

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

AGENDA

August 10, 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. Appliance Repair Technician | Exam # 16-035 |
| 2. Education Assistant III (Spanish) | Exam # 16-030 |
| 3. Heavy Equipment Operator | Exam # 16-049 |
| 4. Purchasing Clerk | Exam # 16-051 |
| 5. School Police Sergeant | Exam # 16-055 |
| 6. Senior Claims Examiner | Exam # 16-040 |
| 7. Senior Claims Examiner | Exam # 16-053 |
| 8. Senior Purchasing Clerk | Exam # 16-052 |
| 9. Welder Fabricator | Exam # 16-054 |

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

- B.** The commission will consider approving the following recruitments:
1. Accounts Payable Technician Open/Promotional 08/03/2016-08/30/2016
 2. Custodian III Promotional Only 08/10/2016-09/06/2016

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

- C.** The commission will consider extending the following eligibility list for an additional year.
- Instructional Asst. (TA) Exam # 15-075 14 Eligible Ranks Expires: 9/2/2016

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

- D.** The commission will discuss conducting an additional regular Personnel Commission meeting date during the month of September.

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

- E.** The commission will discuss the AB 1432 Mandated Annual Employee Training in Child Abuse Reporting.

Moved: _____ Seconded _____
Discussion: _____

- F.** It is recommended that the Personnel Commission approve NEOGOV License Software Subscription Enterprise User License. The cost is \$18,000 for fiscal year 2016-2017.

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

- G.** 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 2016-2017.

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

- H.** The commission will consider approving the minutes for July 13, 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# 16-18528437



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

Adjournment:

The commission adjourned the meeting at _____.

Exam #	16-035	Exam Title		APPLIANCE REPAIR TECHNICIAN		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/27/2016	6/21/2016	8/10/2017	3	3	49	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.

Director
 Date

Exam #	16-030	Exam Title		Education Assistant III (Spanish)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/27/2016	6/7/2016	8/11/17	23	9	214	40

**Merged with exam #15-118

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

7/15/2016
 Date

Exam #	16-049	Exam Title		HEAVY EQUIPMENT OPERATOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/25/2016	7/5/2016	8/10/2017	4	4	61	12

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.




Director Date

Exam #	16-051	Exam Title		Purchasing Clerk		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/1/2016	6/28/2016	8/11/17	181	32	697	367

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

8/4/2016
 Date

Exam #	16-055	Exam Title		SCHOOL POLICE SERGEANT		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/8/2016	7/26/2016	8/11/17	8	4	13	8

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

8/5/2016
 Date

Exam #	16-040	Exam Title		SENIOR CLAIMS EXAMINER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/27/216	5/24/2016	8/10/2016	2	2	22	3

*To be merged with exam #16-053

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

7/13/16
Date

Exam #	16-053	Exam Title	SENIOR CLAIMS EXAMINER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/1/2016	6/28/2016	8/10/2016	1	1	16	2

*To be merged with exam #16-040

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.


7/13/16
 Personnel Director Date

Exam #	16-052	Exam Title		Senior Purchasing Clerk		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/1/2016	6/28/2016	8/11/17	31	24	94	43


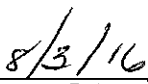
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

8/4/2016
 Date

Exam #	16-054	Exam Title	WELDER FABRICATOR			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/1/2016	6/28/2016	8/10/2017	3	3	79	20

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.

Director
 Date

Welcome Back SBCUSD Family!

The Human Resources Division hopes that you are excited about the new year and all the wonderful new challenges that it brings. We wish you a year full of great results and accomplishments.

As we begin the new year, we would like to remind you about AB 1432, the Mandated Reporter Training for ALL District Employees. We will utilize the California Department of Education, Mandated Reporting Online Training platform to make it user-friendly.

AB 1432 Requires School Districts to Provide Annual Employee Training in Child Abuse Reporting

On September 29, 2014, Governor Brown signed Assembly Bill 1432. This new law, effective January 1, 2015, requires all school districts, county offices of education, charter schools, state special schools and Department of Education diagnostic centers to provide annual training to their employees in child abuse detection and mandatory reporting obligations under the Child Abuse and Neglect Reporting Act ("CANRA").

CANRA requires that all "mandated reporters" file a report with local law enforcement or county welfare departments whenever in their professional capacity they have knowledge of or observe a child they reasonably suspect has been the victim of child abuse or neglect. (Penal Code § 11166.) In the education setting, "mandated reporters" include all certificated and classified employees, administrators, athletic coaches and school resources officers – basically anyone who has regular contact with children.

Prior to AB 1432, CANRA did not require the training of mandated reporters in school districts. School districts were "strongly encouraged," but not required, to provide annual training for mandated reporters. If a school district failed to train employees, the district was simply required to report to the California Department of Education why training was not provided. (Penal Code § 11165.7(d).)

Under AB 1432, school districts and county offices of education will now be required to provide child abuse reporting training to all employees annually. Each employee must submit proof that he or she has completed the training within the first six weeks of each school year. Additionally, any new employees hired during the school year must complete the training and provide proof of completion within the first six weeks of their employment.

To access your training, please follow the steps below:

1. In your internet browser type: www.educators.mandatedreporterca.com
2. Click on Begin Training
3. Review Lessons 1-5 (Pages 1-80)
4. Once you reach the end of lesson 5 (Page 80) click on "Click here to continue" to take final test
5. Click on Final Test link that will take you to register for test
6. When registering, you will be prompted the following questions:
 - a. Do you work for a school district in California? (Click yes)
 - b. Your Contact Information
 - First Name then Last Name
 - School (or Department)
 - School District (San Bernardino City Unified School District)
 - Email address (Use preferred email address)
 - Enter Zip Code (Your Site's Zip Code or 92410 for the District Office)
7. Take Final Test
8. Once you have completed the Final Test with a passing score, print Certificate and submit a copy to your site Administrator/Director

EMPLOYEE RELATIONS

Property-Liability-Insurance, Claims & Litigation Management
777 North F Street • San Bernardino, CA 92410 • (909) 381-1123 • Fax (909) 885-0959



Invoice

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

Bill To

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

Date 8/4/2016
Number INV187034
Due Date 9/3/2016
Terms Net 30
P.O. No.

Item	Description	Period Covered	Amount
IE - Renewal	Insight Enterprise Software License	11/16/2016 - 11/15/2017	18,000.00

For billing questions please call (310) 426-6304 Or email us at accounting@neogov.com. To pay invoices online, view statements, or update your billing information please contact us to obtain access to our customer billing center.

Total Amount Due	18,000.00 \$18,000.00
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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 #	INV187034
Amount Due	\$18,000.00
Amount Paid	_____

Make Checks Payable To

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

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

Bill To

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

Date 8/4/2016
Number INV18702
Due Date 9/3/2016
Terms Net 30
P.O. No. 560862

Item	Description	Period Covered	Amount
Biddle Software - Renewal	Biddle Software License	11/18/2016 - 11/17/2017	5,940.00

For billing questions please call (310) 426-6304 Or email us at accounting@neogov.com. To pay invoices online, view statements, or update your billing information please contact us to obtain access to our customer billing center.

Total	5,940.00
Amount Due	\$5,940.00

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 #	INV18702
Amount Due	\$5,940.00
Amount Paid	_____

Make Checks Payable To

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

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

MINUTES

July 13, 2016

I. CALL TO ORDER

A. The meeting was called to order at 5:30 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. Mr. Salazar seconded.

Motion carried.

III. PUBLIC COMMENTS

Samer Alzubaidi, Director for Facilities stated that he applied for the position of Administrators of Operations on 3/3/2016; he gave his background, civil – construction engineer. His concern was that he felt the screening process was not followed correctly.

Roy Gaines, School Police Officer requested that the commission consider him for the screening process as a School Police Sergeant. He stated that he was in the process of retaining the Intermediate Certificate issued by the California Commission on Peace Officer Standards and Training. The process takes approximately three (3) month process.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

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

1. Account Clerk II	Exam # 16-050
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2. Education Assistant III (Severe Impairments)	Exam # 16-031
3. HVACR Mechanic	Exam # 16-138
4. Instructional Aide	Exam # 16-032
5. Instructional Assistant (SDC)	Exam # 16-039
6. Instructional Tutor LH-PH	Exam # 16-038
7. Microcomputer Specialist I (PC)	Exam # 16-034
8. Microcomputer Specialist II	Exam # 16-036
9. Nutrition Services Supervisor	Exam # 16-042
10. Occupational Therapist	Exam # 16-048
11. Pool Attendant	Exam # 16-045
12. Secretary	Exam # 16-033
13. Senior Food Production Worker	Exam # 16-047

Motion carried

B. RECRUITMENTS.

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

1. Curriculum Materials Clerk	Open/Promotional	07/06/2016-08/23/2016
2. Delivery Driver/Warehouse Worker	Promotional Only	06//15/2016-08/16/2016
3. Instructional Tutor AH	Open/Promotional	06/29/2016-Continuous
4. Maintenance Worker II	Open/Promotional	06/29/2016-07/26/2016
5. School Accounting Technician I-Middle School	Open/Promotional	07/06/2016-08/23/2016
6. School Police Sergeant	Open/Promotional	06/08/2016-7/26/2016
7. Sprinkler System Specialist	Open/Promotional	06/08/2016-07/26/2016
8. Youth Services Specialist	Open/Promotional	07/13/2016-08/16/2016

Motion carried.

C. CERTIFICATION NAMES FROM ELIGIBILITY LIST:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve certification names from the eligibility lists to fill vacancies.

From:

To:

Instructional Aide

Bilingual Instructional Aide

Instructional Tutor LH/PH

Bilingual Instructional Tutor LH/PH

Secretary

Bilingual Secretary

Ms. Byrd explained that the list will be canvassed to determine who are bilingual.

Motion carried.

D. EXTENDING ELIGIBILITY LIST

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve certification to extend the following eligibility list for an additional year.

1. Attendance Assistant, Exam # 15-113, 16 Eligible Ranks
2. Secretary III, Exam # 15-062, 10 Eligible Ranks

Motion carried.

E. BILINGUAL SCHOOL POLICE OFFICER

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the revision of the classification for School Police Officer, Job Code 518, and to reclassify current employees with a permanent classification of Bilingual School Police Officer to School Police Officer, with Job Code 486 without loss of seniority effective July 14, 2016.

Ms. Byrd explained that some positions in this classification may require bilingual.

Ms. Jackson, Classified HR director, explained if the applicant utilizes a second language, they can fill out paperwork to be compensated.

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

School Police Officer

Motion carried.

F. CLASSIFICATION SPECIFICATION REVISIONS

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

Secretary IV

Motion carried.

G. CONFERENCE FOR SPCA OF NORTHERN CALIFORNIA

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve for the Commissioners, Personnel Commission Director, Personnel Analyst, and Human Resources Specialist(s) (PC), Bilingual Secretary III, and Bilingual Clerk II to attend the conference for California School Personnel Commissioners Association (CSPCA) of San Francisco, Northern California on Thursday, January 26, 2017 through Sunday, January 29, 2017 at Westin St. Francis Hotel in Union Square. The cost is

not to exceed \$8,000.00, plus additional transportation cost. Mr. Salazar asked if there is enough money within our budget. Ms. Byrd confirmed the budget.
Motion carried.

H. PROVISIONAL EMPLOYEE

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve provisional employee, Audrey Loera to work as provisional Personnel Analyst, salary range M40, not to exceed 90 work days during the 2016-17.

Motion carried.

I. MINUTES

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for June 8, 2016 meeting.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Mr. Salazar wished Ms. Dixon Happy Birthday.

Ms. Dixon welcomed Mr. Jeffrey Haynes, Director for Workers Compensation Department.

Ms. Dixon stated that she was approached by a community member concerned that "every job that comes up is bilingual; leaving others out". They ask what can she do about it? Ms. Dixon feels there isn't a balance at the school sites.

Ms. Jackson stated that the only difference on bilingual is a bilingual employee receives a stipend. She suggested having bilingual removed from the titles and specify on class specification that bilingual may be preferred or desired.

The meeting adjourned for closed session at 6:02 p.m.

VII. CLOSED SESSION:

The commission adjourned into closed session at 6:02 p.m.

The commission reconvened into open session at 6:27 p.m. and announced the following action taken in closed session:

ID# 16-8341687 – Appeal granted.

ID# 16-18528437 – Appeal tabled.

Adjournment: The meeting adjourned at 6:28 p.m.