOD WORKER TRAINEE		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/20/2015	6/16/2015	1/8/16	58	9	138	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.


6/30/15
 Director Date

Exam #	15-050	Exam Title		INSTRUCTIONAL AIDE		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/6/2015	6/2/2015	7/8/16	90	14	295	180

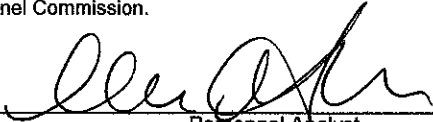
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

6/30/2015
 Date

Exam #	15-030	Exam Title				
Posting Dates		NUTRITION SERVICES BUSINESS MANAGER				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
3/9/2015	3/29/2015	7/8/15	2	2	12	2

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 Analyst

6/11/2015

Date

Exam #	15-045	Exam Title		PAINTER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/15/2015	6/2/2015	7/8/16	7	6	80	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.


Director

6/30/15
Date

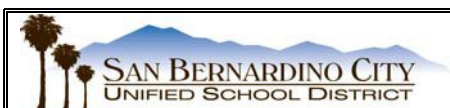
Exam #	15-043	Exam Title		School Police Officer		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/6/2015	4/26/2015	7/1/16	8	5	46	19

7/8/16

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

6/2/2015
 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0538	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		

NT NETWORK SPECIALIST

DEFINITION JOB SUMMARY:

To design, install, and maintain local area networks in a Windows TCP/IP environment in support of the District technology program; provide technical support and management for District LANS; and support Internet, District databases, Windows NT applications, Exchange access.

SUPERVISION:

Receives general supervision from Director Information of Technology. Technical/functional is provided by others in department, as needed.

Provides technical assistance to the various levels of computer specialist.

ESSENTIAL JOB FUNCTIONS:

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

- Supports all Windows network software issues within the District.
- Sets up, configures, and troubleshoots network workstations and servers.
- Provides assistance to school sites in designing Local Area Network (LAN) systems, installing servers and training server administrators.
- Establishes and maintains records of network configuration parameters.
- Monitors LAN performance and makes recommendations to alleviate any difficulties encountered.
- Identifies failing network electronics and coordinates their repair or replacement.
- Evaluates utilization of local area networking systems and recommends changes or improvement where necessary.
- Coordinates all installation and troubleshooting with the WAN specialist in the Technology Department.
- Serves as advisor to District administrators and WAN specialist on matters pertaining to local area networking.
- Provides input on the use of new technologies which may enhance LAN systems.
- Provides input to Building Services personnel in the planning and installation of electrical and data wiring relating to networks.
- Assists in the development of user manuals or instruction sheets.
- Provides site Computer Specialists with direct and indirect training on the use of LAN systems.
- Implements district-wide antivirus plan.
- Serves as the primary point of contact for contract services in reference to support of school site LAN systems as well as computing hardware connected to these networks.
- Uses personal transportation for District travel.
- Able to adjust normal working schedules to perform duties when required.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Management and administration of Windows networks.
- Internet protocols.
- Ethernet network principles.
- Maintenance, operation, and troubleshooting of LAN equipment such as routers, hubs, and switches.

- Microcomputer operating systems (Windows, Mac).
- Setup, configuration, and troubleshooting of computers on local area networks.
- Mobile device support
- Plan and supervise the operation of over 70 local area networks.
- Analyze network performance data and make recommendations.
- Operate Apple and Windows computers and related equipment.
- Setup system software for Microsoft servers.
- Troubleshoot Windows server problems.
- Evaluate new products and wiring proposals and report the positives and negatives.
- Communicate effectively, both orally and in writing, to nontechnical as well as technical staff.
- Use computer office automation programs (word processing, data base, spreadsheet, and graphics).
- Prepare clear, concise written reports and maintain records.
- Learn/apply policies, procedures, and standards.
- Perform network troubleshooting.
- Understand, interpret, and apply technical operating manuals, instructions and program documentation.
- Install and troubleshoot network workstations and peripherals.
- Utilize internet technical support resources.
- Analyze situations carefully and adopt effective courses of action.
- Interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.

EXPERIENCE AND EDUCATION/TRAINING

Two years of fulltime paid experience planning, designing, and administering computer networks in a computer network environment;

AND

High school graduation or the equivalent.

(Substitution: Microsoft Certified System Engineer (MCSE) certificate or thirty semester units of college-level coursework in computer science, programming, information systems, networking, or telecommunications.

LICENSES/CERTIFICATES/REGISTRATIONS

A valid California driver's license and auto liability insurance.*

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

WORKING ENVIRONMENT:

Indoor office environment.

PHYSICAL LEVEL 1: MINIMAL

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 weighing up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, 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 REQUIREMENT:

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:	0578	Work Year:	12 months	Salary Range:	42
Job Family:	Warehousing and Related			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	Data Processing Operations		

MAINFRAME OPERATIONS SCHEDULER OPERATIONS TECHNICIAN

DEFINITION: JOB SUMMARY:

To schedule and prioritize and process production in the Information Technology network environment, and to coordinate schedules and output with other departments and school sites. ~~mainframe computer operations production in the Management Information Services Department, test and backup jobs for computer operators and programming staff; and to coordinate schedules and output with other departments and school sites.~~

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Computer Operations Supervisor and the Assistant Director.
Exercises no supervision.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- ~~Establish mainframe computer operation~~
- Establish network based applications schedules and processes, and evaluates production run status frequently to determine actual and potential slippage in schedules.
- Schedules and evaluates day and evening production run status frequently to determine actual and potential slippage in schedules.
- Receives and reads requests for service to determine type of service requested.
- Prioritizes jobs to maximize efficiency of network resource and production. ~~computer and computer operator time.~~
- Analyzes production procedures and develops improved methods.
- Examines problems occurring during production and initiates corrective action within operations or with users.
- Deals with users to adjust data flow or output schedules based on user and production requirements.
- Reviews new or modified applications submitted for production for completeness and adherence to procedural and documentation standards.
- Coordinates new procedures between programming, operations and users.
- Develops and maintains an annual calendar based on user and department deadlines and input.
- Responds to requests for information and assistance.
- ~~Provides information related to WAN applications and performs COBOL programming as needed.~~
- ~~Assists computer operators in decollating, bursting, sorting and printing documents and reports.~~
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of general data processing methods and procedures and related work operations.
- Knowledge of network based applications processes.
- Knowledge of scheduling execution of various network based applications.
- ~~Knowledge of data processing line flow for various jobs and the time requirements involved for various stages of the job procedures.~~
- ~~Knowledge of mainframe computer job control language and COBOL.~~
- ~~Knowledge of mainframe computer scheduling methods and techniques.~~
- Knowledge of computer programming principles and practices.
- Knowledge of computer operations and data management.
- ~~Knowledge of computer/management information science.~~
- Ability to analyze and project application requirements for network based computer processing.
- Ability to maintain records and prepare written reports.
- Ability to coordinate data processing operations with other departments and employees.
- Ability to solve a wide variety of computer scheduling related problems.
- Ability to understand and carry out oral and written directions.
- Ability to communicate orally and in writing.
- Ability to develop cooperative work relations with others.
- Ability to perform efficient scheduling of network based applications for optimum network resource usage mainframe computer scheduling

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

An appropriate, valid California driver's license.

EXPERIENCE, EDUCATION, AND TRAINING: (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination.

~~Any combination of fulltime paid mainframe computer operations or computer operations scheduling experience in an IBM midrange or mainframe environment, totaling two years.~~

~~Any combination of fulltime paid computer operations and scheduling in a network environment.~~

Two years full time paid experience which involves working with network servers and other network equipment, within the last four (4) years. totaling two years

AND

Twelve (12) semester units (or the equivalent) of college or professional school courses in computer/information management science or a closely related field. ~~which has included COBOL.~~

~~(Substitution: Additional experience in excess of the required two years may be substituted for a maximum of six semester units of courses, on the basis of two months experience for one semester unit.)~~

AND

High school graduation or the equivalent.

WORKING ENVIRONMENT:

Indoor office environment.

SPECIAL REQUIREMENTS:

There are no special requirements for this classification.

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

WIDE AREA NETWORK SPECIALIST COMPUTER SPECIALIST V

DEFINITION: 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.

EXAMPLES OF DUTIES: 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 ~~mainframe~~ 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.
- ~~Writes and prepares documentation of network system software.~~
- 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.
- ~~Uses personal transportation for travel throughout District.~~
- Performs job related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- WAN implementation in Windows Server Environment. ~~of Novell Networks and Novell NetWare 3.x and 4.x.~~
- WAN/Internet connectivity issues.
- 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. ~~Novell NetWare servers.~~
- 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.
- ~~Organize, plan, and control work and projects involving a multiplicity of components and staff to achieve desired goals and objects.~~
- 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) ~~7~~ years of experience managing an the ins and outs of Active Directory and as well as 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.

~~Five (5) years of fulltime paid experience planning, designing, and administering computer networks in a large (i.e., 20 or more servers) Novell electronic network environment.~~

AND

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

~~Thirty semester (45) quarter) units of completed college course work in computer science, programming, information systems, data processing, or a very closely related field of computers.~~

~~(Substitution: MCSE or CCNA may be substituted for fifteen semester units of the required college course work)~~

AND

~~High school graduation or the equivalent.~~

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

An appropriate, valid California driver's license 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 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:	Work Year:	12 months	Salary Range:
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.

EMPLOYMENT STANDARDS:**KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- To demonstrate principles and practices of project management and team leadership.
- Strong background of Apple and PC environments.
- Relentless passion for frugality and out-of-the-box engineering.
- Thorough knowledge of the characteristics, capabilities, and limitations of various personal computer hardware, software and associated peripherals.
- Coordination, administration, operation of a client support help desk application.
- Comprehensive understanding of workstation environments and servers.
- Enterprise network server implementation, operation, troubleshooting and support.
- Understanding of networking technologies and standard internet protocols (Ethernet, ARP, IP, ICMP, UDP, TCP, SSL, DNS, HTTP, etc.)
- Able to troubleshoot wide area networking and local area networking problems.
- Extensive knowledge in Windows operating systems, current version as well as older versions still supported by Microsoft.
- Comprehensive knowledge of multiple Internet browsers and their functionality.
- Wireless network concepts, configuration, and troubleshooting.
- Troubleshooting and resolution of problems involving all computing peripherals.
- Diagnose and resolve advanced hardware, software, and network connectivity issues.
- Independently coordinate all support activities for onsite problem resolution.
- Demonstrate to provide research and analysis on technology alternatives.
- Demonstrate to conduct extensive research to accurately implement systems as well as troubleshooting existing systems issues.
- Work leading others in a team environment that specializes in customer service.
- Communicate effectively orally and in writing in the English language.
- Interact with others with courtesy and respect.
- Understand and follow oral and written instructions, work rules, regulations, and procedures.
- Have excellent Organizational Skills.
- Handle periodic on-call duty.
- Oversee server operations and lead a team of support technicians.
- Have strong judgment and instincts.
- Focused, prioritize and work autonomously in a complex, fast-paced environment.
- Software and hardware virtualization technologies including hypervisors.
- High speed networking technology at both the HW and operating system / driver SW levels.
- Operational knowledge of common enterprise switching and routing platforms.

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

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

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.

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:

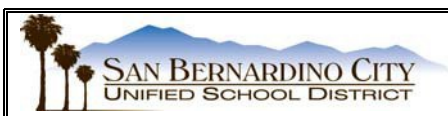
Indoor office environment.

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																				
<table border="0" style="width: 100%;"> <tr> <th colspan="4" style="text-align: center;">Classification Specification</th> </tr> <tr> <td>Job Code:</td> <td>0742</td> <td>Work Year:</td> <td>12 months</td> </tr> <tr> <td>Job Family:</td> <td>Fiscal Services</td> <td>Salary Range:</td> <td>48</td> </tr> <tr> <td>FLSA Status:</td> <td>Non-Exempt</td> <td>HR/Day:</td> <td>8</td> </tr> <tr> <td colspan="2"></td> <td>EEOC Occupational Group:</td> <td>03 – Fiscal Services</td> </tr> </table>		Classification Specification				Job Code:	0742	Work Year:	12 months	Job Family:	Fiscal Services	Salary Range:	48	FLSA Status:	Non-Exempt	HR/Day:	8			EEOC Occupational Group:	03 – Fiscal Services
Classification Specification																					
Job Code:	0742	Work Year:	12 months																		
Job Family:	Fiscal Services	Salary Range:	48																		
FLSA Status:	Non-Exempt	HR/Day:	8																		
		EEOC Occupational Group:	03 – Fiscal Services																		
ACCOUNTANT																					

DEFINITION JOB SUMMARY:

Performs professional accounting duties and prepares financial statements and reports; gathers appropriate financial records, analyzes and evaluates these records and files required reports with pertinent governmental agencies; and provides a variety of complex assistance in support of the District business management program.

SUPERVISION RECEIVED AND EXERCISED SUPERVISION:

Receives general supervision from Accounting Services Director.

Provides ~~gives~~ work instructions to technical and/or office support staff.

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

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

- Analyzes financial and statistical data and prepares a variety of detailed statistical, narrative and financial statements or reports.
- Provides guidance and assistance to departments on budgeting and accounting plans and procedures relative to State school building projects, general obligation bond and other capital expenditures.
- Recommends and assists in the implementation of new or revised accounting systems and accounting control procedures.
- Oversees day-to-day operations and staff in the general accounting area.
- Collects appropriate data and prepares federal, state, and local reports.
- Processes financial claims and transactions.
- Uses personal transportation for travel to sites where attendance is required.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Techniques, practices, and principles of governmental and cost accounting and budgeting.
- Principles and techniques of auditing.
- Basic financial analysis and research procedures.
- ~~Desktop computer~~ Data operations processing methods and applicable business-related software programs.
- Applicable federal, state and local laws, regulations and procedures
- Establish and maintain fiscal records and procedures.
- Understand and apply the principles, laws and procedures related to accounting.
- Prepare clear and concise statistical, fiscal and narrative reports.
- Establish and meet deadlines.
- Perform complex accounting work with speed and accuracy.
- Compile and maintain accurate records and reports.
- Collect, analyze, organize, and interpret complex data.
- Serve as lead technical worker in a small work unit.
- Use computers and business related computer software programs in job performance.
- Communicate effectively orally and in writing.
- Interact with others with courtesy and respect.
- Understand and follow oral and written instruction, work rules, regulations and procedures.
- Accept supervision and constructive criticism.
- Appear for work on time

EXPERIENCE AND EDUCATION/TRAINING (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on July 28, 1999.)

1. Two (2) years of fulltime paid ~~professional~~ accounting experience in the public or private sector

AND

~~Bachelor's degree in accounting or a closely related field of business or public administration from an accredited college or university.~~

OR

~~2. Four (4) years of paid fulltime technical accounting and budgeting experience in the central business office of a school district or county office of education.~~

AND

Sixty (60) semester units of college course work which includes at least thirty (30) semester units of accounting and business subjects.

AND

High school graduation or the equivalent

Licenses/Certificates/Registrations

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

SPECIAL REQUIREMENT

Personal transportation for travel to sites where attendance is required**.

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

WORKING ENVIRONMENT:

Indoor office environment.

PHYSICAL LEVEL 1: MINIMAL

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 weighing up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, 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.

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:	0439 / 0550	Work Year:	9 Months	Salary Range:	32
Job Family:	Instructional Assistance			HR/Day:	6
FLSA Status:	Non-Exempt	EEOC Occupational Group:	2 Educational Services		

EDUCATION ASSISTANT III SEVERE IMPAIRMENTS / BILINGUAL EDUCATION ASSISTANT III SEVERE IMPAIRMENTS

DEFINITION: JOB SUMMARY

To assist members of certificated staff in the care and instruction of students enrolled in the District special education program, with severe physical and/or mental impairments in the functional life skill curriculum.

SUPERVISION RECEIVED AND EXERCISED: SUPERVISION

Receives general supervision from a Resource Specialist; Exercises no supervision.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Assists students being taught manual tasks, daily living and vocational skills, arts and crafts, identification of shapes, colors, and objects, and other curriculum items at one or more school sites and as part of mainstreaming with regular education students.
- Utilizes a variety of devices, equipment and related items as part of the daily program of activities.
- Takes students on community field trips to stores, eating establishments, etc., within walking distance or via public transportation.
- Assists teacher and others in maintaining an orderly environment, reporting maintenance needs, making instructional material available.
- Provides physical assistance to students getting off and on buses and other vehicles, wheelchairs and other transportation devices used in and around school rooms, cots, toilets, etc.
- Moves students on wheelchairs from place to place.
- Lifts and carries students as required.
- Changes clothing worn by students and diapers as required.
- Assists students in their toileting needs.
- Feeds students unable to feed themselves and assists other with greater capability.
- Supervises students at recess and at lunch and responding to emergencies of various kinds.
- May provide supervision of student onboard buses.
- Assist in meal preparation and cleanup of tables, floors, and dishes, and operate kitchen appliances.
- Operate clothes washer/dryer.
- Escort students to/from restroom and may assist in restraining students attempting to harm themselves or others.
- Performs job related duties are necessary to assure the health and safety of the students.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

None

EMPLOYMENT STANDARDS:

KNOWLEDGE OF

- Methods, materials, and equipment used in the instruction and care of persons with severe physical or mental impairments.
- Methods, materials, and equipment used in reinforcing functional curriculum instructions, i.e. life skills.
- The subjects taught in elementary, middle, and high school.

ABILITY TO:

- Demonstrate proficiency and competence in subjects to be tutored.
- Tutor handicapped students to remedy academic deficiencies.
- Assist students in meeting the goals and objectives of the Individual Educational Plan.

Job Description for Education Assistant III (SI)/Bilingual Education Assistant III (SI)

Approved by Personnel Commission 9/3/08; Rev. 11/17/11; Rev. 10/01/2014; 07/08/2015

SBCUSD PC AGENDA 07/08/2015

- Plan and organize the details of the work.
- Relate to and work with handicapped children demonstrating bizarre behavior.
- Keep complete and accurate records.
- Work effectively in the absence of supervision.
- Deal with and correct student behavior.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively, both orally and in writing.
- Learn and apply District procedures.

EXPERIENCE, EDUCATION AND TRAINING:

Six months of paid or unpaid experience performing duties assisting persons with severe disabilities. These duties should include instruction on basic life skills, giving personal care such as: diapering and assistance during toileting, community activities and outings, and moving an individual who has physical disabilities.

-AND-

High school graduation or the equivalent.

• ~~Completion of at least 48 semester units at the college level~~

OR

• ~~Possession of an Associate's or higher level degree,~~

OR

• ~~No Child Left Behind (NCLB) compliant.~~

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

An appropriate, valid California driver's license.

WORKING ENVIRONMENT:

Experience in classroom or other learning environment.

PHYSICAL ABILITIES: Hear and speak clearly and distinctly to provide assistance and information related to classroom assignments; see to monitor student conduct during learning activities; manipulate hands and fingers to operate audio-visual, duplicating and educational training equipment; bend at the waist, stoop and kneel to assist students; and stand and walk for extended periods of time.

PHYSICAL LEVEL 3: SUBSTANTIAL

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

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 100 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.

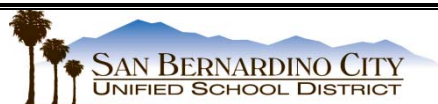
AMERICANS WITH DISABILITIES ACT Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation.

SPECIAL REQUIREMENT

Certain positions in this classification require more than average strength and stamina to lift, carry and maneuver, and otherwise service student with severe mobility impairment and who are adults in age and size.

APPOINTMENT:

An employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	1069	Work Year:		Salary Range:	45
Job Family:	Fiscal			HR/Day:	
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:		Management	

PAYROLL SUPERVISOR

DEFENITION JOB SUMMARY:

Plans, organizes, participates, and supervises in the accounting activities related to payroll.

Ensures payroll systems and activities comply with applicable rules, laws, codes, regulations and labor agreements.

SUPERVISION RECEIVED AND EXERCISED: SUPERVISION:

Reports to and receives direction from the Accounting Services Director.

Exercises technical and functional supervision over payroll staff.

EXAMPLES OF DUTIES ESSENTIAL JOB FUNCTIONS:

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

- Provide assistance to Accounting Services Director
- Reviews, develops, and recommends adoption and/or revision of procedures and practices related to the processing of payroll.
- Supervises and evaluates Payroll staff.
- Interprets and applies regulations on withholding procedure.
- Files and reconciles wage garnishments and PERS and STRS monthly contributions.
- Coordinates and controls the flow of paperwork; timely response to payroll related inquiries such as employment verifications, subpoena of payroll records, and maintenance of up-to-date payroll records.
- Signs and approves the District's payroll prelists transmitted to County Schools Claims Division for payment.
- Assists in year-end closing and in the preparation of analytical studies, surveys, and reports.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Clerical, fiscal, and budgetary practices and techniques.
- Principles, practices, and techniques of generally accepted accounting and auditing functions.
- Principles and practices of payroll, including applicable laws, rules and regulations governing payroll taxes, tax shelters or deferrals and voluntary payroll deductions.
- Proper processing and disbursement of checks.
- Electronic Data Processing (EDP) systems and procedures.
- Communicate effectively, both orally and in writing.
- Recommend and implement changes and enhancements to existing systems in a timely manner and formulate solutions to problems.
- Principles and practices of supervision and training.
- Analyze situations carefully and adopt effective courses of action.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Job Description: Payroll Supervisor

Personnel Commission Rev, 03/30/2006; 07/08/2015

Page 1

- Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION/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.)

Five years paid experience of increasingly responsible payroll experience including three years supervisory.

Five (5) years of fulltime paid experience in accounting, payroll processing, or payroll accounting.

-AND-

Three (3) years of lead or supervisory experience.

-AND-

Thirty (30) semester units of coursework, which shall include business-related courses, from an accredited college or university in accounting, finance or closely related field.

-AND-

High School graduation or the equivalent.

~~High school graduation, from an accredited high school, or an acceptable equivalent supplemented by additional specialized training or college level course work in accounting, bookkeeping, or a closely related field.~~

Licenses/Certificates/Registrations:

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

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

WORKING ENVIRONMENT:

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

PHYSICAL LEVEL 3: MODERATE:

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

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

APPOINTMENT:

Persons appointed to this position are subject to a probationary period of one (1) year, in accordance with Education Code 45301.

TO: Members of the Personnel Commission

FROM: Commission Staff

DATE: June 23, 2015

SUBJECT: **Reclassification of Attendance Verifier to Attendance Assistant**

BACKGROUND:

Incumbents in the position of Attendance Verifier assist in student attendance cases and serve as liaisons between schools and homes. The job duties include, but are not limited to, the following:

- Obtains information concerning the reasons for pupil absences from school through telephone contacts, home visits and letters.
- Serves as liaison between schools and home, particularly in terms of interpreting laws pertaining to school attendance.
- Attends weekly and monthly meetings related to student attendance.
- Assists in helping school personnel understand community problems and attitudes.
- Assists other public agencies in performing truancy sweeps.
- Provides assistance and services to families such as transportation for students and parents to and from school and other agencies for attendance related appointments.
- Prepares a variety of lists, letters and records related to student attendance.
- As directed, assists in attendance office clerical procedures such as filing, processing absence slips and taking telephone calls.
- May be assigned to work in more than one location.

Incumbents in the position of Attendance Assistant are responsible for duties involving recording and reporting daily and permanent student attendance. The job duties include, but are not limited to, the following:

- Maintains official records of attendance for elementary school students.
- Compiles daily master absence list from attendance information supplied by teachers.
- Enters attendance information to student records on computer system.
- Calls, assists with calls to parents, and makes home visits to determine reasons for student absences.
- Inputs data and extracts reports from a computer database.
- Notifies proper authority of student truancy problems and concerns.
- Keeps up-to-date files of all students and current school enrollment figures.
- Compiles and prepares monthly attendance report.

- Prepares semi-annual, annual and special attendance reports as required.
- Informs school authority of student attendance problems.
- Produces student attendance reports in accordance with policies, regulations, and guidelines.
- As directed by site administrator, refers students with chronic non-attendance to Youth Services Department.
- Enrolls new students after verifying attendance eligibility.
- Prepares required records to enroll or drop students from school.
- Assists and provides direction to other employees, as required.
- Uses personal automobile for job-related transportation.

FINDINGS:

Commission staff surveyed several attendance positions at various school sites. While discussing job duties and responsibilities the commission staff has come to the conclusion that the Attendance Verifiers, with the exception of the Attendance Verifiers under the Youth Services Department perform the same job functions of that of an Attendance Assistant. The consensus among the attendance verifiers at the schools sites was that they maintain official records of student attendance. They spend majority of the day logging attendance information into student records. They prepare weekly and monthly reports.

The Attendance Verifiers under the department of Youth Services conduct home visits. They serve as liaisons between schools and homes. At times they provide assistance and services to families such as transportation for students and parents to and from school for attendance related appointments.

RECOMMENDATION:

The essential duties of the incumbents in the Attendance Verifier positions are reflective to the essential functions of that of the Attendance Assistant positions. After review of the job duties in both classifications, it is recommended that the Personnel Commission reclassify the position of Attendance Verifier to Attendance Assistant effective July 9, 2015. Staff conferred with the District and CSEA and concluded that all incumbents, including those currently assigned to Youth Services be reclassified as Attendance Assistants. This is based on the fact that incumbents have been reassigned from school sites to Youth Services vacancies due to budgetary reasons.

From:

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Attendance Verifier	30A	13.54	14.09	14.65	15.24	15.85	16.48

To:

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Attendance Assistant	33	14.93	15.54	16.16	16.81	17.47	18.18

REFERENCE PC RULE:

- 3.15.1 For purposes of this rule, upward reclassification is defined as the reallocation by the Personnel Commission of a position from one classification to another with a higher salary range, based on a consideration of the current duties/responsibilities of the position. Studies of positions or classifications, which result in a revised salary relationship involving all the positions in a classification, regardless of whether the classification remains in its job family, and the updating of any aspect of a class specification for currency, shall not be deemed upward reclassifications.
- 3.15.1.1 When all the positions in a class are reclassified upward, those incumbents with two (2) or more years of service in the class may be reclassified with the positions.
- 3.15.1.2 When a portion of the positions in a class are reclassified upward, those incumbents with two (2) or more years of continued service in one or more of the positions being reclassified may be reclassified with their positions.
- 3.15.1.3 For an employee to be reclassified upward with his/her position the classification must have been occasioned by a gradual and substantial accretion of duties and not by a sudden change resulting from a reorganization or the assignment of completely new duties and responsibilities. The Commission shall decide at the time the reclassification occurs to whether the reclassification meets this rule.



TO: **Members of the Personnel Commission**

FROM: **Gladys Byrd
Personnel Commission Director**

DATE: **June 17, 2015**

SUBJECT: **Reclassification Request**

BACKGROUND:

Ms. Maria Stephens has been a dedicated employee with the San Bernardino City Unified School District since January 4, 2005. On March 4, 2015, the Personnel Commission received a formal request from Ms. Stevens for a job studies review for the purpose of reclassification. Ms. Stephens submitted a detailed "Classified Position Description Questionnaire describing her duties as a **Communications Officer**. She is the only incumbent that holds a position in the classification.

BASIS FOR RECOMMENDATION:

Ms. Stephens is responsible for a number of duties involving writing and editing internal and external newsletter and bulletins, creating annual reports to parent, and providing news releases regarding the District activities. She is responsible for planning District event, such as annual management conferences and the Gathering for Excellence. In the absence of her supervisor, Ms. Linda Bardere, Communications/Community Relations Director, Ms. Stephens attends Board meetings and represents the District in various community functions.

Ms. Bardere, states the position is in the correct job classification. However, she believes there is a lack of equality as it pertains to pay based on the duties and responsibilities of the position.

A Communications Officer position requires at least three (3) years of paid public or private sector experience performing a variety of professional level duties in journalism, public relations, marketing, or advertising. It also requires a bachelor's degree with course work in public relations, journalism, marketing, advertising, or communications. One hundred twenty (120) semester units may be substitute for the required degree provided that at least twenty-one (21) units are in journalism, public relations, marketing, or advertising. Ms. Stephen does not possess a bachelor's degree; however, she met the education requirement by possessing the required semester units, of which at least 21 were gained through coursework in the specialized classes. The most recent job description was adopted in October, 1999.

As of June 15, 2015, salary rates for officer positions in the District were as follows:

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Accounts Payable Officer	45	307.61	322.99	339.14	356.10	373.9
Affirmative Action Officer	64	408.18	428.59	450.02	472.52	496.15
Budget Officer	45	307.61	322.99	339.14	356.10	373.9
Communications Officer	41	289.83	304.32	319.53	335.51	352.28
District Parent/Family Involvement Officer	45	307.61	322.99	339.14	356.10	373.90

Environmental Compliance						
Safety Officer	45	307.61	322.99	339.14	356.10	373.90
Facilities Officer	46	312.22	327.84	344.23	361.44	379.51
Human Resource Officer I	40	285.54	299.82	314.81	330.55	347.08
Human Resource Officer II	46	312.22	327.84	344.23	361.44	379.51
Payroll Officer	45	307.61	322.99	339.14	356.10	373.90
Training Officer	51	336.35	353.17	370.83	389.37	408.84
Training/Human Resources Officer	46	312.22	327.84	344.23	361.44	379.51

RECOMMENDATION:

The duties and responsibilities of the incumbent in the Communications Officer position are reflective to the essential functions as indicated on the current job specification. Staff does not recommend a reclassification.

Staff recommends that the position be **reallocated** to a higher range on the management salary schedule, based on the required training and experience requirement and the high level of responsibility required. The median salary range for classifications designated as Officers in the District is range 45. It is the recommendation of the staff that the Communications Officer classification be reallocated from management salary range 41 to management salary range 46.

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Communications Officer	41	289.83	304.32	319.53	335.51	352.28

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Communications Officer	46	312.22	327.84	344.23	361.44	379.51

[PRODUCTS](#)[CUSTOMERS](#)[ABOUT](#)[SIGN IN](#)[REQUEST DEMO](#)

2015 User Conference

connect & learn with the NEOGOV community

[Customers](#)[Testimonials](#)[Case Studies](#)[User Conference](#)

NEOGOV invites you to join us in Las Vegas, Nevada on October 15th-16th, 2015 for our 14th annual user conference at the Monte Carlo Resort. Pre-conference training will take place on October 14th.

Sessions for 2015 will be demonstrated by NEOGOV staff. Learn best practices from other organizations and network with fellow HR professionals from all across the country.

2015 Conference Sessions will feature:

- Roadmap for all NEOGOV products
- New NEOGOV Community
- New Career Pages
- Maximize the latest Insight enhancements
- System Administration
- Testing/Online Tests
- Reports – Hiring Metrics
- Managing Eligible/Referral Lists
- Salary Study
- Performance Evaluation
- Onboarding New Hires/Employee Engagement
- Implementing Change in Hiring Departments
- Conducting Background Checks
- Search Committees/SMEs, Police/Fire recruiting
- Strategic Roundtable discussions on HR topics/challenges
- Speed Consulting

[Preliminary Conference Session Topics](#)[Why Las Vegas?](#)

Event Pricing

BEFORE AUGUST 15TH

Two-day Conference: \$399

Training and Conference package: \$799

AFTER AUGUST 15TH

Two-day Conference: \$449

Training and Conference package: \$949

GROUP DISCOUNT

\$50 conference registration discount per attendee when two or more individuals from the same organization register.

Register for Conference

Hotel Reservation

Monte Carlo Resort is offering a group discounted room rate of \$77 per night. This rate does not include taxes. Please note that this special rate is available for a limited number of rooms and only for reservations made by 9/7/15.

To book by phone, please call 800-311-8999 and use the code XNEOGOV15.

Pre-Conference Training Wednesday, October 14th, 2015

14th Annual

NEOGOV[®]

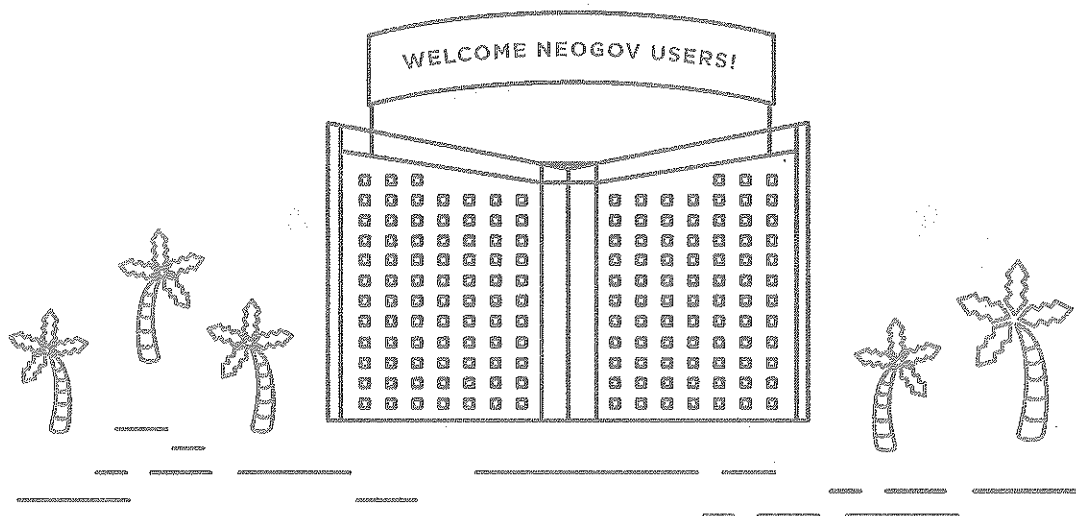
Training Conference

**MONTE CARLO RESORT
& CASINO BALLROOMS**

WEDNESDAY

OCTOBER 14, 2015

8:30AM — 4:30PM



2015 Pre-Conference Training Options

These are NEOGOV led sessions to demonstrate product functionality and discuss best practices for using the products. Attendees will also share information with other users on how they use the products within their organization.

These training sessions are NOT hands-on training sessions with computers. Computers will not be needed. These training sessions will be held at the Monte Carlo Resort & Casino Ballrooms.

When you register online, you will select only ONE day-long session to attend from the following four options.

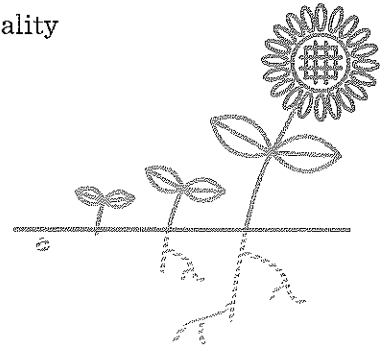
OPTION A

Insight Recruitment Life Cycle

Audience: All users.

Description: This session provides a full overview of the Insight functionality

- Creating Requisitions
- Assigning Requisitions to Recruiters
- Creating Exam Plans & Evaluation Steps
- Creating Job Postings & Supplemental Questions
- Processing Applicants through the Evaluation Steps
- Placing applicants on the Eligible List
- Referring Applicants to Hiring Managers (and Subject Matter Experts)
- Hiring Manager review and action on the Referred List
- Utilization of Standard Reports



OPTION B

Insight System Administration and Best Practices

Audience: Users with knowledge of and experience with Insight Enterprise fundamentals.

Description: This advanced session will cover System Admin configurations and best practices for successful system optimization.

System Administrator

- HR User Security
- OHC Security
- Department Approval Groups
- Custom Form Fields
- System Default Settings
- Configuration Settings
- Application Fields
- Application Templates
- Panel Templates

Insight Best Practices

- Utilizing Candidate Master Profile
- Applicant Status
- Application Attachments
- Identifying Duplicate Records and Merging Master Profile Records
- Barring Applicants from Applying
- Custom fields
- Application Template functionality
- Agency-Wide Questions
- Evaluation Steps Template
- Copying Job Postings
- Eligible List Management (managing, merging, etc.)
- Referred Lists
- Archiving Records
- Online Personnel Action Processing
- Online Hiring Center Notices

OPTION C:

Insight Advanced Topics

Audience: Users with knowledge of and experience with Insight Enterprise fundamentals.

Description: Advanced session focuses on automating minimum qualifications screening through the use of Scoring Plans as well as supplemental questions best practices, Advanced Filtering, Ad Hoc Reports and Testing Components.

Auto-Scoring

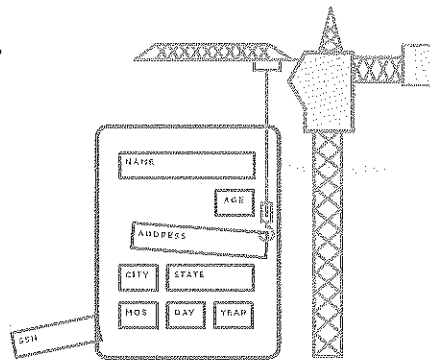
- Minimum Qualification screening only
- Combination screening of Minimum Qualifications and scoring Desirable Qualifications
- Equivalent Minimum Qualification Screening

Advanced Filters and the Ad Hoc Report Builder

- Complex filters throughout exam plan evaluation steps and eligible lists
- Ad hoc report builder functionality, including scheduling, filtering/sorting, and exporting

Testing Components

- Written Exams
- Performance Exams
- Oral Exams
- Scantron score uploads
- Self-Scheduling



OPTION D

Performance Evaluations (Perform)

Audience: All PE users.

Description: This session is geared toward Perform (PE) users. It will cover an overview of the PE system from initial HR configuration through the entire evaluation process and best practices for all users.

- Initial setup of the PE system (HR Role)
- Creating a Performance Evaluation (initiating an evaluation as HR or Manager Role)
- Rating the Performance Evaluation as the Employee (self-evaluation - Employee Role)
- Rating the Performance Evaluation as the Manager (Manager Role)
- Approving a Performance Evaluation as the Approver (Approver Role)
- Best practice discussion for optimizing PE functionality

Why does NEOGOV choose Las Vegas, NV for its Annual Training Conference?



According to a recent Metropoll, Las Vegas ranks #1 for cost, convenience and choice.*

Lower Cost

Hotel and Convention costs in Las Vegas, NV are significantly lower than in other major metropolitan areas – allowing NEOGOV to charge a low overall conference fee year after year and pass that savings along to our customers:

- Average cost of flights on major carriers under \$200.00 round trip
- Excellent 5 star accommodations for under \$100.00 per night; over 60% savings over destinations like Chicago, Dallas, and Los Angeles

Better Choice

Las Vegas boasts the best selection of conference services in the world – allowing NEOGOV to find the best setting for its Annual Training Conference:

- Las Vegas hosts over 19,000 meetings annually
- Over 148,000 rooms allows NEOGOV to find excellent group deals

Greater Convenience

As a worldwide destination for both leisure and business, Las Vegas has built a world-class air and ground transportation system; making it one of the easiest places to get to and get around:

- Flights: Largest number of departures and direct service from destination across the country; over 900 flights per day
- Mass Transit: 4 miles and 10 minutes from airport to hotel
- Amenities are within walking distance – conference, training and food – eliminating the need for incremental car rental costs

**Source: © 2007 Metropoll XII*

www.neogov.com

NEOGOVTM
Expect more.SM

San Bernardino City Unified School District Purchasing Requisition

Receiving Information

Receiving Instructions :
Additional Instructions :

Item Information

Item Line Number	Quantity	Unit	Item Number	Description	Compliance Code	Unit Cost	Extended Cost*	Account Line Number
1	1	EA		CODESP MEMBERSHIP FOR FISCAL YEAR 2015-2016 COST IS \$1850.00 TEST LIBRARY AND INTERVIEW LIBRARY AND ON DEMAN WEBINARS AND OTHER PRODUCTS AND SERVICES FOR PERSONNEL COMMISSION.		1850.00	1850.00	All

Sub-Total** : 1850.00
Taxes : 0.00
Shipping & Handling : 0.00
Additional Charges : 0.00
Total Requisition Amount : 1850.00

* Extended Cost includes all discounts, taxes, shipping/handling & additional costs. ** Sub-Total includes all discounts.

Account Information

Account Line Number	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Amount Charged
1	01-0000-0-0000-7490-5300-842-071	1850.00

Total Amount Charged : 1850.00

Approval Information

User Name	Action	Action Date
Nersidalia Garcia	Requisition Sent for Approval (Personnel Commission - Director)	6/30/2015 10:42:48 AM
Gladys Byrd	Requisition Approved - Sent to Next Approver (Fiscal Services - Budget Analyst B3)	6/30/2015 5:08:32 PM

7/2/2015

Page 2

**San Bernardino City Unified School District
Purchasing Requisition**

Deitra Thomas	Requisition Approved - Sent to Next Approver (Purchasing Clerk 109)	7/1/2015 8:40:54 AM
---------------	---	---------------------

San Bernardino City Unified School District Purchasing Requisition

Requisition Type	: Vendor	: No
Requisition Number	: 651529	: 07/01/2015
Requestor's Position	: Secretary - Personnel Commission	: Nersidalia Garcia
Location	: Personnel Commission	
Room		
Description	: CSPCA 2015-2016 MEMBERSHIP SERVICES FOR PERSONNEL COMMISSION	: Not Applicable
		: Nersidalia Garcia
		: Membership Fees (109)

Vendor Information

Number	: 305120-01	Contact Name	:
Name	: CSPCA	Phone	: (805) 445-8610
Address 1	: 907 HINCKLEY LANE	Fax	: (000) 000-0000
Address 2	:	Pager	: (000) 000-0000
Address 3	:	E-mail	:
City, State, Zip	: FILLMORE, CA 93015-0000	Suggested Vendor/Chgs	:
Confirmation Code	:	Payment Terms	:
Bid	:	Contract	:

Additional Information
Special Instructions
Additional Instructions

Shipping Information

Ship To	: Warehouse	Contact	: Receiving
Address 1	: 871 North J Street	Phone	: (909) 388-6137
Address 2	:	Fax	: (000) 000-0000
Address 3	:		
City, State, Zip	: San Bernardino, CA 92411	Freight On Board	:
Ship Via	:		

Delivery Instructions : PO number MUST be visible on the exterior of each carton shipped. Warehouse receiving hours are 7:30 am to 3:00 pm.

Additional Information :

San Bernardino City Unified School District Purchasing Requisition

Receiving Information

Receiving Instructions :
Additional Instructions :

Item Information

Item Line Number	Quantity	Unit	Item Number	Description	Compliance Code	Unit Cost	Extended Cost*	Account Line Number
1	1	EA		CSPCA MEMBERSHIP SERVICES FOR 2015-2016 CALIFORNIA SCHOOL PERSONNEL COMMISSION ASSOCIATION MEMBERSHIP. TOTAL COST \$1,118.00 MAKE CHECKS PAYABLE TO JENNIE BATISTE 681 DANIEL DR. SANTA MARIA, CA 93454 jenniebatiste2@gmail.com (805) 714-6455		1118.00	1118.00	All

Sub-Total** : 1118.00
Taxes : 0.00
Shipping & Handling : 0.00
Additional Charges : 0.00
Total Requisition Amount : 1118.00

* Extended Cost includes all discounts, taxes, shipping/handling & additional costs. ** Sub-Total includes all discounts.

Account Information

Account Line Number	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Amount Charged
1	01-0000-0-0000-7490-5300-842-071	1118.00

Total Amount Charged : 1118.00

San Bernardino City Unified School District Purchasing Requisition

Requisition Type	Vendor
Requisition Number	651539
Requestor's Position	Secretary - Personnel Commission
Location	Personnel Commission
Room	
Description	WRIB MEMBERSHIP AGREEMENT CONTRACT 2015-2016
	Annual Requisition
	Requisition Date
	Requestor's Name
	Building/Department Entered By
	Type of Goods/Services
	No
	07/01/2015
	NERSIDALIA GARCIA
	Not Applicable
	Nersidalia Garcia
	Membership Fees (109)

Vendor Information

Number	Contact Name
Name	305156-03
Address 1	COUNTY OF SAN BERNARDINO
Address 2	HUMAN SERVICES DEPARTMENT
Address 3	WESTERN REGION ITEM BANK
City, State, Zip	157 W. FIFTH STREET 1ST FLOOR
	SAN BERNARDINO, CA 92415-0000
	Suggested Vendor/Chgs
	roy.trules@hr.sbcounty.gov

Confirmation Code

Bid

Additional Information

Special Instructions

Additional Instructions

Payment Terms

Contract

Shipping Information

Ship To	Warehouse
Address 1	871 North J Street
Address 2	
Address 3	
City, State, Zip	San Bernardino, CA 92411
Ship Via	
	Freight On Board
	Receiving
	(909) 388-6137
	(000) 000-0000

San Bernardino City Unified School District Purchasing Requisition

1	01-0000-0-0000-7490-5300-842-071	1700.00
---	----------------------------------	---------

Total Amount Charged : 1700.00

Approval Information

User Name	Action	Action Date
Nersidalia Garcia	Requisition Sent for Approval (Personnel Commission - Director)	6/30/2015 10:46:40 AM

San Bernardino City Unified School District Purchasing Requisition

Requisition Type	:	Vendor	:	No
Requisition Number	:	651536	:	07/01/2015
Requestor's Position	:	Secretary - Personnel Commission	:	NERSIDALIA GARCIA
Location	:	Personnel Commission	:	Not Applicable
Room	:		:	Nersidalia Garcia
Description	:	MAINTENANCE FOR BURTRONICS LANIER COPY MACHINE SD LANIER MP C6850	:	Maint Agrmt, Copier (108)
	:		:	Goods/Services

Vendor Information

Number	:	300305-01	Contact Name	:	
Name	:	BURTRONICS BUSINESS SYSTEMS	Phone	:	(909) 885-7576
Address 1	:	P. O. BOX 1170	Fax	:	(909) 885-7416
Address 2	:		Pager	:	(000) 000-0000
Address 3	:		E-mail	:	
City, State, Zip	:	SAN BERNARDINO, CA 92402-1170	Suggested Vendor/Chgs	:	

Confirmation Code	:		Payment Terms	:	
Bid	:		Contract	:	

Additional Information
Special Instructions
Additional Instructions

Shipping Information

Ship To	:	Warehouse	Contact	:	Receiving
Address 1	:	871 North J Street	Phone	:	(909) 388-6137
Address 2	:		Fax	:	(000) 000-0000
Address 3	:			:	
City, State, Zip	:	San Bernardino, CA 92411	Freight On Board	:	
Ship Via	:			:	

Delivery Instructions	:	PO number MUST be visible on the exterior of each carton shipped. Warehouse receiving hours are 7:30 am to 3:00 pm.
-----------------------	---	---

6/30/2015

San Bernardino City Unified School District Purchasing Requisition

Additional Information :

Receiving Information

Receiving Instructions :
Additional Instructions :

Item Information

Item Line Number	Quantity	Unit	Item Number	Description	Compliance Code	Unit Cost	Extended Cost*	Account Line Number
1	1	EA		MAINTENANCE AGREEMENT FOR BURTROINCS LANIER COPY MACHINE SD-LANIER MP C6502 SERIAL NUMBER E234C600214. MAINTENANCE WILL COVER COPY MACHINE BLACK AND WHITE AND COLOR TONER. ANY MAINTENANCE JOBS, STAPLES FOR PERSONNEL COMMISSION OFFICE JULY 1, 2015-JUNE 30, 2016. MAINTENANCE AGREEMENT NOT TO EXCEED \$3,000.00		3000.00	3000.00	All

Sub-Total**	:	3000.00
Taxes	:	0.00
Shipping & Handling	:	0.00
Additional Charges	:	0.00
Total Requisition Amount	:	3000.00

* Extended Cost includes all discounts, taxes, shipping/handling & additional costs. ** Sub-Total includes all discounts.

Account Information

Account Line Number	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Amount Charged
1	01-0000-0-0000-7490-5300-842-071	3000.00

Total Amount Charged : 3000.00

Purchasing Requisition

Vendor 651541	Annual Requisition Requisition Date	: No : 07/01/2015
Secretary - Personnel Commission	Requestor's Name	: NERSIDALIA GARCIA
Personnel Commission	Building/Department Entered By	: Not Applicable : Nersidalia Garcia
NEOGOV SOFTWARE LICENSE SUBSCRIPTION FOR 2015-2016	Type of Goods/Services	: PC Software Subscrip/License : (112)

Vendor Information

307395-01	Contact Name	: HILARY HARRIS
NEOGOV.	Phone	: (310) 426-6304
2222 N. SEPULVEDA, SUITE	Fax	: (310) 631-9992
2000	Pager	: (000) 000-0000
	E-mail	:
	Suggested	:
EL SEGUNDO, CA 90245-	Vendor/Chas	:
0000		:

Payment Terms Contract

Shipping Information

Warehouse	Contact	: Receiving
871 North J Street	Phone	: (909) 388-6137
	Fax	: (000) 000-0000
San Bernardino, CA 92411		
	Freight On Board	:

: PO number **MUST** be visible on the exterior of each carton shipped. Warehouse receiving hours are 7:30 am to 3:00 pm.

6/30/2015

San Bernardino City Unified School District Purchasing Requisition

Receiving Information

Receiving Instructions :
Additional Instructions :

Item Information

Item Line Number	Quantity	Unit	Item Number	Description	Compliance Code	Unit Cost	Extended Cost*	Account Line Number
1	1	EA		BLANKET FOR NEOGOV LICENSE SOFTWARE SUBSCRIPTION 12 MONTHS INSIGHT ENTERPRISE USER LICENSE PERIOD ENTERPRISE USER LICENSE PERIOD FROM 11/16/2015 TO 11/16/2016. COST IS \$18,000.00 FOR PERSONNEL COMMISSION OFFICE ONLY. TOPICS WILL INCLUDE INSIGHT RECRUITMENT LIFE CYCLE, INSIGHT SYSTEM ADMINISTRATION AND BEST PRACTICES, INSIGHT ADVANCE TOPICS, PERFORMANCE EVALUATIONS (PERFORM)		18000.00	18000.00	All

Sub-Total**	:	18000.00
Taxes	:	0.00
Shipping & Handling	:	0.00
Additional Charges	:	0.00
Total Requisition Amount	:	18000.00

* Extended Cost includes all discounts, taxes, shipping/handling & additional costs. ** Sub-Total includes all discounts.

Account Information

Account Line Number	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Amount Charged
1	01-0000-0-0000-7490-5840-842-071	18000.00

Total Amount Charged : 18000.00

Purchasing Requisition

Vendor	Annual Requisition	:	No
651534	Requisition Date	:	07/01/2015
Secretary - Personnel Commission	Requestor's Name	:	NERSIDALIA GARCIA
Personnel Commission	Building/Department Entered By	:	Not Applicable
NEOGOV FOR EXAMS FOR 2015-2016	Type of Goods/Services	:	Nersidalia Garcia
		:	PC Software Subscrip/License (112)

Vendor Information

307395-01	Contact Name	HILARY HARRIS
NEOGOV.	Phone	(310) 426-6304
222 N. SEPULVEDA, SUITE	Fax	(310) 631-9992
2000	Pager	(000) 000-0000
	E-mail	:
EL SEGUNDO, CA 90245-	Suggested	:
0000	Vendor/Chgs	:
	Payment Terms	:
	Contract	:

Shipping Information

Warehouse	Contact	:	Receiving
871 North J Street	Phone	:	(909) 388-6137
	Fax	:	(000) 000-0000
San Bernardino, CA 92411		:	
	Freight On Board	:	

PO number MUST be visible on the exterior of each carton shipped. Warehouse receiving hours are 7:30 am to 3:00 pm.

6/30/2015

San Bernardino City Unified School District Purchasing Requisition

Receiving Information

Receiving Instructions :
Additional Instructions :

Item Information

Item Line Number	Quantity	Unit	Item Number	Description	Compliance Code	Unit Cost	Extended Cost*	Account Line Number
1	1	EA		BLANKET PURCHASE ORDER FOR 1.0 BIDDLE INTEGRATION - OPAC, ENCOUNTER AND EXAM COST IS \$5940.00. NEOGOV OFFERS STANDARD INTEGRATIONS WITH BIDDLE CONSULTING GROUP FOR OPAC, ENCOUNTER AND EXAM TESTING. ONCE THE INTEGRATION IS ENABLED, OPAC ENCOUNTER AND EXAM TESTS WILL BE SET UP FOR TESTING. LICENSED BIDDLE PRODUCTS ARE INSTALLED ON THE PCS OR SERVERS WITH UNLIMITED SEAT LICENSES. EACH PRODUCT COMES WITH A STANDARD AND USER AGREEMENT AND IS AVAILABLE AS AN ANNUAL SUBSCRIPTION FROM 11/21/2015 - 11/20/2016. THE COST IS 5940.00		5940.00	5940.00	All

Sub-Total**	5940.00
Taxes	0.00
Shipping & Handling	0.00
Additional Charges	0.00
Total Requisition Amount	5940.00

* Extended Cost includes all discounts, taxes, shipping/handling & additional costs. ** Sub-Total includes all discounts.

Account Information

Account Line Number	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Amount Charged
1	01-0000-0-0000-7490-5840-842-071	5940.00

6/30/2015

San Bernardino City Unified School District Purchasing Requisition

Requisition Type	:	Vendor	:	No
Requisition Number	:	651530	:	07/01/2015
Requestor's Position	:	Secretary - Personnel Commission	:	NERSIDALLA GARCIA
Location	:	Personnel Commission	:	Not Applicable
Room	:		:	Nersidalia Garcia
Description	:	NEOGOV 2015-2016 FOR GOVERNMENTJOBS.COM	:	Advertisement (102)
	:	Building/Department Entered By	:	
	:	Type of Goods/Services	:	

Vendor Information

Number	:	307395-01	:	Contact Name	:	HILARY HARRIS
Name	:	NEOGOV.	:	Phone	:	(310) 426-6304
Address 1	:	222 N. SEPULVEDA, SUITE 2000	:	Fax	:	(310) 631-9992
Address 2	:		:	Pager	:	(000) 000-0000
Address 3	:		:	E-mail	:	
City, State, Zip	:	EL SEGUNDO, CA 90245-0000	:	Suggested Vendor/Chgs	:	

Confirmation Code	:		:	Payment Terms	:	
Bid	:		:	Contract	:	

Additional Information :
Special Instructions :
Additional Instructions :

Shipping Information

Ship To	:	Warehouse	:	Contact	:	Receiving
Address 1	:	871 North J Street	:	Phone	:	(909) 388-6137
Address 2	:		:	Fax	:	(000) 000-0000
Address 3	:		:		:	
City, State, Zip	:	San Bernardino, CA 92411	:	Freight On Board	:	
Ship Via	:		:		:	

Delivery Instructions : PO number MUST be visible on the exterior of each carton shipped. Warehouse receiving hours are 7:30 am to 3:00 pm.

Additional Information :

San Bernardino City Unified School District Purchasing Requisition

Receiving Information

Receiving Instructions :
Additional Instructions :

Item Information

Item Line Number	Quantity	Unit	Item Number	Description	Compliance Code	Unit Cost	Extended Cost*	Account Line Number
1	1	EA		GOVERNMENT JOBS.COM 2015-2016 BLANKET PURCHASE ORDER. JOB POSTING SUBSCRIPTION FOR PERSONNEL COMMISSION. SERVICE DATES ARE FROM 7/1/2015- 6/30/2016. A 12 MONTH SUBSCRIPTION WITH ANNUAL RENEWAL OPTION FOR USE BY PERSONNEL COMMISSION ONLY. COST IS \$4950.00		4950.00	4950.00	All

Sub-Total**	:	4950.00
Taxes	:	0.00
Shipping & Handling	:	0.00
Additional Charges	:	0.00
Total Requisition Amount	:	4950.00

* Extended Cost includes all discounts, taxes, shipping/handling & additional costs. ** Sub-Total includes all discounts.

Account Information

Account Line Number	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Amount Charged
1	01-0000-0-0000-7490-5830-842-071	4950.00

Total Amount Charged : 4950.00

San Bernardino City Unified School District Purchasing Requisition

Requisition Type	:	Vendor	:	No
Requisition Number	:	651538	:	07/01/2015
Requestor's Position	:	Secretary - Personnel Commission	:	NERSIDALIA GARCIA
Location	:	Personnel Commission	:	Not Applicable
Room	:		:	Nersidalia Garcia
Description	:	BLANKET DS WATER OF AMERICA INC. DBA SPARKLETTTS FOR 2015-2016	:	Water Service (108)
	:		:	Goods/Services

Vendor Information

Number	:	307437-01	Contact Name	:	BEVERLY ALTERMAN
Name	:	DS WATERS OF AMERICA INC. DBA	Phone	:	(714) 448-6787
Address 1	:	SPARKLETTTS	Fax	:	(714) 741-6251
Address 2	:	1522 N. NEWHOPE ST.	Pager	:	(000) 000-0000
Address 3	:		E-mail	:	
City, State, Zip	:	SANTA ANA, CA 92703-0000	Suggested Vendor/Chgs	:	

Confirmation Code	:		Payment Terms	:	
Bid	:		Contract	:	

Additional Information :
Special Instructions :
Additional Instructions :

Shipping Information

Ship To	:	Warehouse	Contact	:	Receiving
Address 1	:	871 North J Street	Phone	:	(909) 388-6137
Address 2	:		Fax	:	(000) 000-0000
Address 3	:			:	
City, State, Zip	:	San Bernardino, CA 92411	Freight On Board	:	
Ship Via	:			:	

Delivery Instructions	:	PO number MUST be visible on the exterior of each carton shipped. Warehouse receiving hours are 7:30 am to 3:00 pm.
-----------------------	---	---

7/2/2015

San Bernardino City Unified School District **Purchasing Requisition**

Additional Information :

Receiving Information

Receiving Instructions :
 Additional Instructions :

Item Information

Item Line Number	Quantity	Unit	Item Number	Description	Compliance Code	Unit Cost	Extended Cost*	Account Line Number
1	1	EA		BLANKET FOR SPARKLETT'S DRINKING WATER SERVICES FOR PERSONNEL COMMISSION FISCAL YEAR 2015-2016. TO CONTINUE WATER SERVICES TO INCLUDE RENTAL OF COOLER UNIT @1.00 PER MONTH AND 5 GALLON BOTTLES @2.00 EACH AND CONE CUPS FOR \$1.90 PER 200 AS NEEDED. ACCOUNT NUMBER 4731097 NOT TO EXCEED \$400.00.		400.00	400.00	All

Sub-Total**	:	400.00
Taxes	:	0.00
Shipping & Handling	:	0.00
Additional Charges	:	0.00
Total Requisition Amount	:	400.00

* Extended Cost includes all discounts, taxes, shipping/handling & additional costs.

** Sub-Total includes all discounts.

Account Information

Account Line Number	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Amount Charged
1	01-0000-0-0000-7490-4210-842-071	400.00

Total Amount Charged : 400.00

Approval Information

7/2/2015

San Bernardino City Unified School District Purchasing Requisition

Requisition Type	:	Vendor	:	No
Requisition Number	:	651531	:	07/01/2015
Requestor's Position	:	Secretary - Personnel Commission	:	NERSIDALLA GARCIA
Location	:	Personnel Commission	:	Not Applicable
Room	:		:	Nersidalla Garcia
Description	:	VERIZON WIRELESS SUBSCRIPTION FOR 2015-16	:	Internet Access (107)
			:	Goods/Services

Vendor Information

Number	:	307243-01	Contact Name	:	GLENN S.
Name	:	VERIZON WIRELESS	Phone	:	(000) 000-0000
Address 1	:	P.O. BOX 9688	Fax	:	(000) 000-0000
Address 2	:		Pager	:	(000) 000-0000
Address 3	:		E-mail	:	
City, State, Zip	:	MISSION HILLS, CA 91346-9688	Suggested Vendor/Chgs	:	

Confirmation Code	:		Payment Terms	:	
Bid	:		Contract	:	

Additional Information
Special Instructions
Additional Instructions

Shipping Information

Ship To	:	Warehouse	Contact	:	Receiving
Address 1	:	871 North J Street	Phone	:	(909) 388-6137
Address 2	:		Fax	:	(000) 000-0000
Address 3	:			:	
City, State, Zip	:	San Bernardino, CA 92411	Freight On Board	:	
Ship Via	:			:	
Delivery Instructions	:	PO number MUST be visible on the exterior of each carton shipped. Warehouse receiving hours are 7:30 am to 3:00 pm.			
Additional Information	:				

San Bernardino City Unified School District **Purchasing Requisition**

Receiving Information

Receiving Instructions :
 Additional Instructions :

Item Information

Item Line Number	Quantity	Unit	Item Number	Description	Compliance Code	Unit Cost	Extended Cost*	Account Line Number
1	1	EA		ON LINE SUBSCRIPTION FOR VERIZON FOR IPAD USERS FOR GLADYS BYRD AND IRMA GARCIA. THE COST IS \$900.00 FOR FISCAL YEAR JULY 1, 2015 THROUGH JUNE 30, 2016. THE SUBSCRIPTION ON LINE IS ONLY FOR PERSONNEL COMMISSION. COST IS \$900.00		900.00	900.00	All

Sub-Total**	:	900.00
Taxes	:	0.00
Shipping & Handling	:	0.00
Additional Charges	:	0.00
Total Requisition Amount	:	900.00

* Extended Cost includes all discounts, taxes, shipping/handling & additional costs. ** Sub-Total includes all discounts.

Account Information

Account Line Number	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Amount Charged
1	01-0000-0-0000-7490-5840-842-071	900.00

Total Amount Charged : 900.00

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

MINUTES

May 28, 2015

I. CALL TO ORDER

A. The meeting was called to order at 12:00 a.m. by Commissioner Dixon.

B. Roll-Call

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

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

A motion was made by Mr. Salazar and seconded by Ms. Dixon to eliminate item V. Closed Session.

Motion carried.

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

Motion carried.

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

A. APPROVAL FOR PUBLIC HEARING ON BUDGET 2015-2016

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the proposed budget for fiscal year 2015-2016.

Motion carried.

B. REVISIONS TO CLASSIFICATION SPECIFICATION(S).

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the revisions to classification specification as submitted.

A. Cafeteria Worker

The motion carried.

V. ADJOURNMENT

The commission adjourned the meeting at 12:07 p.m.

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

MINUTES

June 3, 2015

I. CALL TO ORDER

A. The meeting was called to order at 5:35 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

Mr. Salazar requested to pull approval of revision action items IV. B (1) Mainframe Operations Scheduler to Operations Technician, and item IV. C (12) Office Technician/Registrar; and also the removal for recruitment action item IV. D (9) Operations Technician.

A motion was made by Ms. Dixon to approve agenda as amended.

Motion carried.

III. PUBLIC COMMENTS

Ms. Jensen stated that CSEA is frustrated with the lack of progress in filling bargaining unit positions. She felt that it may be political issues, lack of cooperation, best practices, or proper protocol between the PC office and the District. Ms. Jensen referred to CSEA suing the District and the Commission and at that time, they were able to mediate a settlement ordered by the Court; however the matter is still unresolved. She shared options: would be having the authority to go back to court, resolve the issues to handle work load, break down the barriers or perceive barriers between the district and the personnel commission office, for CSEA and members to remove the Merit System.

Ms. Jensen stated that she feels only one of those options would be in the best interest. However, if they have to, they would consider both of the other options, or at least one of them. She urges the Commission to work with the District. CSEA will provide all necessary resources.

Ms. Dixon asked Ms. Jensen to clarify what she meant by workload.

Ms. Jensen stated she was told that the PC office doesn't have personnel to respond as rapidly to recruit, post, and test as the district need to get things done.

Mr. Salazar asked can you tell us specifically where the information came from.

Ms. Jensen stated that Terry Doyle told her and she believes Ms. Byrd may have informed her that she did not have enough personnel.

Ms. Byrd explained that there were delays to revise the job descriptions. The delay according to Writ is to go over job specs and revise them.

Ms. Byrd stated that Cafeteria Worker job specification had to go back to the Commission for approval before the recruitment could be opened, due to the food handler card requirement, and the staff has to screen the applications. The district wanted provisional applications first before the screening and testing was conducted. Ms. Byrd produced a report for Ms. Doyle of custodians who work less than 12 months that may want to sub in the summer. First preference must be given to district employees, limited term, and then provisional.

Ms. Jensen asked, "what are the hurdles in getting positions filled or barriers? If it's not work load of PC staff then what is it?" She understood the commission could not answer due to the Brown Act.

Mr. Greenwood asked for a joint meeting between himself, Denise Jensen, Gladys Byrd, John Peukert, and Terry Doyle to speak about how to move forward with the progress on filling jobs. And there would be a discussion regarding manpower.

Ms. Dixon asked exactly what positions were being filled by Manpower. Mr. Greenwood stated there were at M&O and large number in Nutrition Services.

Corina Borsuk commented on the position Instructional Assistant Native American. She would like for Personnel Commission to consider reclassifying the position for Instructional Assistant Native American to the same range as Community Relations Worker.

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 Instructional Aide (Exam #15-035)
2. Custodian I (Exam #15-044)
3. Environmental Compliance and Safety Officer (Exam #15-038)
4. Maintenance Manager (Exam #15-029)
5. School Accounting Technician I (Exam #15-041)

Motion carried.

B. TITLE AND REVISIONS TO CLASSIFICATION SPECIFICATION(S).

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

1. Microcomputer Specialist I-Mac to Computer Specialist I-MAC

C. REVISIONS TO CLASSIFICATION SPECIFICATION(S)

1. Education Assistant III/Community Day School
2. Help Desk Technician
3. Instructional Assistant (CAI)
4. Instructional Assistant (PE)
5. Instructional Assistant (TA)
6. Mobile Maintenance Team Leader
7. Nutrition Services Manager I
8. Nutrition Services Manager II
9. Nutrition Services Operations Supervisor
10. Nutrition Services Supervisor
11. Office Technician/Registrar
12. Plumbing Supervisor
13. Welder-Fabricator

D. RECRUITMENTS

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

1. Computer Specialist I - MAC	Open/Promotional
2. Education Assistant III/CDS	Open/Promotional
3. Help Desk Technician	Open/Promotional
4. Instructional Assistant (CAI)	Open/Promotional
5. Instructional Assistant (PE)	Open/Promotional
6. Instructional Assistant (TA)	Open/Promotional
7. Mobile Maintenance Team Leader	Open/Promotional
8. Nutrition Service Manager I	Open/Promotional
9. Nutrition Services Manager II	Open/Promotional
10. Nutrition Services Operations Supervisor	Dual
11. Nutrition Services Supervisor	Dual
12. Office Technician/Registrar	Open/Promotional
13. Plumbing Supervisor	Dual
14. Welding Fabricator	Open/Promotional

E. APPROVAL ON REVISIONS FOR PERSONNEL COMMISSION RULES 3.16

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the revisions for personnel commission rules.

3.16 Reallocation of Classifications:

A reallocation of a classification is a change from one salary range to another salary range and includes all positions allocated to the class at the time of the change.

3.16.1 Reallocation is based on (1) findings that compensation for a and/or (2) maintenance of the organization's internal relationships with other classifications within and among job families of the classification plan.

3.16.2 The Personnel Commission Director shall determine and direct the methodology for reallocation studies and make recommendations to the Personnel Commission.
Reference Education Code sections 5256 and 24268.

F. Approval on revisions for Personnel Commission Rules 4.11.11

The commission will consider approving the Second Reading to the proposed reformatting and revisions of the Personnel Commission Rules.

4.11.11 Examination Procedures

Competitors shall not be permitted to retake a single part of examination or any part of a multiple part examination until a ninety (90) day period has elapsed.

Reference Education Code Sections 45273

G. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon, and seconded by Mr. Salazar to accept and approve the meeting minutes as submitted for May 13, 2015.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated that she appreciates her staff; they work hard and are moving forward to recruit and establish eligibility lists.

Mr. Salazar commended his staff for all the hard work. He stated that the goal is to be the best personnel commission.

Mr. Bohn thanked the public for their comments. He asked if they can write their concerns beforehand so they can come back to make sure they are hearing exactly what is requested from them.

Ms. Dixon stated that the PC is moving forward, not going backwards. She is concerned about employees who are working out of class, that has to stop and the union need to be concerned in that aspect. She does not appreciate how rumors are going around that PC is the problem for hiring because it is not true. She stated the object is to move forward.

Meeting adjourned at 6:16 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:16 p.m. for:

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 7:30 p.m. There was no report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:30 p.m.