

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

AGENDA

June 8, 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 eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:
- 1. Cafeteria Worker Exam # 16-029
 - 2. Custodian I Exam # 16-028
 - 3. Food Production Worker Exam # 16-026
 - 4. Nutrition Services Equipment Mechanic Exam # 16-027
 - 5. School Police Officer Exam # 16-024
 - 6. Student Recovery Specialist Exam # 16-015
 - 7. Student Services Specialist II Exam # 16-023
 - 8. Workers' Compensation Technician Exam # 16-022

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

- B. The commission will consider approving the following recruitments:
- 1. Account Clerk II Open/Promotional 05/25/2016-06/21/2016
 - 2. Appliance Repair Technician Open/Promotional 04/27/2016-06/21/2016

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

3.	Heavy Equipment Operator	Open/Promotional	05/25/2016-07/05/2016
4.	HVACR Mechanic	Open/Promotional	05/18/2016-Continuous
5.	Nutrition Services Equipment Mechanic	Open/Promotional	04/27/2016-Continuous
6.	Nutrition Services Supervisor	Open/Promotional	05/11/2016-Continuous
7.	Occupational Therapist	Open/Promotional	05/25/2016-07/05/2016
8.	Pool Attendant	Open/Promotional	05/18/2016-Continuous
9.	Purchasing Clerk	Open/Promotional	06/01/2016-06/28/2016
10.	Registered Behavior Technician	Open/Promotional	05/18/2016-Continuous
11.	Senior Claims Examiner	Open/Promotional	06/01/2016-06/28/2016
12.	Senior Food Production Worker	Open/Promotional	05/18/2016-07/14/2016
13.	Senior Purchasing Clerk	Open/Promotional	06/01/2016-06/28/2016
14.	Water Cooling/Heating Specialist	Open/Promotional	05/18/2016-Continuous
15.	Welder Fabricator	Open/Promotional	06/01/2016-06/28/2016

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

C. The commissioners will have a discussion on PC summer hours.

Moved: _____ Seconded _____
Discussion: _____

D. The commission will consider approving the Commissioners, Personnel Commissioner Director, Personnel Analyst, and Human Resources Specialist(s) (PC) to attend the 2016 Conference for School Personnel Commissioners Association of Northern California on Friday, October 21, 2016 through Sunday, October 23, 2016 at Siena Hotel 1 South Lake Street, Reno, Nevada. Total cost for conference and hotel stay is not to exceed \$5,000.00.

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

E. It is recommended that the Personnel Commission approve the Advertising Subscription for NEOGOV 2016-2017, for governmentjobs.com for the amount of \$4,950.00.

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

F. It is recommended that the Personnel Commission approve the membership for Maintenance Agreement for Lanier Copy Machine SD Lanier MP C6850 from July 1, 2016 through June 30, 2017, not to exceed \$3,500.00.

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

G. The commission will consider approving certification names from other eligibility lists to fill vacancies, as follows:

From:	To:
1. Transportation Scheduler	Bilingual Transportation Scheduler

Reference: PC Rule 5.23, 5.23.1, 5.23.2, 5.23.3.

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

H. The commission will consider approving the minutes for May 4, 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

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

ID# 16-25145239

ID# 16-21615818

ID# 16-18528437

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

Adjournment

The commission adjourned the meeting at _____

Exam #	16-029	Exam Title		Cafeteria Worker		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/27/2016	5/24/2016	12/9/16	46	13	294	76

**Merged with exams #15-143 & 16-011

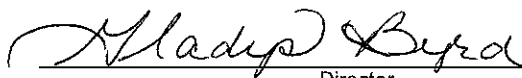
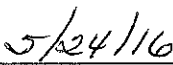
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

 Personnel Director

6/1/2016
Date

Exam #	16-028	Exam Title		CUSTODIAN I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/6/2016	5/3/2016	6/9/2017	69	21	476	107

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

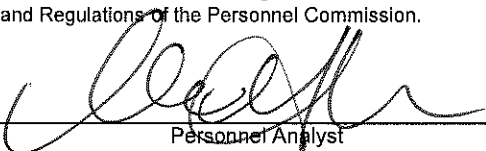
Exam #	16-026	Exam Title		FOOD PRODUCTION WORKER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/23/2016	4/19/2016	6/9/2017	43	29	253	67

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.

Madyn Bys 5/5/16
Director Date

Exam #	16-027	Exam Title	NUTRITION SERVICES EQUIPMENT MECHANIC			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/23/2016	4/19/2016	6/9/2017	1	1	12	2

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.


6-2-16

Personnel Analyst Date

Exam #	16-024	Exam Title		School Police Officer		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/16/2016	5/17/2016	6/9/17	10	8	109	18

**Merged with exams #15-043, #15-069, #15-129, #15-166

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

5/26/2016
 Date

Exam #	16-015	Exam Title		Student Recovery Specialist		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/24/2016	3/22/2016	6/9/17	63	23	411	102

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

5/6/2016
 Date

Exam #	16-023	Exam Title		STUDENT SERVICES SPECIALIST II		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/9/2016	4/5/2016	6/9/2017	126	28	363	169

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 #	16-022	Exam Title	WORKERS' COMPENSATION TECHNICIAN			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/9/2016	4/5/2016	6/9/2017	8	7	136	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.


5/5/16
 Director Date



REGISTER NOW:

[HTTPS://WWW.REGONLINE.COM/SPCANC2016](https://www.regonline.com/SPCANC2016)

OCT. 21 -23, 2016
SPCA-NC FALL CONFERENCE
RENO, NV

Highlights:

The event will be held at the newly renovated Siena Hotel in Reno, Nevada, with a welcome dinner on Friday night at the National Auto Museum (see above). You won't want to miss this spectacular event! Early Bird registration ends 5/27. You won't want to miss it! Register today!



SBCUSD PC AGENDA 06/08/2016



• Friday , 10/21

- Workshops:
1:00 pm to 4:00 pm
(time approximate)
- “Night at the National Auto Museum” with hosted dinner

• Saturday, 10/22

- Hosted Breakfast and Lunch
- Workshops:
8:30 am to 4:30 pm
- Annual business meeting
- Evening Reception

• Sunday, 10/23

- Breakfast Buffet
- Final Workshop

SIENA HOTEL

1 South Lake Street
Reno, NV 89501

<http://www.sienareno.com/>

NATIONAL AUTO MUSEUM

10 South Lake Street
Reno, NV 89501

<http://www.automuseum.org/>



Invoice

Governmentjobs.com, Inc.
222 N. Sepulveda Blvd
Suite 2000
El Segundo CA 90245

Bill To

Abe Flory
San Bernardino City USD, (CA)
777 North F Street B
San Bernardino CA 92410
United States

Date 6/1/2016
Number INV17964
Due Date 7/1/2016
Terms Net 30
P.O. No.

Item	Description	Period Covered	Amount
Job Posting Subscription	Governmentjobs.com Subscription	01-JUL-16 - 30-JUN-17	4,950.00

Thank you for your business!

Please note remittance information below.

To view and download a copy of our W9 please visit www.neogov.com/w-9

Total	4,950.00
Amount Due	\$4,950.00

Governmentjobs.com, Inc.

Payments Online

To pay via credit card, please login to our Netsuite Customer Billing Center. If you do not have access to our Customer Center, please email us at accounting@neogov.com or call 310.426.6304 for assistance.

Payments by Wire:

Wells Fargo Bank
Account #: 7808864628
Account Name: GovernmentJobs.com, Inc.
Bank Routing No.: 122000247
Swift Code: WFBUS6S

Remittance Slip

Customer San Bernardino City USD,
Invoice # INV17964
Amount Due \$4,950.00
Amount Paid _____

Make Checks Payable To

Governmentjobs.com, Inc.
Governmentjobs.com, Inc.
222 N. Sepulveda Blvd
Suite 2000
El Segundo CA 90245

San Bernardino City Unified School District Purchasing Requisition

Requisition Type	: Vendor	: No
Requisition Number	: 760994	: 07/01/2016
Requestor's Position	: Secretary - Personnel Commission	: NERSIDALIA GARCIA
Location	: Personnel Commission	
Room		: Not Applicable
Description	: LANIER COPY MACHINE MAINTENANCE AGREEMENT 16-17	: Nersidalia Garcia
		: Maint Agrmt, Copier (108)
		: Building/Department Entered By
		: Type of Goods/Services

Vendor Information

Number	: 300305-01	Contact Name	: (909) 885-7576
Name	: BURTRONICS BUSINESS SYSTEMS	Phone	
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	: Personnel Commission	Contact	
Address 1	: 777 North F Street	Phone	: (909) 381-1182
Address 2	: Portable B	Fax	: (000) 000-0000
Address 3			
City, State, Zip	: San Bernardino, Ca 92410	Freight On Board	
Ship Via			
Delivery Instructions	: PO number MUST be visible on the exterior of each carton shipped.		
Additional Information			

6/3/2016

Page 1

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		MAINTENANCE AGREEMENT FOR THE PERIOD OF JULY 1, 2016 THROUGH JUNE 30, 2017 FOR LANIER COPY MACHINE MP C6502 SERIAL NUMBER E234C60021 COPY ALLOTMENT AT 0.0056 B/W AND 0.0151 COLOR WHICH INCLUDES PATS, LABOR, TONER AND STAPLES. INVOICES TO BE APPROVED NY THE SITE ADMINISTRATOR OR DESIGNEE NOT TO EXCEED \$3,500.00.		3500.00	3500.00	All

Sub-Total** : 3500.00
Taxes : 0.00
Shipping & Handling : 0.00
Additional Charges : 0.00
Total Requisition Amount : 3500.00

* 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	01-0000-0-0000-7490-5633-842-071	3500.00

Total Amount Charged : 3500.00

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

MINUTES

May 4, 2016

I. CALL TO ORDER

A. The meeting was called to order at 5:42 p.m. by Commissioner Dixon.

B. Roll-Call

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

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

No Public Comments.

IV. ACTION ITEMS

A. BUDGET 2016-2017

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the proposed budget for fiscal year 2016-2017 as submitted.

Ms. Byrd stated there was a change on the budget on the 2000 series because there was two (2) secretaries instead of one (1) and that affected the health and benefits section.

Mr. Salazar asked why on (other) there is \$20,000 instead of \$10,000.

Ms. Byrd explained that the increase is used to pay the subject matter expert. She is a provisional employee not to exceed 90 days per year, the limited term requisition is sent to the district.

Motion carried.

B. RATIFYING ELIGIBILITY LIST(S).

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

1. Buyer	Exam # 16-020
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2. Painter	Exam # 16-014
3. Secretary IV	Exam # 16-021

Motion carried

B. RECRUITMENTS.

The commission will consider approving the following recruitments:

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

1. Appliance Repair Technician	Open/Promotional	04/27/2016-05/24/2016
2. Cafeteria Worker	Open/Promotional	04/27/2016-05/24/2016
3. Custodian I	Open/Promotional	04/06/2016-05/03/2016
4. Education Assistant III (SI)	Open/Promotional	04/27/2016-06/07/2016
5. Education Assistant III (Spanish)	Open/Promotional	04/27/2016-06/07/2016
6. Instructional Aide	Open/Promotional	04/27/2016-06/07/2016
7. Instructional Assistant (SDC)	Open/Promotional	04/27/2016-05/24/2016
8. Instructional Tutor LH/PH	Open/Promotional	04/27/2016-05/24/2016
9. Microcomputer Specialist I (PC)	Open/Promotional	04/27/2016-05/24/2016
10 Microcomputer Specialist II	Open/Promotional	04/27/2016-05/24/2016
11.Nutrition Services Equipment Mechanic	Open/Promotional	04/27/2016-05/24/2016
12.Secretary	Open/Promotional	04/27/2016-05/24/2016
13.Senior Claims Examiner	Open/Promotional	04/27/2016-05/24/2016

Motion carried.

C. CODESP MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve payment of \$1,950.00 for membership for CODESP fiscal year 2016-2017.

Mr. Bohn asked explanation of what services we received from codesp.

Ms. Byrd explained CODESP is one of the agency's we receive our test material from.

Motion carried.

D. CSPCA MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the payment of \$1,200.00 for membership for CSPCA fiscal year 2016-2017.

Ms. Byrd explained the benefits of having CSPCA as membership. The agency is used for the merit academy.

Mr. Bohn asked if CSPCA is a personal commission association that provides with how commission runs and we use the agency for merit academy.

Motion carried.

E. WRIB MEMBERSHIP

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the payment for membership for WRIB of \$1,700.00 for the fiscal year 2016-2017.

This agency is used for test bank association.

Motion carried.

F. APPROVAL OF MINUTES:

A motion was made by Ms. Dixon and seconded by Salazar to approve the minutes for April 13, 2016 with corrections of Mr. Salazar being present and Ms. Dixon is absent.

Motion passed.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated how the job fair for Personnel Commission on Saturday, April 30th went really well, lots of applicants, over 500 showed up. Applicants were able to apply on the computer. It was a very busy day. The job fair was also shared with Certificated department. We helped a lot of applicants complete their online application. Ms. Jackson's team was there to assist us. Next time we will need different kind of resources. It was very successful.

Mr. Bohn – no comments.

Mr. Salazar stated he was very impressed with the job fair, very busy, productive, lots of people. He was impressed how the community came together. He commended the staff for delivering an excellent job. Great job with the budget.

Ms. Dixon stated the reason she was absent the last PC meeting is because she attended CASBO conference through her own employment. She suggested for PC staff to also attend, very informative.

Ms. Dixon asked why employees within the district have to keep on attaching the diploma to their profile every time they apply.

Ms. Gladys explained that the education information has to be attached only once to the main profile. Personnel Commission staff does not have access to current employee files from Human Resources Classified department.

Ms. Dixon suggested having a workshop for in house employees to show them the steps of how to apply on line through neogov, so they can understand how neogov works. Maybe approve some overtime for the ladies in the office.

Ms. Rita Jackson stated she was very impressed with the Job Fair that took place on April 30th. She stated the PC staff did a phenomenal, outstanding job, well organized, everything was in place.

The commission meeting adjourned at 6:02 p.m.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:02 p.m.