

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

AGENDA

December 2, 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 _____
- D. Administration of Oath of Office to Mr. Michael Salazar, District Board re-appointment for a three (3) year term: December 2, 2015 through December 2, 2018.

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 make nominations and vote for Chairperson for 2016.
 - 1. It is moved that _____ be approved by the commissioners as Chairperson for 2016.

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

- B. The commission will make nominations and vote for Vice-Chairperson for 2016.
 - 1. It is moved that _____ be approved by the commissioners as Vice-Chairperson for 2016.

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

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

C. It is moved that the commission approve the regular Personnel Commission meetings for 2016 calendar year.

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

D. The commission will consider ratifying Eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:

- | | |
|--|---------------|
| 1. Attendance Verifier | Exam # 15-148 |
| 2. Bilingual Secretary II | Exam # 15-144 |
| 3. Cafeteria Worker | Exam # 15-143 |
| 4. Clerk II | Exam # 15-153 |
| 5. Construction Plans Specialist | Exam # 15-139 |
| 6. Groundswoker | Exam # 15-140 |
| 7. Office Assistant I (Health Aide) | Exam # 15-154 |
| 8. School Police Officer | Exam # 15-129 |
| 9. Secretary II | Exam # 15-145 |
| 10. Special Education Assistant II(Transition) | Exam # 15-146 |

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

E. The commission will consider approving the new Senior Management classification specification(s) as submitted:

1. Executive Director, Community Engagement

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

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

1. Mobile Maintenance Teams Supervisor
2. Nutrition Services Equipment Mechanic
3. Speech-Language Pathology Assistant (SLPA)

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

G. The commission will consider approving the following recruitments:

- | | | |
|---|------------------|-----------------------|
| 1. Bilingual Community Relations Worker II/Parent Involvement | Open/Promotional | 11/12/2015-12/09/2015 |
| 2. Bilingual Community Resource Worker | Open/Promotional | 11/12/2015-12/09/2015 |
| 3. Budget Analyst | Open/Promotional | 11/04/2015-12/01/2015 |
| 4. Campus Security Officer I | Open/Promotional | 11/04/2015-12/01/2015 |
| 5. Campus Security Officer II | Open/Promotional | 11/18/2015-12/15/2015 |

6.	Carpenter	Open/Promotional	11/18/2015-12/15/2015
7.	Construction Plans Specialist	Open/Promotional	11/12/2015-12/09/2015
8.	Contract Analyst	Open/Promotional	11/12/2015-12/09/2015
9.	Education Assistant III (SI)	Open/Promotional	12/09/2015-01/12/2016
	Executive Director, Community	Dual Certificated	12/23/2015-01/19/2016
10.	Engagement		
11.	Graphic Arts Assistant	Open/Promotional	11/12/2015-12/09/2015
12.	Human Resources Director-Classified	Dual Certification	12/09/2015-01/12/2016
12.	Lifeguard	Open/Promotional	11/04/2015-Continuous
13.	Microcomputer Specialist I (PC)	Open/Promotional	12/02/2015-01/04/2016
14.	School Police Officer	Open/Promotional	11/18/2015-12/15/2015

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

H. The commission will consider approving the Second Reading to the proposed reformatting and revision(s) of the Merit System Rules.

1. Second Reading of Changes to *Definitions*
2. Second Reading of Changes to *Chapter 12: Miscellaneous Provisions*
3. 12.8 Nepotism

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

I. The commission will discuss the Vacancy Log - Eligibility List.

Moved: _____ Seconded _____
Discussion: _____

J. The commission will consider approving the minutes for November 4, 2015.

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

V. Commissioner's/Director's Comments

VI. Closed Session:

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

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

2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
ID # 15-1012
ID# 15-1013

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

Adjournment

The commission adjourned the meeting at _____

CANCELLED