

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

AGENDA

March 2, 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. Computer Operator Exam # 15-178
 - 2. Plaster Cement Finisher Exam # 15-141
 - 3. Plumber Exam # 15-176
 - 4. Program Clock Fire Alarm Technician Exam # 15-155
 - 5. School Police Officer Exam # 15-166

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

- B.** The commission will consider approving the following recruitments:
- | | | | |
|-----|---|--------------------|-----------------------|
| 1. | Account Analyst | Open/Promotional | 02/10/2016-03/08/2016 |
| 2. | Assistant Maintenance & Operations Director | Dual Certification | 02/24/2016-03/22/2016 |
| 3. | Cafeteria Worker | Open/Promotional | 02/17/2016-03/15/2016 |
| 4. | Construction Plans Specialist | Open/Promotional | 02/24/2016-03/22/2016 |
| 5. | Lead Maintenance Worker | Open/Promotional | 02/24/2016-03/22/2016 |
| 6. | Nutrition Services Equipment Mechanic | Open/Promotional | 02/17/2016-03/15/2016 |
| 7. | Painter | Open/Promotional | 02/17/2016-03/15/2016 |
| 8. | Plumber | Open/Promotional | 02/17/2016-03/15/2016 |
| 9. | Power Mower Operator | Open/Promotional | 02/17/2016-03/15/2016 |
| 10. | Student Recovery Specialist | Open/Promotional | 02/24/2016-03/22/2016 |
| 11. | Transportation Planner | Open/Promotional | 02/10/2016-03/08/2016 |

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

- C.** The commission will consider approving the new classification specification:

Secretary IV

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

- D.** The commission will consider approving the revisions and the title change to the following classification specification:

From	To
Student Services Specialist	Student Services Specialist II

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

- E.** The commission will consider approving the revisions to the following classification specification:

Workers' Compensation Technician

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

- F.** The commission will discuss the WRIT positions.

Moved: _____ Seconded _____
 Discussion: _____

- G.** The commission will consider approving the minutes for February 2, 2016.

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

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

Adjournment

The commission adjourned the meeting at _____

Exam #	15-178	Exam Title	COMPUTER OPERATOR			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/23/2015	1/26/2016	3/3/2017	108	25	415	156

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.


2/12/16

 Director Date

Exam #	15-141	Exam Title		Plasterer/Cement Finisher		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/23/2015	1/6/2016	3/2/17	5	5	32	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.

Gladys Byrd
 Personnel Director

2/10/2016
 Date

Exam #	15-176	Exam Title	PLUMBER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/23/2015	1/26/2016	3/3/2017	3	3	23	11

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

2/22/16
 Date

Exam #	15-155	Exam Title	Program Clock & Fire Alarm Technician			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/14/2015	1/6/2016	3/2/17	2	2	35	10

**Merge with exam #15-094

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.

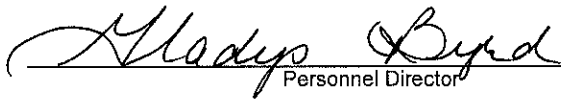

 Personnel Director

2/4/2016
 Date

Exam #	15-166	Exam Title		School Police Officer		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/18/2015	12/15/2015	2/4/17	4	4	52	13

***Merged with #15-043, #15-069 & #15-129

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

1/22/2016
 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	Work Year:	9-12 months	Salary Range:	40
Job Family:	SECRETARIAL/CLERICAL		HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	EEO6-Secretarial/Clerical	

SECRETARY IV

JOB SUMMARY:

Performs a full range of highly responsible and confidential secretarial and administrative support related duties using considerable independent judgment in making decisions in an Assistant Superintendent or Superintendent's office. This is a confidential position.

SUPERVISION:

Receives general supervision from an administrative assistant or the superintendent's assistant. May provide direct or lead functional supervision over lower level office personnel, as assigned.

ESSENTIAL JOB FUNCTIONS:

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

- Perform complex duties as confidential secretary to an administrator, relieving the superintendent's assistant of a variety of secretarial and administrative duties.
- Plan, coordinate, and organize office activities.
- Maintain confidentiality of privileged and sensitive information.
- Receive, screen and route telephone calls.
- Respond to requests, complaints, and questions from officials, staff, and the public.
- Interpret policies and regulations to officials, staff and the public.
- Maintain and coordinate the superintendent's calendar.
- Prepare and disseminate calendars of events.
- Compose correspondence independently on a variety of matters including those of a confidential nature
- May take and transcribe dictation.
- Compile and type reports, contracts, statistical data, memos, bulletins, lists and other materials as directed.
- Prepare, format, edit, and proofread written materials.
- Process and evaluate a variety of forms related to assigned functions.
- Receives, sort, and route incoming mail; review and determine priority of incoming mail.
- Attends a variety of meetings and compile related notices, reports and agendas; take and transcribe minutes.
- Prepares and processes requisitions and travel reimbursements according to established guidelines.
- May order office supplies in accordance with established guidelines.
- Maintain a variety of complex personnel records, lists, and files.
- May administer payroll for department including completion and submission of time sheets as directed.
- Attend and participate in a variety of in-service trainings and meetings.
- May attend Board of Education meetings.
- May assist in the development and preparation of Board agenda materials and official minutes.

- Makes arrangements for conferences, speaking engagements, administrative meetings and travel plans for the Superintendent.
- May oversees compliance with Conflict of Interest Code filings for Board of Education, Superintendent and other administrators.
- Maintains communication with administrators and principals to keep their offices fully informed on all Board of Education or Superintendent requests, actions, and policies for the purpose of ensuring proper follow-up.
- Assists in budget planning and control for the Superintendent's office.
- Must demonstrate attendance sufficient to complete the duties of the position as required.
- Performs job related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the experienced level secretary that performs complex and highly specialized secretarial duties to relieve the Superintendent's Assistant of clerical and administrative duties to accomplish District goals.

- A Secretary III reports to a certificated or classified manager at or above middle or high school principal or a department director.
- A Secretary II reports to a certificated Principal at the elementary or special education school.
- A Secretary I reports to a certificated or classified manager at the organization level below middle or high school principal or department head.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of functions and practices of executive or administrative offices.
- Knowledge of district and/or school operations, procedures, rules, and policies.
- Knowledge of methods and practices of financial record keeping.
- Knowledge of research analysis, techniques, and methods.
- Knowledge of Word, Excel, PowerPoint, and other computer software and databases commonly used in modern offices.
- Knowledge of correct English usage, spelling, grammar, vocabulary and punctuation.
- Knowledge of public relations principles and practices.
- Ability to perform difficult and responsible secretarial work with accuracy and speed.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to maintain complete records and prepare reports.
- Ability to make mathematic calculations with speed and accuracy.
- Ability to perform financial record keeping including monitoring and tracing a unit budget.
- Ability to work effectively in the absence of or with minimal supervision.
- Ability to operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact with others with courtesy and respect.
- Ability to understand and follow oral and written instructions, work rules, regulations and procedures.
- Ability to prioritize.
- Ability to learn, interpret, and apply administrative and departmental policies, laws, and regulations.
- Ability to accept supervision and constructive criticism.
- Ability to maintain strict confidentiality in performing the duties of the Superintendent's office.
- Ability to appear for work on time and adhere to all procedures concerning use of leave time.

- Ability to maintains, interprets, and provides information to others concerning office functions, Board policies, District administrative directives, handbooks and procedures.

EXPERIENCE, EDUCATION AND TRAINING:

Four (4) years of experience at the level of Secretary III with the San Bernardino City Unified School District.

OR-

Five (5) years of paid experience, within the last 5 years, as a secretary to an administrator of a public or private organization.

-AND-

High school graduation or the equivalent

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

A valid CA driver's license and auto liability insurance.

Employees in this classification are responsible for renewing the documents listed to ensure their validity throughout employment in this classification.

SPECIAL REQUIREMENTS:

Positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

Positions in this classification may require attendance at evening Board of Education and other meetings.

WORKING ENVIRONMENT:

Indoor work environment.

DEMANDS:

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 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 REQUIREMENTS:

Some positions in this classification may require fluency in reading, speaking, or writing a second language.

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: 0719	Work Year: 260 days	Salary Range: 50
Job Family:		HR/Day: 8
FLSA Status: Non-Exempt	EEOC Occupational Group:	

STUDENT SERVICES SPECIALIST II

DEFINITION:

To work in collaboration with various District, city, county, and private agencies, in a school-linked service integration model, to provide-journey-level case management services individual and family services to-district students with habitual truancy and behavioral problems.

SUPERVISION RECEIVED AND EXERCISED: SUPERVISION:

Receives general supervision from the School – Linked Services Director.

Exercises no supervision.

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Oversees case management activities for selected District students and families.
- Works as a member of an interdisciplinary team comprised of staff from SBCUSD, probation, social services, public health, mental health, police, and other community service agencies.
- Meets with students identified by Youth Services Director and/or the District Case Management Team, as habitual truants and/or chronic behavioral problems in order to establish rehabilitation or family service plans.
- Prepares multidisciplinary assessments and intakes for referred students/families.
- Gathers information from schools, family members, current or previous service providers and others involved with students/families.
- Provides linkage and coordination of services to students and families being case managed, which may include assessing, counseling, parenting, and or drug and alcohol rehabilitation services.
- Develops linkages with county, city, and other public and private human service agencies/programs to facilitate case management services.
- Meets with school administrators, counselors, and teachers to periodically review attendance and academic progress of case managed students.
- Maintains case files.
- Works with staff to establish a comprehensive system for tracking case students and families.
- Participates in the District’s Medi-Cal billing programs.
- Uses personal vehicle for travel related to duties.
- Performs job related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

None

EMPLOYMENT STANDARDS:

KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Ability to provide student case management services.
- Ability to provide a variety of social work services.
- Ability to coordinate services provided to students and in caseload.
- Ability to formulate and modify service plans in conjunction with families and services providers.
- Ability to work both independently and as a team player.
- Ability to keep accurate and detailed electronic student case files.
- Ability to interface with multiple providers, community members, and bureaucracies.
- Ability to provide services to members of varying groups.
- Ability to communicate in English both orally and in writing.
- Ability to develop cooperative relations with others, including a wide variety of service providers and service organizations.

EXPERIENCE, EDUCATION, AND TRAINING: (These are minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on October 22, 1997.)

~~One year of paid experience providing a variety of services to assist homeless individuals or families in restoring their capacity for social functioning, which includes any combination of case management and multi-disciplinary team experience.~~

~~Four (4) years of fulltime paid experience working with families, school-aged children, community, or public/non-profit organization.~~

AND

~~A Master's Degree in social work (MSW) from an accredited college or university.~~

~~Bachelor's degree from an accredited college or university. Bachelor's degree in social work, psychology or closely related field is desirable.~~

License/Certificates/Registrations:

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

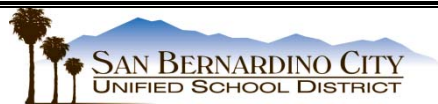
SPECIAL REQUIREMENT:

Personal transportation for travel required by duties of the position.**

*Must be presented/**available upon offer of employment and maintained throughout employment in 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:	1050	Work Year:	12 months	Salary Range:	38A
Job Family:	Clerical			HR/Day:	8 hours
FLSA Status:	Non-Exempt	EEOC OCCUPATIONAL GROUP:		Clerical	

WORKERS' COMPENSATION TECHNICIAN

JOB SUMMARY:

To perform specialized and complex clerical work involved in the district-wide Workers' Compensation Program. Reviews claims involving medical treatment only for Workers' Compensation benefits and makes recommendations related to those claims.

SUPERVISION:

Receives general supervision from upper level manager.

ESSENTIAL JOB FUNCTIONS:

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

- Receives and answers inquiries into workers' compensation procedures.
- Composes routine correspondence regarding procedures, off-work time and medical treatment.
- Coordinates light duty assignments with doctors and supervisors.
- Assist in developing legal files from a variety of District sources, attorneys, medical personnel and others to obtain needed information.
- Maintains master District OSHA Log and updates information for sites to meet state and federal laws.
- Provides accurate information for preparation of the annual report.
- Reviews and examines workers' compensation claims filed by District employees for injuries and illnesses that do not require periods of time off from work due to a disability.
- Documents first aid cases and District employee's exposure to various pathogens.
- Sends out notices to employees and enters information into a database and maintains comprehensive workers' compensation benefits.
- Identifies claims that require further investigation and will be put on delay status.
- Refers these claims to the Claims Examiner for further handling.
- Processes claim payments, which include banking transactions.
- Works in conjunction with the District's Finance Department to manage records related to claim payments and bank transaction records.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Relevant workers' compensation laws and the procedures and regulations.
- Relevant workers' compensation case law.
- Medical terminology, vocational rehabilitation requirements and procedures of claims management and control. General practices used in claims related programs.
- Reading, writing and communicating in English at an appropriate level.
- Operation of personal computers, specialized software applications related to claims databases, spreadsheets and word-processing and the operations of other standard office equipment.

- Dealing effectively with a variety of employees/individuals at different organizational levels and the public using tact and discretion.
- Learn and understand the District's policies and practices related to workers' compensation and claim handling procedures and policies.
- Analyze and explain the basis for claims decisions to employees, supervisors and management staff.
- Process claims payments and perform financial record keeping tasks related to claims.
- Organize and manage accurate files and records.
- Communicate effectively orally and in writing.
- Learn specialized computer software applications.
- Work independently with frequent interruptions and under the pressure of competing deadlines.
- Provide effective customer service.
- Establish and maintain effective and cooperative working relationships.

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.

- Two (2) years of ~~increasingly responsible~~ fulltime paid experience in ~~a~~ Workers' Compensation, and or Risk Management or closely related office/program field.
- High school graduation or the equivalent.
- Additional specialized training or college level course work in personnel management of a related field is desirable.

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

A valid California driver's license and auto liability insurance submitted upon offer of employment.

Employees in this classification are responsible for renewing the documents listed to ensure their validity throughout employment in this classification.

AND

California Self-Insurance Administrator's certificate.

OR

California Self-Insurance Administrator's certificate from an institution recognized by the California Department of Insurance or the Insurance Education Association provided by the District within six (6) months of appointment.

SPECIAL REQUIREMENT:

Personal transportation for incidental job-related travel.

PHYSICAL DEMAND:

Physical abilities include sitting for extended periods, fine manual dexterity, talking/hearing, near and far visual acuity, field of vision.

APPOINTMENT:

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

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

Job Description: Workers' Compensation Technician

Personnel Commission Est. 11/05/2014 and Salary adjustments 11/05/2014; 3/2/2016

Page 2

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

MINUTES

February 3, 2016

I. CALL TO ORDER

A. The meeting was called to order at 5:31 p.m. by Commissioner Dixon.

B. Roll-Call

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

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Ms. Dixon moved to approve the agenda as submitted and seconded by Mr. Bohn with the following changes:

Page 2 of 35 Action B: Administrator of Operations Recruitment Dates should read: Recruitment Open date 02/10/2016-03/08/2016.

Page 20 of 36 Job specification title change should read: Facilities Administrator strike out and add new title: Administrator of Operations.

Page 22 of 36 Qualifications should read as follows:

Four (4) years of recent (within the past five (5) years) fulltime paid managerial/administrative work experience at or above a Department/Director level in any of the following fields: facilities, maintenance and operations, and transportation, or energy management programs and services.

Motion carried with changes.

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

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

1. Bilingual Community Relations Worker II/Parent Involvement	Exam #15-161
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2. Bilingual Community Resources Worker	Exam # 15165
3. Campus Security Officer I	Exam # 15-157
4. Campus Security Officer II	Exam # 15-167
5. Carpenter	Exam # 15-168
6. Contract Analyst	Exam # 15-164
7. Education Assistant III (SI)	Exam # 15-170
8. Executive Director, Community Engagement	Exam # 15-174
9. Graphic Arts Assistant	Exam # 15-162
10. Human Resources Director – Classified	Exam #15-172
11. Machinist	Exam #15-121
12. Microcomputer Specialist I (PC)	Exam # 15-169
13. Pool Attendant	Exam #15-013
14. Reprographic Equipment Operator	Exam # 15-171

Motion carried

B. RECRUITMENTS.

The commission will consider approving the following recruitments:

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

1. Administrator of Operation	Dual Certification
2. Education Assistant III/SI	Open/Promotional
3. Instructional Assistant/SDC	Open Promotional
4. Marketing Graphic Designer	Open/Promotional
5. Public Safety Dispatcher	Open/Promotional
6. Registered Behavior Technician	Open/Promotional
7. Virtual Learning Instructional Assistant	Open/Promotional

Motion carried.

C. TITLE CHANGE AND REVISION OF CLASSIFICATION

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the title change to the following classification specification

From:	To:
Facilities Administrator	Administrator of Operations

Motion carried.

D. CLASSIFICATION

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the revisions to the classification specification:

Lifeguard

Motion carried.

E. FILL VACANCIES FROM ELIGIBILITY LISTS:

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the certification from other eligibility lists to fill vacancies, as follows:

FROM	TO
1. Attendance Assistant	Bilingual Attendance Assistant
2. Bilingual Community Resources Worker	Community Resource Worker
3. Community Specialist II	Microcomputer Specialist II

Motion carried.

F. LATERAL TRANSFER:

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the lateral transfer for Daphne Morris, effective February 4, 2016, as follows:

From:

School Accounting Technician (MS) – Shandin Hills Middle School

To:

Attendance Technician- Chavez Middle School

Motion carried.

G. CONFERENCE CSPCA:

A motion was made by Ms. Dixon and seconded by Mr. Bohn for Personnel Commission Staff and Commissioners to attend CSPCA 2016 Conference from 02/25/2016 – 02/28/2016 at Paradise Pier Hotel, Anaheim, California.

Motion carried.

H. RULES WORKING OUT OF CLASS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the second reading to Chapter 3.11 Working Out of Classification.

Motion carried.

I. CHAPTER 3 REVIEW RULES:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the second reading to Chapter 3 Review of Positions:

3.13: Review of Positions

3.14: Request for Reclassification

3.15: Effective Date of Reclassification

3.16: Reclassification of Incumbents

Motion carried.

J. ANNUAL REPORT 2014-2015:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to discuss the Annual Report for 2014-2015.

Ms. Byrd explained in detail each area of the Annual Report. This should be updated on an annual basis.

K. MINUTES JANUARY 13, 2016:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the Minutes for January 13, 2016.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated the goal is to try to fill all trade positions that are still open.

Ms. Dixon stated she is impressed with the Writ positions down to 16 positions to be filled. Ms. Dixon encouraged everyone to go to museum to see the Black History month.

Mr. Bohn expressed his gratitude for the Annual Report Pamphlet, it is very nice to see from year to year of what has been going on.

The commission adjourned into closed session at 5:56 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:56 p.m.

The commission reconvened into open session at 5:59 p.m. and the following was taking into closed session:

The commission selected a Bilingual Clerk II for the department of Personnel Commission effective February 16, 2016.

Motion passed.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:00 p.m.