

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

**AGENDA**

**January 13, 2016**

**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 approving the eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:

- 1. Attendance Technician Exam # 15-147
- 2. Bilingual Attendance Technician Exam # 15-149
- 3. Bilingual Attendance Verifier Exam # 15-150
- 4. Bilingual Clerk II Exam # 15-151
- 5. Bilingual Office Assistant I (Health Aide) Exam # 15-152
- 6. Budget Analyst Exam # 15-156
- 7. Campus Security Officer I Exam # 15-157
- 8. Construction Plans Specialist Exam # 15-160
- 9. Human Resources Specialist Exam # 15-163

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

- B.** The commission will consider approving the following recruitments:
- |                                  |                  |                       |
|----------------------------------|------------------|-----------------------|
| 1. Computer Operator             | Open/Promotional | 12/23/2015-01/26/2016 |
| 2. Nutrition Services Supervisor | Open/Promotional | 12/23/2015-Continuous |
| 3. Plumber                       | Open/Promotion   | 12/23/2015-01/26/2016 |
| 4. Transportation Scheduler      | Open/Promotional | 12/23/2015-01/26/2016 |

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

- C.** It is recommended that the Personnel Commission approve the Reclassification of Instructional Assistant-Native American Culture, salary range 32 to Education Assistant IV-Native American Culture, salary range 35A.

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

- D.** It is recommended that the Personnel Commission approve the Hearing Officer, Patricia D. Barrett. Her daily fees are \$1,500.00 and \$1,500.00 for written decision. Her hourly rate is \$250.00.

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

- E.** Revision of the Merit System Rules for Chapter 3.11 Working Out of Classification – First Reading  
 The commission will consider amendments to the Personnel Commission Rules and Regulations:

1. First Reading of Changes to *3.11: Working Out of Classification*

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

- F.** Revision of the Merit System Rules for Chapter 3 Review of Positions – First Reading

The commission will consider amendments to the Personnel Commission Rules and Regulations:

1. First Reading of Changes to *3.13: Review of Positions*
2. First Reading of Changes to *3.14: Request for Reclassification Study*
3. First Reading of Changes to *3.15: Effective Date of Reclassification*
4. First Reading of Changes to *3.16: Reclassification of incumbents*

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

- G.** The commission will consider approving the minutes for December 14, 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.  
PUBLIC EMPLOYMENT HEARING STATE MEDIATION AND CONCILIATION SERVICE  
CASE APPEAL Case Number ARB-14-0176.  
Appointment of Hearing Officer: Patricia D. Barrett

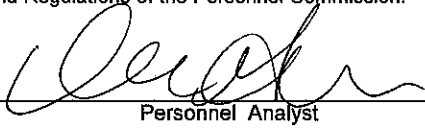
The commission reconvened into open session at \_\_\_\_\_ and announced the following action taken in closed session.

***Adjournment***

The commission adjourned the meeting at \_\_\_\_\_

<b>Exam #</b>	<b>15-147</b>	<b>Exam Title</b>		<b>ATTENDANCE TECHNICIAN</b>		
<b>Posting Dates</b>		<b>Date Terminated</b>	<b># Eligible</b>	<b># Ranks</b>	<b># Applied</b>	<b># Meeting MQ's</b>
<b>Opened</b>	<b>Closed</b>					
10/14/2015	11/10/2015	1/14/2017	39	12	533	208

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

1/8/2016  
Date

Exam #	15-149	Exam Title		Bilingual Attendance Technician		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/14/2015	11/10/2015	1/14/17	13	7	286	102

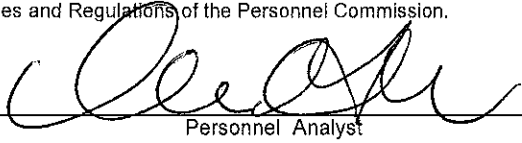
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

  
 Personnel Director

12/16/2015  
 Date

Exam #	15-150	Exam Title	BILINGUAL ATTENDANCE VERIFIER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/14/2015	11/10/2015	1/14/2017	97	24	342	224

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

1/6/2016  
Date

Exam #	15-151	Exam Title		Bilingual Clerk II		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/14/2015	11/10/2015	1/14/17	17	12	230	103

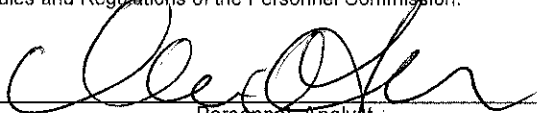
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

  
 Personnel Director

12/16/2015  
 Date

Exam #	15-152	Exam Title					<b>BILINGUAL OFFICE ASSISTANT I (HEALTH AIDE)</b>
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's	
Opened	Closed						
10/14/2015	11/10/2015	1/14/2017	56	18	208	123	

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

1/6/2016  
 Date



Exam #	15-156	Exam Title		Budget Analyst		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/4/2015	12/1/2015	1/14/17	16	13	111	47

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

*Marys Byrd* /   
 Personnel Director

1/6/2016  
 Date

Exam #	15-157	Exam Title	CAMPUS SECURITY OFFICER I			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/4/2015	12/1/2015	1/14/2017	57	17	352	203


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.

*Madys Byrd* Director 1/6/2016 Date

Exam #	15-160	Exam Title		Construction Plans Specialist		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/12/2015	12/9/2015	1/14/17	3	2	15	4

\*\*Merge with exam #15-139


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

12/18/2015  
 Date

Exam #	15-163	Exam Title		HUMAN RESOURCES SPECIALIST		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/12/2015	12/19/2015	1/14/17	18	16	272	62

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

1/8/2016

Date

**Subject:** Classification Study Report – Instructional Assistant- Native American Culture

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## **BACKGROUND**

The Personnel Commission received a reclassification request in August, 2014 for Instructional Assistant- Native American Culture. The reason for the request is due to a permanent change in duties in which the current classification is no longer appropriate.

The Personnel Commission met with the Secondary Education Coordinator and Program Specialist over the Indian Education Program on May 16, 2015, as well as conducted a desk audit with the incumbent Cindra Weber on June 16, 2015. The Position Description Questionnaire completed by Cindra Weber was also reviewed.

## **CLASSIFICATION CHARACTERISTICS**

Instructional Assistant- Native American Culture (salary range 32) is a single position classification in the Indian Education Program, funded by Title VII. The goal of this program is to instill a sense of pride in being Native American, improve graduation rates, and increase college attendance rates among Native American students in the district. Cindra Weber was first hired into the position over 10 years ago. Over that time, her duties have evolved and the current classification is no longer appropriate. The top 5 primary functions and responsibilities of this classification are:

- Prepares and presents classroom presentations related to Native American cultures for elementary, middle school and high school Native American students.
- Plan and coordinate Native American family cultural activity nights.
- Assists with meeting program Title VII requirements.
- Assists with Native American events/celebrations.
- Serves as an advocate/liaison between the district and Native American Community.

Cindra does more than the typical instructional assistant. She visits sites and pulls students from their regular classroom to instruct them on Native American culture. Not only does she present information, but she prepares it as well. When preparing her presentations she decides what to teach. She chooses educational topics with respect to Native American culture, and tries to incorporate common core into her teachings. For example, she may find a relevant book and prepares an art project to enhance her teachings. She will ask the students to read, and if she finds that any students are not at the appropriate reading level, she speaks with the teacher/office staff regarding additional tutoring for the students. Ms. Weber does not provide the tutoring.

Another main duty pertains to planning and coordinating monthly Native American family cultural activity nights. She and the program specialist are tasked with contracting guest teachers/presenters. She purchases supplies and advertises the events for Native American families.

Ms. Weber assists with meeting program Title VII requirements by distributing and collecting 506 forms from Native American parents. She maintains a spreadsheet of current Native American students, tracks expenses, and meets with the Parent Advisory Committee twice a year. She assists with Native American events, such as California Native American Day, teacher

**Page 2**

workshops, Red Ribbon Week, and university visits. At these events she may coordinate rides, maintain a booth, prepare and hand out flyers, or sign up attendees. She is also asked to provide Native American cultural presentations to classrooms and/or assemblies.

Due to the increase in responsibilities, it is recommended that the position be reclassified to Education Assistant IV- Native American Culture. It is recommended that the District revise the essential functions of the position to include the additional duties performed.

**SALARY**

Based on this information, it is recommended that the salary for Education Assistant IV- Native American Culture be set at Range 35A (\$17.65 - \$21.47 hourly).

**CONCLUSION**

The duties of the classification Instructional Assistant- Native American Culture have evolved since the position was created to include higher level duties and responsibilities. It is recommended that the Instructional Assistant-Native American Culture, salary range 32 be reclassified to an Education Assistant IV- Native American Culture, salary range range 35A.

Staff is recommending that the reclassification be effective July, 8, 2015.

## **PATRICIA D. BARRETT**

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www.mediate.com/pbarrett

Admitted to the California bar in 1980. Education: Azusa Pacific College/University (B.A. 1968 in Psychology), Pepperdine University (M.A. 1969 in Psychology), Western State University, College of Law (J.D. 1980). Member of the State Bar of California, San Bernardino Bar Association, Labor/Employment Section and Estate Planning Sections of the California Bar Association. Former personnel director for public schools.

Over fifteen years experience as an arbitrator/mediator for the San Bernardino County, Riverside County and Los Angeles County Superior courts in civil litigation matters conducting binding arbitrations and mediation. Experience in arbitration and mediation includes personal injury, business disputes, real estate disputes, employment disputes, and general civil and tort litigation. Serve on the Inland Valley Mediation and Arbitration Service (IVAMS) panel as an arbitrator, mediator and factfinder.

Thirty years experience as a hearing officer for various school district personnel commissions and governing boards in over 100 disciplinary and rule violation hearings. Representative districts include, but not limited to, Los Angeles County Office of Education, Long Beach USD, Apple Valley USD, Victor Valley High School District, Rowland USD, Long Beach City College, Charter Oak USD, Pasadena USD, San Bernardino City USD, Etiwanda School District, Hawthorne School District, Castaic Elementary School District, Mountain View Elementary School District.

Private law practice since 1982 focusing employment disputes including discrimination, wage/hour, wrongful termination; business law; estate planning. Have represented both plaintiffs and defendants in employment and business law.

Prior to becoming an attorney was employed as a Classified Personnel Director in merit system school districts for six years and was personnel consultant to school districts from 1970 through 1981.

### **HEARING OFFICER FEES:**

\$1,500 per day (minimum of one day fee for each day of hearing and preparation, and one day charge for preparation of written findings of fact and recommended decision). \$250.00 an hour for miscellaneous time including hearing over six hours in single day; pre-hearing in person conferences; more than 8 hours of report preparation. No charge for travel time. A \$1000 cancellation fee if hearing is canceled within 48 hours of hearing date.

3.11 Working Out of Classification:

3.11.1 All employees in the classified service shall be assigned to perform the duties of the classification they occupy and any other duties reasonably related to that classification.

3.11.2 An employee, nevertheless, may be required to work out of classification (i.e., perform duties inconsistent with those of the classification occupied) for five or fewer workdays within a 15-calendar day period.

3.11.3 In the event that an employee is required or agrees to work out of classification for six or more work days within a 15-calendar day period, that employee's salary shall be adjusted upward for the entire period of out of classification work, in accordance with the terms of the District collective bargaining agreement with the classified employees exclusive representative, or Rule 8.15, whichever applies.

3.11.~~4~~ Whenever the appointing authority requires the appointment of a person to a position, the duration of which is not to exceed ~~six (6) months~~ ninety (90) work days in one a fiscal year, or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of said employee, the appointing power shall submit a request to the Personnel Commission Director in which the probable duration of the appointment is stated.

3.11.4.1 An extension may be granted upon approval of the Personnel Commission Director.

3.11.4.1.1 No employee shall be assigned to work out of class beyond the time limits specified in Rule 8.15.8.

3.11.4.2 A request may be submitted by the employee or the supervisor within ten (10) days of the assignment.

3.11.4.2.1 The Personnel Commission Director will notify the supervisor, upon receipt of a request submitted by the employee.

~~3.11.2 Eligibles shall be certified in accordance with their position on the appropriate employment list and their willingness to accept appointment to such position as limited term employees.~~

3.11.~~3~~5 Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification.

3.11.~~4~~5.1 Notwithstanding these limitations on the duration of these positions, the commission may, based on a declaration of an emergency by the President of the United States or the Governor, authorize an extension that may not exceed one year.



3.11.4~~5~~.1.1 The duties of the extended position must be related the emergency.

~~3.11.5 All employees in the classified service shall be assigned to perform the duties of the classification they occupy and any other duties reasonably related to that classification. An employee, nevertheless, may be required to work out of classification (i.e., perform duties inconsistent with those of the classification occupied) for five or fewer workdays within a 15 calendar day period.~~

~~3.11.5.1 In the event that an employee is required or agrees to work out of classification for six or more work days within a 15 calendar day period, that employee's salary shall be adjusted upward for the entire period of out of classification work, in accordance with the terms of the District collective bargaining agreement with the classified employees exclusive representative, or Rule 8.15, whichever applies.~~

~~3.11.2 Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long term or permanent assignment in a higher or different classification.~~

Probationary employees may not work out-of-class assignments.

REFERENCE: Education Code Section(s): 45110, 45256, 45286, and 45276

**Revised PC rules:**

**Add Ed. Code sections to references:**

- 3.1 45259
- 3.2 45103.1, 45256, 45257, 45258, 45259 and 45263
- 3.4 45256
- 3.5 45103, 45103.1, 45303.5, 45257, 45258, 45259 and 45263
- 3.6 45261 and 45276 **Remove 45176**
- 3.7 45256, and 45261

**3.13 Review of Positions (change)**

The personnel director or staff shall periodically review the duties and responsibilities of positions as necessary to determine their proper classification.

3.13.1. If the personnel director finds that a position or positions should be reclassified, the personnel director shall advise the administration of the findings.

3.13.2 If the duties of the position are not revised to fit within the current classification, the personnel director shall report the findings and recommendations to the Commission.

**References: Ed. Code 45256, 45261, and 45276**

**3.13 – Renumber as follows:**

**3.14 Requests for Reclassification Study:**

3.14.1 Requests for classification study of existing positions shall be presented to the Personnel Commission Director, together with a statement of the reasons for requesting study between January 1 and March 1.

3.14.1.1 Requests for study may be initiated by the administration, with the approval of the Superintendent or his/her designee or by employees or employee organizations.

3.14.1.1.1 Requests initiated by the Superintendent or his/her designee shall be accompanied by a statement of the current authorized duties of the position or positions and any prospective changes.

3.14.2 Nothing in this rule shall be construed to inhibit or restrict a classified employee's entitlement to out-of-class pay in accordance with provisions of the Education Code, the Personnel Commission rules, or a collective bargaining agreement.

3.14.3 Nothing in this rule shall be construed to inhibit or restrict the ability of the Personnel Commission to conduct at will studies of individual positions and whole classifications as part of its classification plan maintenance program.

3.14.4 Regardless of the origination of a position study, if upward reclassification

is recommended following study of a position, the incumbent employee's qualification for reclassification shall be determined in accordance with the provisions of Personnel Commission Rule 3.15.

REFERENCE: Education Code Section(s): 45256, 45260, 45261, and 45285 45272, 45276, 45298, 45300, 45305, 45307 and 45308)

### 3.15 Effective Date of Reclassification:

Reclassification of a position shall become effective on the date prescribed by the Commission.

REFERENCE: Education Code Section(s): 45256, 45260, 45261, and 45285

### 3.16 Reclassification of Incumbents:

3.16.1 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.

3.16.1.1 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.

3.16.1.2 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.

3.16.1.3 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.

3.16.1.4 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.

3.16.1.4.1 The Commission shall decide at the time the reclassification occurs to whether the reclassification meets this rule.

3.16.2 Upon a determination by Commission staff that upward reclassification of a position is warranted, the employee occupying such position shall be reclassified with the position when in addition to meeting the requirements

the employee provides to the Commission satisfactory evidence that he/she meets all the various entrance requirements indicated in the higher class specification, which would enable an applicant to qualify for admission to an examination for that classification and also assure possession of pertinent skills.

3.16.2.1 Such evidence shall be presented on forms prescribed by the Personnel Commission.

3.16.2.1.1 The Personnel Commission's judgment of the employee's qualifications shall be final and not appealable.

3.16.3 Upon a determination by the Personnel Commission that an employee does not meet the various entrance requirements of the higher classification, the supervisor of that employee shall be given the opportunity to revise the duties of the affected position to conform to the original (lower) classification and the employee shall be so assigned.

3.16.3.1 If revision of the duties to conform to the original classification is infeasible or impractical, the District shall establish a new position in the higher classification to be filled in accordance with the Education Code and Commission rules, and the position in the lower classification may be abolished.

3.16.3.1.1 The affected employee shall be notified in writing of his/her rights under the Education Code and any collective bargaining agreement or the Personnel Commission rules, as applicable.

3.16.4 Rules 3.16.2 and 3.16.3 inclusive shall not apply to lateral reclassifications.

3.16.4.1. A lateral reclassification is reclassification of a position from one classification to another of equal salary.

3.16.5 The salary placement of an incumbent who is reclassified upward with his/her position shall be at the salary range for the new class and at the salary step of his/her former class.

3.16.6 An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two (2) years have elapsed from the last upward reclassification.

3.16.7 When a position is reclassified to a class with an equal or lower range, through no fault of the incumbent, the incumbent shall have the following rights:

3.16.7.1 To bump the employee in the same class with the lowest

seniority in the class provided the incumbent has greater seniority in the class

3.16.7.2 To bump the employee with the least seniority in any equal or lower class in which the incumbent formerly served, provided he/she has greater seniority in that class.

3.16.7.3 To be demoted to the class to which his/her position is reclassified at no loss in salary.

~~3.16.7.3.1 In this instance if his/her salary is greater than the maximum salary of the lower class a "Y" rate will be assigned. A "Y" rate will be assigned, if his/her salary is greater than the maximum salary of the lower class.~~

3.16.7.3.1.1 The "Y" rate will be retained until salary adjustments bring the salary range within the range of his/her class or until he/she is transferred, promoted, or demoted to a position in a different class.

3.16.8 The names of all regular classified employees displaced or demoted through the reclassification process shall be placed on the appropriate reemployment lists for a period of 39 months from date of displacement or demotion.

~~3.16.8.1 In addition,~~ Displaced and demoted employees shall have the ~~same~~ bumping rights as described in in this rule.

REFERENCE: Education Code Section(s): 45256, 45260, 45261 and 45285 ~~45272, 45276, 45298, 45300, 45305, 45307 and 45308~~

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

**MINUTES**

December 14, 2015

**I. CALL TO ORDER**

- A. The meeting was called to order at 3:00 p.m. by Commissioner Dixon.
- B. Roll-Call
  - 1. Commissioner Valeria Dixon, Chairperson
  - 2. Commissioner Michael Salazar, Vice-Chairperson
  - 3. Commissioner George Bohn, Member-Absent
- C. Pledge of Allegiance
- D. Administration of Oath to Mr. Michael Salazar to re-appointment for Personnel Commission Board from 12/02/2015 through 12/02/2018.

**II. APPROVAL OF AGENDA**

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

Motion carried.

**III. PUBLIC COMMENTS**

No public comments.

**IV. ACTION ITEMS**

**A. Nomination for Chairperson for 2016.**

It is moved by Mr. Salazar to nominate Valeria Dixon for Chairperson for 2016.

Motion carried.

**B. Nomination for Vice-Chairperson for 2016.**

It is moved by Ms. Valeria Dixon and Mr. George Bohn to nominate Michael Salazar for Vice-Chairperson for 2016.

Motion carried.

**C. Calendar 2016**

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the new 2016 calendar dates for the Personnel Commission meetings. The following dates were approved:

January 13, 2016

February 3, 2016

March 2, 2016  
April 13, 2016  
May 4, 2016  
June 1, 2016  
July 6, 2016  
August 3, 2016  
September 7, 2016  
October 5, 2016  
November 9, 2016  
December 14, 2016.

Motion carried.

**D. RATIFYING ELEGIBILITY LIST(S)**

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

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. Equipment Operator (Exam #15-119)
7. Groundswoker (Exam #15-140)
8. Office Assistant I (Exam #15-154)
9. School Police Officer (Exam #15-129)
10. Secretary II (Exam #15-145)
11. Special Education Assistant II (Transition) (Exam # 15-146)

Motion carried.

**E. NEW CLASSIFICATION**

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the Senior Management Classification:

1. Executive Director, Community Engagement

Motion carried

**F. REVISIONS ON CLASSIFICATIONS**

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the new

classification specification(s) as submitted:

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

Motion Carried.

#### **G. RECRUITMENTS**

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

1. Bilingual Community Relations Worker II/Parent Involvement	Open/Promotional
2. Bilingual Community Resource Worker	Open/Promotional
3. Budget Analyst	Open Promotional
4. Campus Security Officer I	Open/Promotional
5. Campus Security Officer II	Open/Promotional
6. Carpenter	Open/Promotional
7. Construction Plans Specialist	Open/Promotional
8. Contract Analyst	Open/Promotional
9. Education Assistant III (SI)	Dual Certification
10. Executive Director, Community Engagement	Dual Certification
11. Graphic Arts Assistant	Open/Promotional
12. Human Resources Director – Classified	Dual Certification
13. Lifeguard	Open/Promotional
14. Microcomputer Specialist I (PC)	Open/Promotional
15. Reprographic Equipment Operator	Open/Promotional
16. School Police Officer	Open/Promotional

Motion carried

#### **H. SECOND READING**

The commission will consider approving the second to the proposed revisions for Personnel Commission Rules and Regulations.

Motion carried.

#### **I. CERTIFICATION FOR ELIGIBILITY LIST**

The commission will consider approving certification for Education Assistant III/Severe Impairment from the following eligibility list.



Motion carried.

**J. APPROVAL OF THE MINUTES**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to accept and approve the minutes as submitted for November 4, 2015.

Motion carried.

**V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:**

Ms. Byrd stated that the staff is working hard to process recruitments, and moving forward in creating eligibility list so that Human Resources Classified can schedule interviews. There are 31 vacancies for Education Assistant III-Severe Impairments so hopefully most of them can be filled.

Mr. Bohn wished everyone a Merry Christmas. He is happy to announce this is the 40<sup>th</sup> year serving the school district and pleased to serve community. He thanked the Board for nominating him for the third time, and pleased to serve as a commissioner.

Mr. Salazar thanked the Board of Education for nominating him for the third time as a commissioner. He thanked and recognized the School District Police force for doing an outstanding job during the incident on December 2, 2015. He wished everyone happy holidays.

Ms. Dixon introduced and welcomed aboard Iris Guzman as the Interim Human Resources Director for Classified. She wished everyone Merry Christmas and thanked everyone for coming to the meeting.

The commission adjourned into closed session at 3:25 p.m.

**VI. CLOSED SESSION**

The commission adjourned into closed session at 3:25 p.m.

**The commission reconvened into open session at 4:30 p.m. with no announcements taken into closed session:**

**VII. ADJOURNMENT**

The commission adjourned the meeting at 4:30 p.m.